



No..NIIRNCD/Misc./Circular_Office_Order/2026/144

Date: 02/07/2026

परिपत्र

विषय: आईसीएमआर के अतिथि गृहों (Guest Houses) में आवास हेतु संशोधित दिशा-निर्देश एवं संशोधित शुल्क दरों के संबंध में।

आईसीएमआर के कार्यालय ज्ञापन संख्या 16/05/2026-Admin, दिनांक 02.06.2026 के संदर्भ में सूचित किया जाता है कि सक्षम प्राधिकारी, आईसीएमआर द्वारा संस्थान के अतिथि गृहों में आवास हेतु प्रचलित दिशा-निर्देशों एवं शुल्क दरों में संशोधन किया गया है। संशोधित दिशा-निर्देश एवं शुल्क दरें संलग्न कार्यालय ज्ञापन के अनुसार तत्काल प्रभाव से लागू होंगी।

उक्त संशोधित शुल्क दरें तत्काल प्रभाव से लागू होंगी तथा आगामी आदेश जारी होने तक प्रभावी रहेंगी।

पारस त्यागी
02/07/26

पारस त्यागी
प्रशासनिक अधिकारी

प्रेषित:

1. अतिथि गृह समिति, आईसीएमआर-एनआईएचआर, जोधपुर।

संलग्नक:

1. कार्यालय ज्ञापन संख्या 16/05/2026-Admin, दिनांक 02.06.2026

प्रतिलिपि:

1. निजी सहायक, निदेशक, आईसीएमआर-एनआईएचआर, जोधपुर।
2. गार्ड फाइल, आईसीएमआर-एनआईएचआर, जोधपुर।



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कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No.16/05/2026-Admin

Dated: 02.06.2026

OFFICE MEMORANDUM

The Competent Authority, ICMR has revised the guidelines for accommodation in the Guest Houses of ICMR. The revised guidelines are as under:

Sr. No.	Category of Visitors	Revised Charges (Per Room/Per Day)
1	ICMR Staff on Official Duty	Rs. 500 +
2	Non-ICMR Staff on ICMR Duty	applicable taxes
3	ICMR Staff on Personal Visit (including self/family)	
4	Non-ICMR Staff on Official Duty	Rs. 1000 +
5	Non-ICMR Staff on Personal Visit	applicable taxes
6	Junior Research Fellow / Senior Research Fellow / Short-term Students / Research Associates / Post-Doctoral Fellows / Any other Student, Fellow or Associate/Young Professionals/Non-Institutional Project Manpower/Outsourced manpower on official Duty	Rs. 250 + applicable taxes

The above-mentioned rates shall be charged with immediate effect and will be applicable to all ICMR Headquarters/Institutes/Centres.

(B) To ensure uniformity and avoid ambiguity, the following terms and conditions for booking and stay in the Guest Houses shall be applicable:

1. Booking should be made at least 7 days prior to the scheduled visit, duly forwarded by the Competent Authority of the concerned Institute/Centre/Hqrs, excluding the exceptional Cases.
2. Allotment of accommodation shall be subject to availability, eligibility and priority.
3. Only the person to whom the room is allotted shall be permitted to stay in the Guest House. All visitors shall return to the Guest House by 10.00 PM hrs positively.
4. The Guest House staff shall make every effort to ensure the safety and security of guests and their belongings. However, the management shall not be responsible for any loss or damage, and guests are advised to take care of their belongings.

5. The Standard Check-out time for guest house is 12.00 PM (Noon)

6. Period of Stay :-

For ICMR Headquarters:

Accommodation may be allotted for up to 7 days with the approval of ADA(A)/HOO. Accommodation beyond 7 days may be allowed only with the approval of the DDG(A), where necessary.

For Institutes/Centres:

Accommodation may be allotted for up to 7 days with the approval of the Director Nominee/Sr Ao/AO. Accommodation beyond 7 days may be allowed only with the approval of the Director of the Institute, where necessary.

7. The person(s) occupying the rooms shall be responsible for any loss or damage to the property of the Guest House.
 8. All guests/visitors shall enter their complete address and contact number in the Guest House Occupancy Register and indicate the date and time of arrival and departure (check-in and check-out). Guests must produce valid ID proof if requested.
 9. Payment of room rent shall be made before leaving the Guest House.
 10. If any guest visits the Guest House without a prior accommodation letter from the Administrative Officer (AO), Senior Administrative Officer (Sr. AO) or Head of Department (HOD), the stay shall be treated as a personal visit.
 11. Guests shall switch off fans, lights, geysers and other electrical appliances while leaving the room.
 12. Guests are requested to inform the Guest House Manager upon arrival.
 13. The Guest House closes at 10.00 p.m. Guests arriving after this time should inform the Guest House Manager in advance to avoid inconvenience.
 14. Cooking inside the rooms is not permissible.
 15. Cancellation of booking, if any, must be made at least 3 days in advance. If the guest does not arrive within 24 hours of the scheduled commencement of booking, the reservation shall be cancelled automatically.
 16. The stay in the Guest House shall be governed by the rules and regulations issued by ICMR from time to time.
- (C) As per Department of Expenditure Office memorandum No. 2/05/2018-E.II(B) dated 01.02.2019, officials on their posting to the Centre and Central Government officials on their transfer/posting to a new station, necessitating change of residence, if they temporarily stay in State Bhavans/Guest Houses/Departmental Guest Houses run by Central Government/State Government/Autonomous Organizations etc., may be reimbursed the amount of rent paid subject to the following conditions:
- (a) The official has applied for accommodation of his entitlement but has not been allotted residential accommodation by the Government, and the concerned Guest House should be located at the place of posting of the official.

(b) The official must have stayed in State Bhavans/Guest Houses/Departmental Guest Houses run by Central Government/State Government/Autonomous Organizations etc. and submit rent receipts in support of payment of rent. Reimbursement of rent shall be admissible for a maximum period of six months.

(c) No House Rent Allowance (HRA) shall be admissible during this period.

It must be ensured that the aforementioned Department of Expenditure Office Memorandum is followed while allotting rooms to Government employees, including ICMR employees, for stays beyond 30 days.

Digitally signed by
Jaibir Singh
Date: 02-06-2026
15:30:57

Jaibir Singh
Assistant Director General (Admin.)

Copy to:

1. PS to Secretary, DHR, DG/Addl. DG/Sr. DDG(A)/Sr. FA
2. Directors/Directors- in – charge of all Institutes/Centers of ICMR
3. DDG/ADGs
4. All Divisions of ICMR Hqrs.
5. Dr.M.S Chalga Sci- D , ICMR hqrs- to upload in ICMR website.