

General Information

- Reservation is based on First-come, first-served (FCFS) basis.
- For normal guest, accommodation will be allowed for a maximum of **three days**.
- For other guests (External Members), depending on the schedule of stay accommodation will be extended.
- Request for accommodation should be atleast 7 days prior to scheduled check in date.
- Check-in and Check-out time : 24 Hrs
- Any cancellation should be intimated one day prior to the date reserved, so that waiting list can be filled up.
- Food / meals will be served only in the dining hall. No room services will be provided.
- Consumption of Narcotics/Alcoholic drinks etc is strictly prohibited.
- Stay is allowed at the entire responsibility of the guest(s). No claims for Loss/damage or lapse of service will be entertained at any stage.
- Change of dates after initial confirmation by TGH will be considered only on availability of rooms.
- Close all windows / Doors when leaving the room.
- The room shall be allotted on the condition, that, if necessary, the allottee shall have no objection for sharing accommodation with another guest.
- Please inform the reception about your departure **date & time or any other change of schedule one day** in advance.
- The guest should verify and certify the final bill before departure.
- The allottee should vacate the room on the expiry of the period for which accommodation was allotted, unless an extension for further stay has been obtained beforehand.
- The cancellation, if any, for Conferences/Seminars/Workshop should be notified at least 14 Days in advance, failing which 50% of the tariff / user charges shall be levied.
- Male Guests, other than family members are not allowed in the rooms occupied by female guests and vice-versa.
- It is suggested that the room may be got swept/cleaned in the presence of the guest only.
- Please switch off the AC, geyser, fan, lights while not in use/leaving the room.
- **All charges are to be paid preferable by Debit /Credit Card/NEFT.**
- Penalty will be levied if furniture / facilities in the room are misused and damaged.

Department/Project – Credit Bills processing

- TGH will raise the invoices electronically.
- Bills will be directly sent to F&A / ICSR for direct debit along with request concurrences.
- If personal guest payments are not made within 10 days, the amount will be directly debited from Salary.

Contact Details:

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