

APPLICATION FOR ALLOTMENT OF ACCOMMODATION IN WESTERN COURT HOSTEL TO
MEMBERS OF PARLIAMENT FOR USE OF THEIR GUESTS.

To

The Under Secretary,
MS Branch,
Lok Sabha Secretariat,
New Delhi.

Sir/Madam,

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

- (i) Name : _____
- (ii) Age : _____
- (iii) Fathers Name : _____
- (iv) Profession : _____
- (v) Telephone : _____ Mobile No. _____
- (vi) Permanent address: _____

House No. _____ Village/Town _____

District _____ State _____

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 these terms and conditions. **my relation/personal friend(s)**

The above mentioned person(s) is/are _____ and I take full responsibility for him/her/them

known to me personally

Yours faithfully,

(Signature)

Member of Parliament _____

I.C. No. _____

Constituency _____

- This application should reach the Parliamentary Notice Office not later than 1600 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.

LOK SABHA SECRETARIAT
(M. S. BRANCH)

TERMS AND CONDITIONS OF ALLOTMENT OF SUITES IN WESTERN COURT HOSTEL

1. The rates of usual licence fee effective from 01.10.2014 are as under:-

Duration	AC Single Suite (Per day)	AC Double Suite (Per Day)	Single Non-AC Suite (Per Day)	Double Non-AC Suite (Per Day)
1-3 days	Rs.800/-	Rs.1000/-	Rs. 500/-	Rs.700/-
4-7days	Rs.1600/-	Rs.1800/-	Rs.1000/-	Rs.1400/-
Overstay beyond 7 days till physical eviction	Rs.3200/-	Rs.3600/-	Rs.2000/-	Rs.2800/-

2. Extra charges **Rs.200/-** per additional guest per day are payable alongwith licence fee. Not more than 3 guests would be allowed to stay in single suite and not more than 5 in a double suite.
3. A security deposit is **Rs.1000/-** in respect of single suite (Non/AC) and **Rs.1500/-** in respect of double suite (Non/AC) and **Rs.1500/-** for single suite (AC) and **Rs.2000/-** double suite (AC) which will be charged from the guest of MPs while giving the possession of room in Western Court Hostel. 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, 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 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. **The Superintendent, Western Court Hostel will not entertain any application for guest accommodation directly from MPs.**
6. 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 for obtaining key(s) of the suite(s). The Superintendent/Receptionist, Western Court Hostel will ensure that no suite(s) may be allotted in the absence of ID proof of the guest(s)
7. The amount of room charges for the period of allotment will be deposited in advance with the Cashier, Western Court Hostel, before accommodation is provided. Hire charges on account of furniture etc. if taken, are to be paid in addition.
8. 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.
9. 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** 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.
10. 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 *Chairman House Committee, Lok Sabha*. In the absence of the *Chairman, 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.
11. Unless extension is granted by the Chairman, House Committee, Lok Sabha, the allotment of accommodation will **stand automatically cancelled**.
12. 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. Breakfast and one meal is compulsory daily for the guests of the Members of Parliament and payment in this respect would be charged irrespective of the fact whether the guests of the Members take them or not. In case more than two guests stay in suite messing charges would be paid by all the guests in advance alongwith the usual rent for the suite from the guests as soon as they check in.
13. The amount of room charges plus the messing charges for breakfast and one meal, per head for the period of allotment will be deposited in advance with the Cashier Western Court Hostel before accommodation is provided.
14. On failure to pay advance room charges and the charges for the breakfast and one meal per-head the allotment would stand cancelled and the dues would be recovered from the sponsoring Member of Parliament through the salary bills etc.
15. 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.
16. The sanitary condition in and around the residence will be maintained according to the approved standard of Health authorities.
17. 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.
18. 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.