

MEDICAL COUNCIL OF INDIA
NEW DELHI

No. MCI-154(3)/2010/Estt./157604

Dated:28.12.2015

OFFICE ORDER

It has been decided that the rooms in the Guest House of the M.C.I. may be booked by the doctors registered with Medical Council of India and/or any State Medical Council. The following instructions/guidelines are issued for smooth running of Guest House :

- Period of stay - Normally maximum period of stay would be for a period of three days (including the date of arrival). This can be extended further for a period of two days. Any further extension would require specific written permission of the President, MCI.
- Tariff - The tariff for the guest rooms shall be Rs. 3,000/- per day for the first three days, which shall be escalated to Rs. 4,000/- per day for the next two days. Rent for further stay would be determined by an order in writing or with the approval of the President. The rent would be exclusive of food and snacks/tea which shall be available on prior intimation from MCI Canteen on payment basis.
- Tariff realization - Tariff for the rooms will be paid in advance and in cash by the occupant to the caretaker as per prescribed rates against proper receipt. Tariff realization shall be deposited in the Accounts Section.
- Occupancy register - An occupancy register shall be maintained in the guest house which shall have columns of names etc. as prescribed. This shall be filled up by the occupant at the time of arrival recording his/her personal details and by providing his/her registration proof/number. Date and time of departure shall also be filled up by the occupant at the time of leaving of the guest house. A suggestion register shall also be maintained for the guest to write their comments. This shall be periodically checked.

Misc.

- Only medical doctors can stay in the Guest House.
- There will be no charges from the Members of the Council. However, if any relative of the Member is staying, normal tariff will be charged.
- The rooms will be booked on first come first served basis and only on written request.
- MCI shall not be responsible for any loss or damage to the person or his property during his stay.
- Use of alcoholic drinks is strictly prohibited.
- Each occupant shall be provided with a card mentioning his period of stay for easy access to the building.

The Deputy Secretary, Admn. shall be authorized to allocate the rooms in the Guest House.

The contact person for booking of the rooms in the Guest House shall be as under: -

| Sl. No. | Contact Person | Contact No. | E-mail |
|----------------|---|--|--------------------------------------|
| 1. | Sh. Ashok Kumar Harit, Deputy Secretary (Admn.) | 25367033,35,36,37 Extn. No.107 Mobile No.9810989539 | admin@mciindia.org mci@bol.net.in |
| 2. | Sh. Anuj Kumar, Section Officer | 25367033,35,36,37 Extn. No.123 Mobile No.9871073113 | admin@mciindia.org mci@bol.net.in |

(Dr. Reena Nayyar)
Secretary (I/c)