

GUIDLINES FOR BOOKING

1. Confirmation booking e-mail will be sent to the applicant one week to ten days in advance only before the arrival.
2. Management at its discretion to cancel the confirmed Booking on official emergencies
3. The request for guest house booking need to be submitted at least 3 days in advance.
4. The applicant is responsible for the correctness/genuineness of each of the guest's details.
5. Please use your official email ID for guest house booking.
6. Please provide the name, age and your relationship with all the accompanying guests required for billing purpose.
7. Any change in the arrival/departure of guests needs to be informed in advance by e-mail to [**guesthouse@cftri.res.in**](mailto:guesthouse@cftri.res.in) for further processing to get the necessary approval from the competent authority based on availability, etc.
8. ID proof must be provided at the reception by the Guests at the time of Check-in.
9. One day will be counted on 24 hrs basis.
10. Payment mode- Through SBI E collect
11. Use of Alcohol and Smoking are strictly prohibited.
12. Booking is not permitted for guests undergoing medical treatment for communicable diseases or who are bedridden or who are seriously ill.
13. The applicants may Please note that CSIR-CFTRI Guest House does not have a lift facility, and our Guest House is a three-story building.