

**ANNEXURE - I**

**TNAU GUEST HOUSES – REVISED RENT PLAN**

Tariff code No.	Visitor category	Rent (Rs./ person / day)			
		Teachers hostel / WTC / Alumni	New Teachers hostel	New Teachers hostel A/C	North house / 1969 Batch Guest House*
<b>TNAU STAFF</b>					
1.	<b>On official duty:</b> Permission letter with signature and seal of Head of working office (or) application form sent from official mail indicating clearly the purpose of visit	100	150	400	500
2.	<b>Personal:</b> Family members / relatives of TNAU employees	200	250	600	800
3.	<b>Pensioners / Alumni:</b> Alumni association meeting / pensioners (with pensioner code) + 1 family member for assistance	100	150	400	500
4.	<b>Refresh:</b> For brief stay or refreshing (up to four hours in forenoon only) – For TNAU staff / pensioners only	50	NA	NA	NA
<b>LINE DEPARTMENTS</b>					
(ICAR / SAU/ TANUVAS / TNFU / Dept of Agri. / Horti. / Agri. Engg/ Certification / Marketing / Fisheries / Veterinary / Sericulture / Commodity Boards)					
5.	<b>On official duty</b> or deputation to TNAU / Coimbatore upon submission of letter from competent officer / higher authority	150	200	500	800
6.	Without official permission letter	250	400	1000	1200
<b>OTHERS</b>					
7.	Universities / Institutions / Departments / NGOs / Private organizations on TNAU private visit*	250	400	800	NA
8.	Regular stream PG & Ph.D students (TNAU / SAU) on study tour programme / viva-voce and other study related works in TNAU	75 (Teachers' / Alumni / WTC Hostels Only)			
9.	<input type="checkbox"/> ODL and Part time Ph.D students for classes / exams / viva-voce and other study related works in TNAU <input type="checkbox"/> Paid trainings in TNAU <input type="checkbox"/> Candidates & parents for UG & PG counseling/entrance exams/admission works/ convocation <input type="checkbox"/> Non SAU students on private works in TNAU	150 (Teachers' / Alumni / WTC Hostels Only)			

\* Only upon permission from University

NA: Not Accommodated

## INSTRUCTIONS / GUIDELINES

1. The TNAU staff on official duty are requested to:
  - i. Send the accommodation request in prescribed form (download from [pro@tnau.ac.in](mailto:pro@tnau.ac.in)) through official e-mail of the Department / Station / College, citing specific reason of visit to [pro@tnau.ac.in](mailto:pro@tnau.ac.in) (or)
  - ii. Bring the guest house accommodation request form in original with signature and seal of Head of working station / Department (or)
  - iii. Bring a request letter with signature and seal of the respective officer indicating clearly the name of the visitor, date, specific purpose of visit and type of accommodation (A/c or non A/c) and guest house preferred.
  - iv. The **exact / specific purpose of the official visit must be mentioned** and not general statement like discussion / meeting / teaching / audit / office work.
2. Employees on transfer to Coimbatore campus can stay in WTC / Alumni hostel at official rate for a maximum period of two months (with breakup of 2 days a week), upon written permission from Registrar, TNAU.
3. For refreshment, the following are the conditions:
  - i. Only one room, each for ladies and gents will be allotted only in old teacher's hostel. Since only one room is provided, multiple visitors / individuals will be allotted in the same room.
  - ii. Timing of four hours will be strictly followed and any extension of timings is not permitted. In such cases, the staff has to pay the amount for refreshment and submit a new request for accommodation in rooms. The rent already paid for refreshment will not be deducted from the room rent.
4. The heads of office are requested to endorse the accommodation request forms of private organization employees / technical persons attending works in their office. Private persons without any work in TNAU Coimbatore campus will not be given accommodation.
5. The accommodation request form of PG students / Ph. D scholars on visit to TNAU for academic related activities (except study tour) need to be endorsed only by the Head of the Department. The students should produce their ID card along with the permission letter.
6. For individual / personal request, kindly send only one accommodation request, either by e-mail ([pro@tnau.ac.in](mailto:pro@tnau.ac.in)) or hard copy **directly to PRO Unit.** Avoid sending duplicate copies to Registrar / SO (P&PR) / both by e-mail and hard copy / both in person and through office.
7. All rooms are double bedded. No individual can claim single occupancy in a double room, even if other rooms are vacant. Paying rent for two persons to stay single in a room is also not allowed.
8. The guest houses will be closed between 11.00 a.m and 5.00 a.m for occupancy. However TNAU staff on official duty are exempted.