



# श्री माता वैष्णो देवी विश्वविद्यालय

## Shri Mata Vaishno Devi University

Kakryal, Katra – 182 320 (J&K)  
EPABX No.: 01991-285524, 285634, 285699, Extn. 2102, 2104



(A State University established under J&K State Legislature Act No. XII of 1999)

Ref. No.: SMVDU/Guest House/2022-23/019

Date: 20 Oct, 2023

### OFFICE ORDER

Sub: Revised Rates of Accommodation in SMVD University Guest House for different Categories.

As recommended by the Committee Constituted vide no. SMVDU/ Guest House/ 2023-24/001-008 dated 15-05-2023 and as approved by the Competent Authority, the rates for different types of Accommodation in the University Guest House are hereby revised are under;

S.No	Category	Particular of the Guest	Maximum limit of period of stay.	Suite Charges per day	Room Charges per day	Boarding Charges	Sanctioning Authority
1	A	Invited Guest of the University for EC/AC/FC/ BOS Meetings, External Expert for Ph.D. Viva, Jury, Expert for Project & Dissertation, Evaluation Experts,  OR Invited Guests of the University for Administrative/Technical/ Placement Related work.	The invited guest can stay in the guest house till the university requires his/her services or as per approval.	Rs 1600/- (to be paid by the University)	Rs 1200/- (to be paid by the University)	(to be paid by the University)	VC/ Registrar
2	B	Guests of the University who have come to deliver some lecture/ workshop/ Seminars/Conference etc. as a resource person.	The invited guest can stay in the guest house till the University requires his/her services or as per approval.	Rs. 1600/- (to be paid by the Organizers)	Rs. 1200/- (to be paid by the Organizers)	to be paid by the Organizers)	VC/ Registrar
3	C	Participants of Seminars/ Workshop/Symposia/ Conference/ Training Program organized by the University.  OR Candidates Invited for Interviews for Staff & Faculty positions.  OR Guests of students/ alumni of the university	For the duration of the event with additional 01 day before and 01 day after the event.  Maximum of a day before and a day after the date of his /her interview.  Maximum three days of continuous stay	Rs 1600/-	Rs 1200/-	On Payment Basis	VC/Registrar/ I/C Guest House on the recommendation of Head of the School/  Dean of Faculty/DSW/Section Head

*Handwritten signature and date: 20/10/23.*

		OR Vendors etc. who are involved with the university works	Maximum of five days				
4	D	Newly Joined Faculty/staff members who have not been allotted residential accommodation. OR Outgoing Staff/Faculty member leaving the Campus (Two nights only).	Two weeks after joining or three days after allotment of official accommodation whichever is earlier.	Rs. 600/-	Rs.400/-	Payment Basis	VC/ Registrar
5	E	Guests of the Staff/ Faculty. OR Parents/ Recognized Guardians of the students as per records and parents/ guardians of the wards coming for admissions (on valid proof of admission or recommendation of In-charge admission) OR Ex-Employee of the University & Student Alumni (on the endorsement of existing/staff/existing faculty / Dean/ Directors)	Maximum four days of continuous stay  Maximum three days of continuous stay  Maximum three days of continuous stay	Rs.800/-	Rs. 600/-	Payment Basis	I/C Guest House  I/C Guest House on the recommendation of Head of the School/ Dean of Faculty/ DSW  I/C Guest House on the recommendation of Head of the School/ Dean of Faculty/ DSW
6	F	Any other person not covered in the categories mentioned above and permitted by the VC/Registrar.	Maximum Two days	Rs.1600/-	Rs. 1200/-	Payment Basis	VC/ Registrar

This issues with the approval of the Competent Authority.

  
20/10/23  
Registrar

**Copy to:**

1. All Deans/HoDs of Schools/Heads of Sections, for kind information of all Faculty, Staff and Students.
2. Finance Officer, for kind information.
3. Assistant Registrar, Vice Chancellor's Secretariat, for the kind information of the Hon'ble Vice Chancellor.
4. All committee members, for kind information.
5. I/c. Website, uploading on University website.
6. Notification /Order file.