



Ref:TFR:NCB:112:16-17

February 02, 2017

**ORDER No.02/2017-BLiSC**

**Sub: Policy to deal with requests for guest house accommodation**

The Cluster Board at its 34<sup>th</sup> meeting held on 20<sup>th</sup> January 2017 considered the policy for the Cluster institutions in regard to use of guest houses of NCBS and inStem by external users. The Cluster Board decided to bring into effect the following policy with effect from 1<sup>st</sup> February, 2017:

- (i) Institutions with academic and research mandate will be eligible to use the spare capacity of the guest houses in the Cluster campus. The external user will be required to send the request furnishing full details to AO (Services) including details of guest, with designation, office where the guest is employed, date and time of arrival/departure and payment mode. AO (Services) will then decide allotment depending upon availability. Allotments will be confirmed by AO (Services) not before 15 days of date arrival of the guest, so that requirements of internal users are not unduly affected.
- (ii) Priority for use of all the guest houses will be given to the Cluster Institutions on the campus. Only if no booking has been done by any of the campus institutions 15 days before the date of arrival of the external user, AO (Services) will allot the available guest houses for use by external users.
- (iii) The rates to be charged for use of the guest house by external users shall be twice the rates as applicable to internal users. DAE, TIFR and DBT guests will not be treated as external users. They will be charged the same rate as applicable to internal users.

The policy may be uploaded by IT Department on websites of NCBS, inStem and C-CAMP for wider dissemination

Issue of orders in this regard were approved by the Board at its 34<sup>th</sup> meeting held on 20.01.2017. Accordingly, these orders are issued on behalf of Bangalore Life Sciences Cluster Board consisting of senior leadership of the constituent members of the Cluster namely, NCBS, inStem and C-CAMP and deriving its authority from the approval accorded for constitution of a common management structure by the Council of Management of TIFR at its 174<sup>th</sup> meeting held in April 2014 and by the Governing Council of inStem at its 15<sup>th</sup> meeting held in February 2015

**K P Pandian**  
**Head - Strategy**

**To,**

1. Director, NCBS/inStem
2. Dean, NCBS/inStem
3. Head, Administration & Finance, NCBS
4. Head, Administration, inStem
5. AO (Services)
6. Accounts Officer, NCBS
7. Asst. Accounts Officer, inStem
8. AO (Estt.), NCBS