

For sitting MPs (Lok Sabha)

APPLICATION FOR ALLOTMENT OF GUEST ACCOMMODATION IN WESTERN COURT HOSTEL/ ANNEXE TO MEMBERS OF PARLIAMENT, LOK SABHA FOR USE OF THEIR GUESTS.

To

The Deputy Secretary,
Members' Services Branch,
Lok Sabha Secretariat,
422, Parliament House Annexe,
New Delhi-110001.
msbranch-iss@sansad.nic.in
Ph. 011-23034452/4422

Dated :

Sir/Madam,

Please allot me a **Single/Double Suite (AC)** in Western Court Hostel/Annexe for the use of my guest(s) whose particulars are given below: -

- (i) Name : _____
- (ii) Age : _____
- (iii) Father's Name: _____
- (iv) Profession : _____
- (v) Telephone : _____ Mobile No. _____
- (vi) Permanent address: House No. _____ Village/Town _____

Post Office _____ District _____

State _____ Pin Code _____

2. The accommodation is required for the period from _____ to _____

3. I have read the terms and conditions (printed overleaf) related to allotment and I will abide by all the terms and conditions.

The above mentioned person(s) is/are **my relation/ personal friend(s)/ known to me personally*** and I take full responsibility for him/her/them.

* (✓) **Tick whichever is applicable.**

Yours faithfully,

(Signature)

Name of the Member _____

I.C. No. _____

Constituency _____

- This application should reach the Parliamentary Notice Office/MS Branch not later than 16:00 hours on the working day previous to the date for which suite (s) is/are required.

- This application will not be entertained if all the particulars required above have not been furnished.

(Phone Nos. Western Court Hostel: 011-23341238, Western Court Annexe - 011-23368330)

APPENDIX VIII
(vide Para 2.23)
LOK SABHA SECRETARIAT
(M. S. BRANCH)

TERMS AND CONDITIONS OF ALLOTMENT OF SUITES IN WESTERN COURT HOSTEL/ANNEXE

1. The rates of usual licence fee effective from 06.08.2018 are as under:-

Duration	AC Double Suites (Western Court Annexe) (per day)	AC Single Suite, Western Court Hostel (per day)	AC Double Suite, Western Court Hostel (per day)
1-3 days (for two persons)	2000/-	Rs.1000/-	Rs.1500/-
4-7days (for two persons)	3000	Rs.2000/-	Rs.2000/-

2. Extra charges **Rs.200/- per day per person for additional one guest (maximum)** are payable alongwith licence fee.
3. A security deposit is **Rs.1500/-** for single suite (AC) and **Rs.2000/-** for double suite (AC) which will be charged from the guest of MPs while giving the possession of room in Western Court Hostel/Annexe. The security is refundable to the guest at the time of vacation of the suite in cash subject to the adjustment of any rent outstanding against him in respect of stay in that suite.
4. Possession of the premises may be taken from the Superintendent, Western Court Hostel/Annexe, New Delhi. Allotment of accommodation would be deemed to be cancelled automatically if it is not occupied within 24 hours from the date of allotment. **Check out time is 12 Noon.**
5. In his request the MP will specifically write the name(s) of the guest(s) with full particulars and specific period for which the accommodation is required. The Receptionist Western Court Hostel/Annexe will ask for the photo I.D. of the guest(s) and then make entries in this regard in the Register before the suite is actually provided to the guest(s) of the Member. The signature of the guest(s) may also be obtained in the Register.
6. **The Superintendent, Western Court Hostel/Annexe will not entertain any application for guest accommodation directly from MPs.**
7. The guest(s) must produce an authorization letter from sponsoring Member and also produce a copy of his identification proof at the Reception Counter of Western Court Hostel/Annexe for obtaining key(s) of the suite(s). The Superintendent/Receptionist, Western Court Hostel/Annexe will ensure that no suite(s) may be allotted in the absence of ID proof of the guest(s).
8. The amount of room charges for the period of allotment will be deposited in advance with the Cashier, Western Court Hostel/Annexe, before accommodation is provided. Hire charges on account of furniture etc. if taken, are to be paid in addition.
9. The Member will have no objection to the outstanding dues, if any, in respect of his guest being recovered by the Lok Sabha Secretariat from his/her salary/ TA & DA bills etc.
10. The Member will be personally responsible for vacation of the accommodation by the guest(s) at the expiry of the period of allotment and immediate action will be taken by the **Superintendent, Western Court Hostel/Annexe** to evict the guest from the accommodation allotted to him on completion of the allotted period unless the period of allotment is formally extended and the advance room charges paid therefor.
11. The Hostel accommodation if allotted will be retained for guest(s) for a maximum period of **Three days** unless extension is obtained in writing from the Chairperson, House Committee, Lok Sabha. In the absence of the Chairperson, House Committee, Lok Sabha, the Divisional Officer of the House Committee, Lok Sabha will give extensions. The extension will not be allowed beyond one week.
12. Unless extension is granted by the Chairperson, House Committee, Lok Sabha, the allotment of accommodation will **stand automatically cancelled.**
13. **Suites will be evicted after seven days in all cases.** The same guest would not allowed to book the suites after seven days in the name of different Member of Parliament.
14. The Lok Sabha Secretariat will make the allotment of the suite with specific number alongwith the name(s) of the guest(s) who will be required to give an undertaking to the effect that he/she/they vacate the suite after the period of allotment is over.
15. The amount of room charges for the period of allotment will be deposited in advance with the Cashier Western Court Hostel/Annexe before accommodation is provided.
16. On failure to pay advance room charges the allotment would stand cancelled and the dues would be recovered from the sponsoring Member of Parliament through the salary bills etc.
17. Due care will be taken by the occupant to see that no activity/action takes place which is likely to disturb the peace of the neighbour.
18. The sanitary condition in and around the residence will be maintained according to the approved standard of Health authorities.
19. Till vacant possession is given to the Receptionist, **Member will be personally responsible** for the loss or damage or otherwise occurred during his/her *de facto or de jure* occupation of the residence. Failure to hand over the vacant possession in time will render the Member liable to compensate for the loss or damage to Government.
20. A guest already sponsored by a Member of Parliament and staying in the Western Court Hostel will not be allowed to stay as guest of another Member.