



**NATIONAL COAL DEVELOPMENT CORPORATION
STAFF CO-OPERATIVE CREDIT SOCIETY LTD.**

Established : 1961, Regd. No. 36,
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NCDC/Co-op/MGT/2017-18/F-03

Dated: 15.09.2017

C I R C U L A R

With pleasure it is inform you all that as per the resolution taken in **56th AGM held on 11.08.2017 a fresh agreement for 3 nos. of 4 bedded A.C rooms with M/s. DEEP RESORTS PRIVATE LIMITED** at 656, Sea Beach Road, Puri-752 002, Orissa for 3 years from **01.11.2017 to 31.10.2020** has been entered into for guest house purpose **w.e.f. 1st November, 2017.**

Room tariff w.e.f. 01.11.2017 as under:

	For Member	For Ex-member	For Outsider
Per day / per room	Rs. 750.00	Rs. 900.00	Rs. 950.00 for room rent Plus Rs. 300.00 for reimbursement of expenses

1. The norms for reserving the room at Puri guest house will be as under with immediate effect for the members.
 - Reservation of rooms for the month of **January** will be open in the month of **September**
 - Reservation of rooms for the month of **February** will be open in the month of **October**
 - Reservation of rooms for the month of **March** will be open in the month of **November**
 - Reservation of rooms for the month of **April** will be open in the month of **December**
 - Reservation of rooms for the month of **May** will be open in the month of **January**
 - Reservation of rooms for the month of **June** will be open in the month of **February**
 - Reservation of rooms for the month of **July** will be open in the month of **March**
 - Reservation of rooms for the month of **August** will be open in the month of **April**
 - Reservation of rooms for the month of **September** will be open in the month of **May**
 - Reservation of rooms for the month of **October** will be open in the month of **June**
 - Reservation of rooms for the month of **November** will be open in the month of **July**
 - Reservation of rooms for the month of **December** will be open in the month of **August**
2. Reservation of rooms will be open before 2 month for Ex-members and before 1 month for outsiders.
3. Request for reservation of rooms at Puri Guest House will be strictly on '**first-come first served**' basis.
4. **No refund of room tariff** will be allowed if reservation is cancelled **prior to 3 days (72 hours)** from the date of reservation.
5. **50% room tariff** will be **refunded** if reservation is cancelled prior to **more than 3 days (72 hours)** from the date of reservation.

6. No refund of room tariff is allowed in respect of ex-members and outsiders.
7. Members are allowed to reserve two rooms at a time but in two names i.e one for himself and other for his/her wife / husband / son / daughter's name **except for the month of April, May, October and December.**
8. Member, Ex-members and outsiders are **allowed to reserve rooms for maximum 6 days** at a time.
9. **4 nos. of Adult persons and a child upto 10 years are allowed for a room. Extra person will be charged @ Rs. 200/- per day (without cot)** and will be payable to hotel authority.
10. Boarders are not allowed to take food on the bed and not allowed to cook food in the hotel rooms or premises.
11. Photo identity Card of the boarder must be presented at the hotel. In case of a family, Photo Identity Card of the head of the family and in case of mixed person's photo Identity card of each and every person will be required at the hotel to avoid police harassment.
12. Pencil booking for reservation of rooms will be valid for **3 days** in case of members stationed at Kolkata and **7 days** in case of outstation members from the date of receipt of request. If room tariff is not paid within the above days, the reservation will automatically be cancelled and no request thereafter will be entertained.

CHECK-IN TIME IS 8.00 A.M. AND CHECK-OUT TIME IS 7.00 A.M

13. Welfare Contribution will be enhanced from @ Rs. 15/- to Rs. 20/- per month w.e.f. 01.10.2017.

All the zonal representatives are requested to inform the members of their respective zones as far as possible, and keep a copy of this circular ready at hand.

SECRETARY

Distribution: All Zonal Representatives