

**COAST GUARD OFFICERS' MESS ANNEXE, NOIDA**

**BOOKING FORM – GUEST ROOM**

1. Member ID No. : \_\_\_\_\_
2. Member details : \_\_\_\_\_
3. Contact No. : \_\_\_\_\_
4. Period of stay / days : \_\_\_\_\_
5. No. of persons : \_\_\_\_\_
6. Booking required for : (Self / Others)

(a) If booked for self following details to be furnished :

Name of occupants / Age \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) If booked for others following details to be furnished :

Name of occupants: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact No. : \_\_\_\_\_

Address : \_\_\_\_\_

Purpose of stay : \_\_\_\_\_

**(Note : No foreign guests are allowed, if required details of the guest be submitted to this office well in advance for taking up the approval)**

7. I have read all the rules and regulations of CGOM Annexe and same will be adhered to.

(Signature of Applicant)

**COUNTER SIGNATURE**

## **GENERAL RULES & REGULATIONS**

38. **Working Days.** CGOMA, Noida Administration and Accounts office observes a five day week. The office will open from 0900 hrs to 1730 hrs from Monday to Friday (Lunch Time 1300 to 1400 hrs). The Accounts Office, however, will be open on Saturdays from 1000 to 1300 hrs. The CGOMA Offices will be closed on Saturdays, Sundays and holidays. CGOMA, Noida will be closed on all Thursdays for maintenance except Bar & Café.

39. **Arrival and Departures of Officers.** The following rules will apply to all Officers checking in at CGOMA, Noida: -

- (a) Officers on arrival and departure are to complete all check-in/check-out formalities at the Reception Counter. Guests will be requested to give a copy of their ID proof at the time of check-in. (Passport/Aadhar Card/Pan Card/Driving Licence etc). Guests will not be permitted to check in without a valid ID proof.
- (b) Officers arriving in the Mess must check in and enter their particulars in the register as applicable. No cognizance will be taken of verbal instructions to the duty Quartermaster or any other staff.
- (c) Check-in timing will be 1200 hrs onwards. Check-out timing of any suite is 1130 hrs. If the timing exceeds beyond 1130 hrs a day's charges will be added.
- (d) Accommodation will be allotted to new arrivals by the Officer-in-Charge/Deputy Officer-in-Charge.
- (e) Guests are not to change their accommodation without prior approval of the Officer-in-Charge.
- (f) On taking over the accommodation, the member/guest is to sign the inventory of items of the accommodation including temporary smart card. Smart card will be issued in the name of the Officer by paying security deposit of ` 500/-. The concerned Officer will be liable to pay for any damages/loss of items at the current market price/original cost of the items as per the ledger whichever is higher.
- (g) The member/guest occupying a suite is to return the temporary card along with the room key, clear all dues at the reception and obtain a bill receipt from the Quartermaster at reception prior to departure.
- (h) Check out will be done after clearance of all payable charges. Guests are to intimate the Reception 2 hours or earlier prior departure. Use of Minibar post clearance of bill is not permitted.