



भा.कृ.अनु.प.- राष्ट्रीय कृषि कीट संसाधन ब्यूरो
ICAR - NATIONAL BUREAU OF AGRICULTURAL INSECT RESOURCES
(Indian Council of Agricultural Research)



P. B. No. 2491, H. A. FARM POST, BALLARI ROAD, HEBBAL, BENGALURU -560 024
Phone: 080-23511982/98 Fax: 080-23411961 Email: directornbair@gmail.com and guesthousenbair@gmail.com

Application for Allotment of Accommodation at NBAIR Guesthouse

Kindly fill-up the form in BLOCK letters
Filling of all the details is mandatory

Name : (IN BLOCK LETTERS)						
Gender (Please tick the appropriate box)	M	F				
Nationality (Please tick the appropriate box)	Indian	Others Specify				
Employment category (Please tick the appropriate box)	ICAR /SAU	Retired ICAR/SAU	Central/State Government	Retired Central/State Government	Foreigners	Private/ others
Designation (If employed) Employee Id. No. or No. of any other (pl. specify) Id. proof						
Full Official Address (If employed) or Full Residential Address (If private/others) Tel and or fax no: Mobile No.:						
Email.ID (to be filled must)						
Purpose of Visit						
Booking of room (Date & Time)	Date & Time: From:To					
Duration of stay (In Days)						
Number and Name of accompanying persons	Total Number of persons: Name:		2. 3. 4.			
Purpose of Visit of accompanying persons	1.					
Signature of applicant with complete Address & email. ID (to be filled must)						

NOTE: All requests should be addressed to-
The Director

ICAR-NBAIR, P. B. No. 2491, H. A. Farm Post, Ballari Road
Bengaluru- 560 024; Fax: 080-23411961; Email: directornbair@gmail.com

IMPORTANT INSTRUCTIONS FOR ALLOTMENT OF ROOMS AT NBAIR GUESTHOUSE

The institute faculty and guests are requested to observe the following for accommodation in ICAR-NBAIR Guest House:-

- To avoid inconvenience, request for allotment of accommodation should be sent well in advance or at least two days in advance only on the proper request letter from competent authority through **FAX (080-23411961)** or through e-mail (directornbair@gmail.com and guesthousenbair@gmail.com). **No verbal/telephonic request will be entertained.**
- Please bring photocopy of your identity card for official record. No entry in the Guest House without proper valid ID card would be allowed.
- Allotment of rooms in the Guest House shall be on first come first serve basis. However, preference will be given for ICAR/SAU Officers coming on Official Visit.
- Allotment can be treated as cancelled/shifted in case it is required for departmental VIP use.
- Persons staying in the Guest House are not entitled to bring in unauthorized guest(s) to stay with them in the Guest House.
- **The room rent charges shall be applicable as per the status of the guest staying in the Guest House and not as per the status, who has booked the accommodation e.g. if an ICAR employee is booking an accommodation for a private person, charges will be as applicable to “Private Visitor” and not “ICAR Charges”.**
- At the time of check-in or soon thereafter, please re-confirm the dates of your entire booking at the reception. Sometimes booking in the same room or the same type of room is unavailable for the entire duration of a Guest’s stay. This is clearly made known to the host at the time of booking. Re-confirming with the reception can help the concerned guest to avoid misunderstanding and surprises.
- Generally, allotment of rooms shall not be made for marriage and personal functions.
- In case a guest fails to occupy the booked accommodation, the same will be cancelled after one day of the booking date.
- The rooms of the Guest House will be occupied by only those, whose names have been indented in the application form. Children above the age of 5 years will be charged full rate.
- In case of emergency, due to heavy booking, a single occupant of the room may be asked to share the accommodation with another guest.
- Maximum continuous stay in the Guest House would be for a period of 7 days subject to availability.
- Proper decorum appropriate for Research Institute and Guest House should be maintained. Guest House In-charge reserves the right to withdraw the lodging facilities of the guest, if found not maintaining proper decorum and/or creating nuisance for others.
- Booking is not permitted for guests undergoing medical treatment/ advice who are suffering from communicable disease or are bed ridden or are post-delivery/operative cases.
- Liquor & smoking are strictly prohibited in the Guesthouse.
- Pets are not allowed in the guesthouse
- One day will be counted on 24 hr basis or a part thereof commencing from the time of arrival.
- All dues should be cleared before departure during office hours preferably (10 AM- 4 PM) on working days.

Kindly provide the copy of Identity Card issued by your Institution/ Department, if you are in category of Sl. No. 1, 2 or 3 {Serving and retired officers of NARS (ICAR/SAUs), Central Govt./ State Govt./Autonomous organization/PSU) of chart mentioned below.

ROOM RENT CHARGES AS PER ICAR GUIDELINES IN RESPECT OF NBAIR HOSTEL

S.No.	Category	A/C Room Per Bed	Non-A/C Room Per Bed
1.	Serving and retired officers of NARS (ICAR/SAUs) on official visit	500/-	300/-
2.	Serving and retired officers of NARS (ICAR/SAUs) on private visit	200/-	100/-
3.	Serving officers of Central Govt./State Govt./Autonomous organization/PSU on official or private visit	600/-	400/-
4.	Private visitor i.e. other than ICAR, SAUs, Central or State Govt. etc.	700/-	600/-
5.	Foreign Visitors (SAARC Countries)	2,000/-	1,500/-
6.	Foreign Visitors (Other than SAARC Countries)	3,000/-	2,200/-

- **The Charges are based on ICAR Circular No F.No. 12-7/2016-E&M, dated 31st August, 2019.**

Location/ How to reach NBAIR

NBAIR is located in the Bengaluru to Ballari Highway N.H. 7 towards the Kempegowda International Airport. The Institute is opposite to CBI (Central Bureau of Investigation), next to PASHU BHAVAN, Ganganagar, Hebbal, Bengaluru. The Institute is located 5 km from Cantonment railway station, 4 km from Yeshwanthapur railway station and 8 km from Bangalore city railway station and 30 km from International Airport, Devanahalli. Buses which are plying to Yelahanka, Devanahalli, Doddaballapur, International Airport will pass through NBAIR. Guests are requested to get down at CBI bus stop to reach NBAIR.

