

ICF GUEST HOUSE

RULES & REGULATIONS

1. ICF Guest House is primarily intended for the use of **officers from other Railway/Central/State Government organizations, visiting ICF “ON DUTY”**.
2. Officers from other Railway/Central/State Government organizations, visiting Chennai (Non-ICF work) “On Duty”, serving/retired officers from other Railway/Central/State Government organizations, visiting Chennai on personal account; will be considered for allotment subject to availability. When any such allotment is provided, the occupant has to vacate the guest house as and when required by ICF administration.
3. Only one suite will be allotted in the name of an officer.
4. In case of permanent transfer of an officer to ICF, guidelines as per para “N” of Railway Board letter no. 2005/LMB/3/34 dated 18/05/2006 will be followed.
5. Spouse and dependents (as permitted in Railway pass rules) shall be provided accommodation on leave account in terms of para (G) (b) of Railway Board letter no. 2005/LMB/3/34 dated 18/05/2006.
6. Retired Railway officers settled out of Chennai (MAS) Division are alone eligible for allotment of guest house accommodation.
7. Accommodation under “GUEST” account shall be made only to Serving ICF officers of JA grade and above.
8. Secy. to GM approves the allotment.
9. Request should be in writing addressed to Secy. to GM to be sent by bearer/post /fax no. 044-26260152.
10. Request to be sent within 7 days and at least 2 working days in advance from the date of occupation.
11. Not more than three members will be permitted to stay in a suite which is provided with two beds.
12. Bringing in more number of members/assistants into the room than what the allotment is made for, or making such members stay elsewhere in the guest house premises, is **PROHIBITED**.
13. All occupants shall enter in the register provided for the purpose in the guest house, their name, the number of person staying and dates and times of their arrival and departure.
14. Occupants shall be responsible for the safety of the equipment, furniture etc., provided in the guest house for their use. In case, any article, equipment or furniture is damaged, broken or lost while in their custody, the cost of the article/repair charges thereof shall be recovered in cash from the occupants concerned. No replacement will be accepted on any account.
15. All occupants shall see that the room/suite occupied by them in the guest house, is kept clean and tidy.
16. Cooking facilities provided at the Kitchen in the guest house are meant to be used only by the cook(s) already authorized by the ICF administration for the purpose of catering to the needs of the occupants. The occupants or members are **NOT PERMITTED** to cook either in the kitchen or elsewhere in the guest house premises.
17. The guest house attendants shall not be used for any private work.
18. For the purpose of occupation, 24 hours from the time of arrival will be reckoned as a day and rental charged accordingly.
19. Rental charges have to be paid to the care taker at the time of vacation duly handing over the key of the room/suite allotted.
20. Any complaints in regard to maintenance of guest house are to be made to Secretary to GM/ICF, in writing.
21. For any queries, contact OS/GM’s Office/ICF @ Rly.: 060-47005, P&T: 044-26147005.