



The Institution of Engineers (India) Delhi State Centre

Corporate Members desiring to stay in the retiring rooms at IEI Headquarters may write to the Honorary Secretary for details to tariff and any other query in this regard.

IEI-Delhi State Centre

Engineers Bhawan
2 Bahadur Shah Zafar Marg
New Delhi – 110 002
Phone:- 011-23379052
Email:- ieidsc1@gmail.com; delhisc@ieindia.org
Website:- www.ieidsc.in

Type of Rooms

2 AC with double bed
2 AC with 4 beds

SOP FOR GUEST HOUSE OF IEI, DELHI STATE CENTRE W.E.F. 06.02.2024

1.	Guest House booking is restricted to IEI Corporate Members only.
2.	Request for accommodation in guest house at IEI-DSC shall be sent before 10-15 days accommodation required to Honorary Secretary by letter or by email at ieidsc1@gmail.com ; delhisc@ieindia.org , quoting Name, Address, Mobile No., Membership Number. Request for booking through WhatsApp/SMS are not acceptable.
3.	The request shall accompany one of the photo ID cards i.e. IEI Membership Identity Card, Voter Identity Card, Driving License, Passport etc.
4.	On receipt of written request, Honorary Secretary shall confirm accommodation subject to availability and bank details for payment, through email.
5.	Accommodation shall be provide on first come first serve basis on receipt of full payment in advance
6.	Payment to be made by way of online money transfer/ demand draft/ cheque in favour of "The Institution of Engineers (India), payable at Delhi. Non-realization of draft/ cheque shall attract cancellation of booking
7.	The check-in and check-out time would be 1200 hrs and 1100 hrs respectively. Early check-in ad late check out may be allowed maximum of two hours subject to availability of rooms.
8.	The Member shall carry one of the valid Photo ID Cards in original i.e. IEI Membership Identity Card, Voter Card, Driving License, Passport an must be presented at the time of check-in.
9.	Key of the room shall be handed over to the caretaker while going out by the occupant during stay at guest house.

10.	Use of personal lock is not permissible under any circumstances. All personal locks, if used, will be broken
11	Booking of accommodation may be cancelled at any time by IEI, if any exigency arises.
12	The Member/occupant shall be responsible for any damage caused to the property of IEI Delhi State Centre
13	No extra person(s) shall be allowed in the room. Maximum two Children up-to 12 years old shall be allowed. No additional mattress/bed shall be provided in any circumstances
14	Booking is not permitted for a person undergoing medical treatment/advise who is suffering from communicable disease, bed ridden or pre/post-delivery case.
15	The maximum period of booking of the Guest House shall be four days.
16	Pets are not allowed in the Guest House. Cooking and washing of heavy clothes are not permitted. Using of electric cookers/heaters are not permitted
17	No Wi-Fi service for internet is available in the Guest House
18	For any query, may contact on 8130669027; 9310166276 during 1000 hrs to 1800 hrs OR 011 - 23379052 during 1000 hrs to 1800 hrs (Monday to Friday/ working days)
