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भारतीय मानवविज्ञान सर्वेक्षण  
संस्कृति मंत्रालय  
भारत सरकार  
इ एन 7-9, सेक्टर - V, सॉल्ट लेक सिटी  
कोलकाता - 700 091

ANTHROPOLOGICAL SURVEY OF INDIA  
MINISTRY OF CULTURE  
GOVERNMENT OF INDIA  
E N - 7-9, SECTOR - V, SALT LAKE CITY  
KOLKATA - 700 091

No.1-13A/Genl./2025 (Guest House)

Dated : 23.12.2025

## **Guidelines in connection with “Use and Management of the Office Guest House Accommodation of Anthropological Survey of India, Kolkata – 700091”.**

### **1. Introduction:**

These guidelines outline eligibility, booking procedures, priority levels, tariff structure, terms & conditions, and financial/account management processes for availing Guest House accommodation at the Anthropological Survey of India, Kolkata. The facility comprises **15 well-furnished double-bedded rooms** with essential amenities for comfortable and secure stay.

### **2. Facility Overview:**

- Location: EN 79, Sector-5, Salt Lake City, Kolkata - 700091
- Total Rooms: 15 double-bedded rooms
- Amenities Provided:
  - ✓ Beds with clean linen
  - ✓ Attached washrooms
  - ✓ Air Conditioning / Ceiling Fans
  - ✓ Basic furniture (table, chairs, wardrobe)
  - ✓ Geyser facility (wherever applicable)
  - ✓ Wi-Fi
  - ✓ Housekeeping services

### **3. Eligibility Criteria:**

Accommodation may be availed by the following categories of individuals:

1. Officers and staff of the Anthropological Survey of India who are on official duty.
2. Officers and staff of the Anthropological Survey of India for Transit Accommodation.
3. Visiting officials from other government departments on official duty.
4. Guests accompanying officials on official visit.
5. Research scholars or academic collaborators associated with the AnSI for academic and research-related work
6. Officers and staff of the Anthropological Survey of India on Private Visit.
7. Retired officials of the AnSI
8. Guests of employees/Office

**Preference:**

First preference would be given to Sl. No.1 to 3, and the next preference will be given to 4 to 6 as per Senior Number mentioned above.

**4. Booking Procedure:**

**A. Submission of Request**

- A written request or email, along with the prescribed *Guest House Requisition Form* (available under the *Downloads* section on the official website of Anthropological Survey of India), must be submitted to the designated Guest House In-Charge at least **three (03) working days in advance**.

**B. Sanctioning Authority**

- All bookings are subject to approval by the **Director / Head of Office, AnSI, Head Office, Kolkata**.

**C. Confirmation of Booking**

- Upon approval, confirmation of booking will be issued through email or official letter.

**D. Contact Details:**

Guest House In-Charge  
EN 79, Sector-5, Salt Lake City, Kolkata – 700091  
Email: .....@.....com  
Phone No.....

**Note:**

The procedure outlined above is applicable only for the initial implementation period i.e. until Online System introduced. After the system stabilises, booking applications will be received **through an online platform**, and approval of requests will also be processed online. Once the booking is approved, a confirmation email will be sent automatically to the applicant.

**ii. Proposed Charges:**

The proposed tariff structure has been formulated taking into consideration the basic facilities available and the prevailing rates of Government Guest Houses in the surrounding area.

Sl. No.	Category	Proposed rates
9.	Officers and staff of the AnSI [Purely on Official Duty]	Nil
10.	Officers and staff of the Anthropological Survey of India for Transit Accommodation.	At par the amount of HRA per day drawn by the respective Officers and Staffs of AnSI.
11.	Visiting officials from other government organisations on official duty.	<ul style="list-style-type: none"><li>• ₹750/- per night upto 7 days.</li><li>• Maximum days allowed upto 14 days subject to availability of accommodation with the approval of the competent authority.</li></ul>
12.	Guests accompanying officials on official visit.	<ul style="list-style-type: none"><li>• ₹750/- per night.</li></ul>
13.	Research scholars or academic collaborators associated with the AnSI for academic and research-related work	<ul style="list-style-type: none"><li>• ₹300/- per night.</li><li>• Maximum days allowed upto 30 days subject to availability of accommodation with the approval of the competent authority.</li></ul>

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Sl. No.	Category	Proposed rates
14.	Officers and staff of the Anthropological Survey of India on Private Visit.	<ul style="list-style-type: none"><li>₹750/- per night.</li><li>Maximum days allowed upto 14 days subject to availability of accommodation with the approval of the competent authority.</li></ul>
15.	Retired officials of the AnSI	<ul style="list-style-type: none"><li>₹750/- per night.</li><li>Maximum days allowed upto 14 days subject to availability of accommodation with the approval of the competent authority.</li></ul>
16.	Guests of employees of AnSI	<ul style="list-style-type: none"><li>₹750/- per night upto 7 days and</li><li>Maximum days allowed upto 14 days subject to availability of accommodation with the approval of the competent authority.</li></ul>

**Terms and Conditions:**

- Supporting documents along with a valid ID proof must be submitted at the time of booking/arrival.
- Rates are subject to revision by the competent authority.
- Check-in / Check-out time will be 12:00 PM (Noon).
- Any extension of stay shall be on availability and approval of the Director, An.S.I.
- Guests shall maintain cleanliness, discipline and proper conduct inside the premises.
- Entry or stay of unauthorized persons is not permitted.
- Consumption of alcohol, tobacco or narcotic substances inside the Guest House premises is strictly prohibited.
- Any damage to Guest House property will be chargeable to the concerned guest.
- The department reserves the right to modify/withdraw/cancel bookings in case of official requirements.
- Pets are not allowed inside the Guest House premises.
- In cases of heavy occupancy or administrative requirement, room sharing may be permitted temporarily, subject to approval.
- Cancellation must be informed to the Guest House In-Charge at least 24 hours in advance.

**ii. Accounts Maintenance Procedure for Guest House Operations**

To ensure transparency and proper financial management of Guest House operations, the following procedure shall be adopted:

**ii. Payment and Billing**

- At the time of check-in, guests shall pay applicable charges through Bharatkosh.
- The payment receipt must be submitted to the Guest House In-Charge for record / Reference number of transaction.
- Once the payment is made, cancellation will not be considered and refund shall not be admissible.
- A printed bill/receipt containing the name of the guest, duration of stay, room charges and total amount paid will be issued to the guest.
- A duplicate copy of the bill/receipt shall be retained for record-keeping and audit purposes.

ii. **Record Maintenance**

- The Guest House In-Charge is responsible for maintenance of a daily register/digital logbook with the following details: (Name of guest, Duration of stay, Room number, Amount paid, Mode of payment — Bharatkosh, Receipt number etc.)
- A monthly summary report shall be submitted (preferably on the last working day of the month) to the Drawing and Disbursing Officer (DDO) / Head Office, Kolkata along with copies of bills/receipts.
- The DDO will verify records with the total amount received and ensure correctness of entries made. Any discrepancy detected shall be reported to the Competent Authority.
- A copy of the Bharatkosh/Government Account deposit receipt shall be preserved for official record.

iii. **Maintenance and Up-gradation**

- A contingency amount of **Rs. 5,000/- (Rupees Five Thousand only)** shall be accorded with the Guest House In-Charge for urgent maintenance requirements. The same may be followed as per Government of India norms.
- The said amount shall be utilised only for emergency repairs, essential upkeep, hygiene-related requirements and minor service needs. All payments may be done through Online Mode only.
- All expenditures must be supported with bills/invoices and recorded in an expenditure register for audit inspection.

iv. **Major Civil / Electrical Works**

- For major civil or electrical repairs/up-gradation, the Guest House In-Charge shall submit a written request through the Head of Office to CPWD or the concerned agency for necessary assessment and action.



(UMESH KUMAR)

HEAD OF OFFICE

कार्यालय अध्यक्ष

Head of Office

भारतीय मानव विज्ञान सर्वेक्षण

Anthropological Survey of India

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