

CENTRAL PULP & PAPER RESEARCH INSTITUTE
Himmat Nagar, Paper Mills Road, Saharanpur, UP-247001

Date: 20.11.2025

OFFICE MEMORANDUM-115

Subject: - Guest House and Dining Hall charges-reg.

In supersession of all the previous orders and as approved by the Competent Authority, the charges for booking rooms in the CPPRI Guest House have been revised. Also charges for booking Dining Hall and terms and conditions for availing CPPRI Guest House accommodation facilities have been introduced.

The eligibility categories along with tariff structure and terms and conditions are enclosed at ANNEXURE-I. These rates are applicable from 20.11.2025 onwards, till any further orders.

This issues with approval of the Competent Authority.


(Barnali Shome)
Administrative Officer

Copy to:

1. PS to Director-for information please.
2. All the HoDs /In-charges- with a request to disseminate the information to all the Regular employees/Project staff/ Contractual / Outsource staff/MSc students for wider circulation.
3. Dr Nitin Endlay, Sc E-II & Head (IT)- with a request to kindly facilitate to get uploaded in the website.
4. Sh A.K Goel, Sc F and Head (F&A)-for needful please.
5. Notice Board.
6. OM File.


(Barnali Shome)
Administrative Officer

ANNEXURE-I

Terms and Conditions for availing CPPRI Guest House accommodation facilities.

(A) Eligible Categories for Booking of Guest House Accommodation:

CPPRI Guest House Accommodation has been categorized into following categories / types:

1. CPPRI Employees – Regular (Serving/Ex-employees)
2. Guests of CPPRI Employees – Regular (Serving/Ex-employees)
3. Other Central/State Government, PSU's/Autonomous Bodies Employees (Serving/Ex-employees)
4. Foreign Nationals (Official visit)
5. M.Sc (CPT) /Ph.D Students / Trainees Parents or Guardians
6. Others (None of the above categories)

(B) Tariff Structure of Guest House:

Sl. No.	Particulars	Rates (Rs.) per Room per day *
1.0	VIP Room	
1.1	CPPRI Employee – Regular (Serving/Ex-employees)	500/-
1.2	Guests of CPPRI Employee – Regular (Serving/Ex-employees)	500/-
1.3	Other Central/State Govt. Employee	1000/-
1.4	Official Foreign National	6000/-
1.5	Others (as per the approval of Competent Authority)	1500/-
2.0	AC Room 1st Floor	
2.1	CPPRI Employee – Regular (Serving/Ex-employees)	200/-
2.2	Guests of CPPRI Employee – Regular (Serving/Ex-employees)	200/-
2.3	Other Central/State Govt. Employee	300/-
2.4	Working in CPPRI, who are staying on daily basis- Contractual/Outsourced staff	250/-
2.5	Official Foreign National	2000/-
2.6	M.Sc(CPT) /Ph.D Students / Trainees Parents or Guardians	500/-
3.0	Others	600/-

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3.1	Non AC Room Ground Floor	
3.2	CPPRI Employee– Regular (Serving/Ex-employees)	100/-
3.3	Working in CPPRI, who are staying on daily basis- Contractual/Outsourced staff	150/-
3.4	Guests of CPPRI Employee – Regular (Serving/Ex-employees /Contractual/Outsourced staff)	100/-
3.5	Other Central/State Govt. Employee	200/-
3.5	Official Foreign National	1000/-
3.6	M.Sc(CPT) /Ph.D Students / Trainees Parents or Guardians	250/-
3.7	Drivers – CPPRI /Other than CPPRI	100/-
3.8	Others	300/-

**Note: Rates indicated are on per day basis and are subject to revision by the Institute from time to time without assigning any reason.*

(C) Guest house Dining hall and Adjoining Room Tariff:

(i) Only Regular employees of CPPRI are allowed to book the Dining Hall and adjoining room facilities for family function. Outsiders are not allowed to book the Dining hall.

(ii) The charges for booking dining hall is Rs. 500/- per day.

(iii) Any loss or damage to the property of CPPRI shall be borne by the applicant who has booked the Dining Room and Common Room.

(iv) A Security Deposit of Rs 3000/- is required to be paid at the time of booking which is refundable.

(D) Terms & Conditions:

- Booking requests should be made through email at booking.cppri@gmail.com by the concerned to the Guest House (In Charge), CPPRI.
- Advance booking is recommended and is subject to confirmation by the Guest House (In Charge), CPPRI.
- The allotment of rooms shall be generally done on the "first come, first serve" basis.
- Booking is subject to availability.

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- e. Booking of room(s) can be made by an application via mail and submitting it to the In-charge – Guest House in advance (preferably 10 days).
- f. Maximum stay shall not exceed 5 days unless approved by Competent Authority. Extension of stay will be allowed only on availability and valid justification.
- g. The Institute shall not be responsible for any loss or damage of the belongings of the occupant during his/her stay in the Guest House.
- h. Alcohol consumption, smoking or loud music is strictly prohibited.
- i. Unauthorized persons are not allowed to stay overnight.
- j. Identity proof must be provided at the time of "Check-in" and caretaker shall maintain a record of all bookings along with ID proofs of all occupants.
- k. Room keys must be returned at "Check-out". Loss of keys will incur charges as applicable and satisfaction of Competent Authority
- l. CPPRI reserves the right to cancel a booking at short notice if needed for official purposes.
- m. If a guest damages any Institute's property, spits, drinks, smokes, and misbehaves or causes any other nuisance, the Institute shall recover from him/her (or from the person booking the room) the cost of correcting the damage along with a management cost and a penalizing cost to be decided by the Guest House In-charge or Competent Authority.
- n. Except blood relations and married couple, opposite genders are not allowed to stay together in the Guest House.
- o. Pets are not allowed.
- p. Cooking is not allowed in the rooms for safety reasons
- q. CPPRI is not responsible for any kind of accident or injuries to the guest during his/her stay in the Guest House.
- r. The room tariff does not include any meal, snacks or tea.
- s. The Guest may "Check In" at any time. However, for the purpose of accounting, a day means 24 hours from the time of "Check-in". Fraction of day will be counted as full day.
- t. Notwithstanding anything stated in these regulations, the Director, at his/her discretion can authorize administrative measures different from those stated above in case of unanticipated circumstances, exigencies or the improvement of services.


(Barnali Shome)
Administrative Officer