

F. No. 10/21/11-LNJNI NICFS
LNJN National Institute of Criminology & Forensic Science
(Ministry of Home Affairs)

Dated: /09/2013

Office Memorandum

3 OCT 2013

Subject: Revision of rent in the Senior Officer's Hostel, LNJNI NICFS

The existing rent for Officers Hostel was fixed vide Order No. 10/21/11-LNJNI NICFS dated 29/03/2011.

2. The revised rent and terms and conditions of allotment w. e. f. 01/11/13 will be as under:

S N	Category of resident	Sept. to March (normal rates)		April to October (normal rates)	
		Room	Suite	Room	Suite
i	Trainee Officers	Rs. 75/-	Rs. 150/-	Rs. 125/-	Rs. 200/-
ii	NICFS Staff (Current/Form er)	Rs. 75/-	Rs. 150/-	Rs. 125/-	Rs. 200/-
iii	Holder of NICFS Alumni Card	Rs. 125/-	Rs. 250/-	Rs. 175/-	Rs. 300/-
iv	Government Officers on Duty	Rs. 125/-	Rs. 250/-	Rs. 175/-	Rs. 300/-
v	Others	Rs. 225/-	Rs. 450/-	Rs. 275/-	Rs. 500/-

3. The allotment will be subject to following conditions:

(a) The NICFS Hostel is meant for Trainee Officers and it can be allotted to others only when rooms are surplus from training requirement.

(b) Hence, allotments to Category (ii), (iii), (iv) & (v) cannot be presumed simply on application and room/suit will be denied unless allotment slip is produced while checking in. Further, such allotment will be made for maximum of 5 days only. If such allotment is extended double rent will be apply for next 10 days (Day 6 to Day 15), triple rent would apply for next 15 days (Day 16 to Day 30) and four times rent for next 30 days (Day 31 to Day 60). The extension of allotment cannot be claimed as a matter of right and is subject to exigencies of

NICFS. Therefore, unless extension order is received before expiry of allotment the allotment will be deemed to have lapsed.

(c) Check in: 24 hours check in system is followed. For example, if a guest comes at 1600 hours and vacates by 1600 hours next day, only one day rent will be charged.

(d) Trainee rate will apply for duration of course plus 2 nights.

(e) There will be no charge from Guests of the NICFS. The following will fall in this category.

(i) Guest Faculty for day of lecture plus additional one night.

(ii) Former Director, NICFS on casual visits.

(iii) Former Employees of the Institute (maximum 3 days in a calendar year)

(iv) Officials on their appointment in NICFS not having Government accommodation in Delhi (for 60 days only). No HRA would be payable.

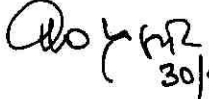
(v) Others declared Guest of Institute by Director, NICFS.

(f) Alumni card holders shall have to apply 2 weeks in advance.

(g) The allottees should ensure the mattresses are not spoiled/wetted by the Kids brought alongwith.

4. Application Form for allotment of accommodation is attached.

5. Rent for Hostel for MA/M.Sc. Students is governed by separate orders.


30/9/13
(Kamelndra Prasad)
Director

LNJN National Institute of Criminology & Forensic Science
(Ministry of Home Affairs)

Application form for allotment of accommodation

1. Name of the applicant:
2. Designation/Address:
3. Name of Course which the Officer is attending
4. Accommodation requested: Single room/ Family Suite
5. Duration: Dates from to
6. Contact details on which the confirmation is required to be sent:
7. Telephone No:
Fax No:
Email ID:

Signature of the Officer
with Designation & Date

ALLOTMENT SLIP

Shri/Smt. (Name/Address) _____
Is allotted Suite/Room from _____ to _____
(_____ days). Daily rent @ Rs. _____ per day.

Hostel Warden