



FEDERATION OF LIC CLASS-I OFFICERS' ASSOCIATIONS
South Central Zonal Council: Flat No.G17, Mangalam Road, Tirupati-517507
Web-site: <https://sczclass1federation.in/> - Mail: class1sczcouncil@gmail.com

GUEST HOUSE RULES

The Federation of LIC Class-1 Officers' Association, SCZ Council has purchased a three-bed room new flat for office / Guest House at Mangalam Road, Tirupati, primarily for the convenience of officers who are members of LIC Class1 Federation come to Tirupati either on official tour or personal tour to Tirupati. This facility cannot be claimed as a matter of right.

GUEST HOUSE CHARGES

Each Room @ Rs. 700/-

Entire Flat

TIMINGS	
CHECK IN	8.00 am
CHECK OUT	7.00 am

- If a request is received for cancellation on or before 48 hrs from date & check-in time: 50% of amount will be refunded.
- If a request is received on or after 48 hrs from the date & check in time in **NOTHING** is refundable.
- If cancellation is done by the Federation, full amount will be refunded.

The following persons are allowed for the guesthouse facility:

- 1) Families of the existing officers who accompany L.I.C officers or otherwise.
- 2) Retired officers of L.I.C.
- 3) Family members of the retired officers only when they are accompanied by retired officers.

GENERAL RULES

- 1) The family for this purpose will mean wife / husband, dependant children and dependant parents residing with and wholly dependant on the officer.
- 2) The officers cannot be provided with Guest House at the place of their work.
- 3) The Guest House charges for children below age 10 years need not be collected.
- 4) The priority for allotting the Guest house will be given to *All India / Zonal Office bearers of the Federation and Members of the Class I Federation.*
- 5) The officers visiting on personal works may be allotted guest house for a short period of maximum 7 days at a stretch, if the accommodation is available. They should vacate as and when required by the controlling authority.

- 6) The guests may note that there is no Parking Facility in the guest house, and they have to park their vehicles at their own risk outside the premises. The committee is not responsible for any incident occurs.
- 7) A visitor's book, in the prescribed proforma, is kept in the guest house and each person, immediately on his arrival, will have to enter his details viz., name, designation, address, the date and time of arrival. The date and time of departure should be mentioned, and the amount, if any due has to be paid by the visiting guest while checking out.
- 8) All the charges and demands fixed in accordance with the rules, shall be paid in advance through **online** by the guests for the allotment of the guest house. The room will be allotted only on receipt of full amount. The details of account are given below:

NAME OF THE BANK	UNION BANK OF INIDA
BRANCH	SAIFABAD, HYDERABAD
ACCOUNT No.	053310100044852
IFSC CODE	UBIN0805335
NAME OF THE ACCOUNT HOLDER	LIC CLASS-I OFFICERS' ASSOCIATION, SCZ COUNCIL, HYDERABAD

- 9) **Booking of the guest house should be done through our Zonal Website (<https://sczclass1federation.in/>) only.** Request for booking of guest house may be sent to mail id class1sczcouncil@gmail.com **in case of any issues in online booking.** Request for guest house by letters etc., will not be considered.

For any queries regarding booking of guest house may contact A. ARUNA, (Treasurer) mobile no. +91 9866814669.

- 10) While making a request, the visiting guest should clearly specify the number of days for which guest house is required, number of persons, SR No, Cadre, Email Address (Very important for further communication).
- 11) Zonal Secretary is the Competent Authority for allotment of Guest House. He can authorise any officer to sanction allotment of rooms in the guest house.
- 12) The Controlling Officer is empowered to refuse accommodation to those who had misused or had acted in contravention of these rules or had refused to make payment of his / her earlier dues etc.,
- 13) The guest using the Guest House shall be responsible for any damage done to articles, fittings & fixtures, any equipment or furniture kept in the guest house. He shall not do anything which will hamper with the clean and sanitary conditions of the guest house.
- 14) Smoking and consumption of alcohol is prohibited in the guest house.
- 15) Pets are not allowed in to the guest house.

- 16) The Controlling Officer or any authorised officer of the Federation may expel any person from the guest house for any one or more of the following reasons.
- a) If the guest is found suffering from any infectious or contagious disease.
 - b) If the guest is found using the room for any immoral purpose.
 - c) If the guest is found behaving in such a way to cause inconvenience or nuisance to other guests or tenants in the building.
 - d) If the guest is found using the guest house for any purpose for which it is not intended.
 - e) If the guest is found bringing pets in the guest house.
 - f) If the guest is found drinking, smoking, spitting in the rooms.
- 17) The number of Guests in each room should not exceed the number of beds available.
- 18) The guests will be entitled to use the furniture available in the respective rooms only.
- 19) The above Rules and Regulations will be amended from time to time as decided fit by the Committee. The decision of the Committee is final and binding.

Zonal Secretary