

Rooms available in the M.C.I. Guest House.

It is informed that the Guest House in the M.C.I. is operational and air-conditioned rooms along with TV facility are available to the Doctors Registered with the M.C.I./State Medical Council.

For booking of rooms, doctors may contact the following person(s) or send an e-mail at mci@bol.net.in :-

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	mci@bol.net.in
2.	Sh. Anuj Kumar, Section Officer	25367033,35,36,37 Extn. No.191 Mobile No.9871073113	mci@bol.net.in

Rules for booking rooms in the MCI Guest House is as under: -

- Entitlement - The guest rooms shall be available for doctors registered with the Medical Council of India or State Medical Councils.
- Method of Reservation - Reservation in the guest rooms shall be made -
a) . on receipt of a request letter/E-mail/[ordinarily 48 hrs. in advance]
b). on arrival at the MCI guest house.
- Authorised person - The Deputy Secretary shall be authorized to allocate rooms.
- 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 Chairman of the BOG.
- Tariff - The tariff for the guest rooms shall be Rs.1000/- per day (starting 10.00 hrs) for the first three days. This will be escalated to Rs.1500/- per day for the next two days. Rent for further stay would be determined by an order in writing or approval of the Chairman, BOG. The rent would be exclusive of food and snack/tea which shall be available on prior intimation from the 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.

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- 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.
- Booking shall be made on first come first served basis.
- One person shall be allowed maximum booking of two rooms which shall not extend beyond five days.

**Board of Governors
Medical Council of India**