



ਮਹਾਤਮਾ ਗਾਂਧੀ ਸਟੇਟ ਇੰਸਟੀਚੀਊਟ ਆਫ ਪਬਲਿਕ ਐਡਮਿਨਿਸਟ੍ਰੇਸ਼ਨ, ਪੰਜਾਬ

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OFFICE ORDER

Policy for allotment of MGSIPA Guest House

1. MGSIPA Guest House consists of the following:

1.1 Block – A: Executive Guest House

Type	Facility name	Nos.
A1	Room (Single bed with attached bathroom)	24
A2	Room (Double bed with attached bathroom)	28
A3	Faculty Suite (with/without Kitchen, Drawing Room, Master bedroom with attached bathroom)	4

1.2 Block – B: Dormitories

Type	Facility name
B1	Dormitory having attached bathroom
B2	Dormitory having bathroom on sharing basis

2. Eligibility for allotment:

Allotment will generally be made in the following order of preference of category:

Category	Description
I	Trainee Officers/ Officials a) All Trainee Officers/ Officials (or any other person undergoing training in MGSIPA) residing / posted ordinarily in areas outside Tri-city (viz. Chandigarh, Panchkula and SAS Nagar) who are undergoing training in any of the training programme being conducted by MGSIPA. b) In case of training programme where residing Campus is compulsory component then trainee officer/ official who is residing /

	posted ordinarily in areas within Tri-city is also provided with accommodation facility;
II	Guest Faculty Outstation guest faculty invited by MGSIPA [viz. residing / posted ordinarily in areas outside Tri-city (i.e. Chandigarh, Panchkula and SAS Nagar)];
III	MGSIPA Staff Private use by MGSIPA's serving staff & their family members/ guests [viz. i) Regular and ii) Contract] or retired staff & their family members.
IV	Government Officers/ Officials Government Officers/ Officials serving/retired in any Central/ State/ UT Government organization from outside Tri-city for their private use subject to availability.
V	Government Departments, Boards/Corporations or any other government organisations Government Departments, Boards/Corporations or any other government organisations for their training and allied activities/ official events/activities subject to availability.
VI	Any other person which is not covered in the above-mentioned categories (I to V).

3. Booking of Guest House:

3.1 In Charge (Guest House) or any other officer/official of the Institute as nominated by DG, MGSIPA will be the competent authority to book/ reserve, allot and confirm booking of Guest House Rooms.

3.2 Category I and II

The request for accommodation of Trainee Officer/ Official / Guest Faculty should be recommended by the Course Director of the Training Programme. It is under the preview of the Officer In Charge/ In Charge (Guest House) to provide room to Trainee Officer/ Official on single occupancy or on sharing basis with other trainee officer/ official keeping in view of the availability of rooms during the requisite period. The



5. Identity Proof

Driving Licence/ Voter Card/ Aadhar Card or any other Govt. I-Card is required to be shown by each occupant/visitor of Guest House to Staff on Duty at Reception Desk.

6. Guest House Charges

6.1 The base rates of usage Charges will be as per the following:

Block – A (Executive Block)

Type	A1 (in Rs.)	A2 (in Rs.)	A3 (in Rs.)
Category			
I	200	i) 150 (sharing basis) ii) 300 (single occupancy)	1500
II	600	1000	1600
III	300	500	1200
IV	800	1400	2000
V	700	1200	2000
VI	1000	1600	2500

Block – B (Dormitory Block)

Type	B1 (Per day) (in Rs.)	B2 (Per day) (in Rs.)
Category		
I, II and III	100 per bed	75 per bed
IV	250 per bed	200 per bed
V	200 per bed	250 per bed
VI	300 per bed	350 per bed

6.2 Provision of accommodation to Guest Faculty is free of cost. However, amount is to be booked under the training programme. For A3 and A4 type facility/room, approval of the Director General/ Director, MGSIPA is to be taken by the Course Director while taking approval of the training and allied activity.

