



NOTIFICATION

It is notified for the information and compliance by all concerned that the Worthy Vice Chancellor University of Chitral is pleased to notify the following Standing Operating Procedures (SOPs) for the Guest of the University of Chitral with immediate effect: -

(1) **Officer In-Charge:**

- a. *The Committee recommended that the Guest House be placed under administrative control of the PS to Vice Chancellor as currently the VC is currently residing in the Guest House and its renting to guests should be aligned with the personal commitments of the VC.*
- b. *The PS will be responsible for booking, renting and vacation of the guest house and for this purpose he will be assisted by the caretaker of the guest house and together they will maintain proper register for it.*
- c. *Separate Account will be maintained in the Bank, and the PS will be the officer in charge of the accounts and will reconcile the accounts with Finance Section and the Bank in the first week of each month for the transactions of the preceding month and the Caretaker will maintain proper records and correspondence thereof.*
- d. *The Caretaker and staff of the Guesthouse will be at the disposal of the PS, and he will be the officer in charge of the staff.*
- e. *The PS will be held responsible for the overall functionality of the guest house.*
- f. *His written consent and approval will be required for arranging all types of parties, functions and meal programs.*
- g. *Without the approval of the PS to Vice Chancellor none of the employees of the University is allowed to arrange meal programs for his/her guests in the guest house premises.*
- h. *The booking will be made in at least one working day in advance, and cancellation of the same should also be communicated before the closing of business, 25% of the room rent will be demanded if the booking is cancelled after COB and the room were denied to other party for being already booked by the previous one.*
- i. *He will maintain a proper Booking Register for the guesthouse.*
- j. *The Officer-in-Charge of the Guest House will be granted Rs.25000/- (Rupees twenty-five thousand only) as revolving petty cash which will be utilized for justifiable petty expenses, and which will be adjusted with relevant Bills / Note Sheet through the Finance / Audit Section as per financial rules and procedures in vogue.*
- k. *He will not be paid any regular allowance for the responsibility; however, the Vice Chancellor may grant him such annual honoraria on the basis of his performance and the volume of income generated through the facility if he deems appropriate.*

(2) **The Caretaker**

- a. *The Committee recommended assigning the responsibility of Caretake to Mr. Taj Uddin, Supervisor, in addition to his own responsibilities with the admissible additional charge allowance as allowable under the rules.*
- b. *The Caretaker will be the operational in-charge of the Guest House – he will be in-charge of the man and material of the Guest House. He will ensure the presence and punctuality of the staff, and they will be granted leave on his recommendations. He may recommend corrective measures in cases where the cooks, bearers, cleaners, guards are found violating the code of conduct and service norms.*
- c. *Proper proforma will be filled by each guest and their companion(s), if any on arrival, the proforma will contain the records and biodata of the guest.*
- d. *He will maintain proper record of the crockery / cutlery items, purchase of consumable and non-consumable items as per procurement rules of the University.*
- e. *He will be responsible for the cleanliness and tidiness of the guest house and its equipment, bedding, crockery/cutlery items etc.*



- f. He will maintain proper records of the consumable and non-consumable items of the guest house and will write off the consumable items on a monthly basis from the records with the approval of the PS to Vice Chancellor.
- g. He will be consulted about the availability and viability of parties, programs, and meals inside / within the premises of the guest house.
- h. He will suggest repair and maintenance of the guest house, he will recommend necessary purchases of the hardware, crockery, cutlery items with solid justifications.
- i. He will ensure that all the electric and gas appliances are in working condition and that the lights etc. are turned off when the rooms are not in use.
- j. Similarly, the cleanliness of the washrooms, availability of water, internet, electricity in guest house will be his responsibility for this purpose he authorized to demand the services of concerned staff through the PS to Vice Chancellor.
- k. He will be held responsible for any undue loss, damage or pilferage (if any) of the guesthouse property.
- l. He will prepare three menus for meals (lunch & dinner) with current / valid pricing in consultation with Officer In-Charge of the Guest House, which will be updated according to availability of the items and market rates on the required basis.
- m. He will recommend short leave, full leave to the menial staff of the guest house and will make stopgap arrangements for their absence.
- (3) **Rent & Charges:**
- a. The room rent will be Rs.3000/- per room per night. The room rent for the first night will be received in advance on arrival of the guests, the checkout time will be 12:00 hours noon, guests planning to leave the guesthouse in the afternoon will pack their belongings and keep in the custody of the Caretaker by 12:00 pm (noon).
- b. The meal charges will be as per the menu, which include the cost of the material, ride charges for purchases, gas, electricity, firewood and condiment powders etc.
- c. The guests will be charged Rs.300/- per day as service charges in addition to the room rent.
- d. 25% of the service charges will be deposited in the guesthouse account while the rest of the 75% will be distributed among the available staff who served the guests during their stay.
- e. Guests on official visits such as attending meetings of the statutory bodies including F&PC, Syndicate, Academic Councils and other bodies like ASRB, BOS, Theses viva etc. will not be charged room rent, however, their meal charges and service charges will be borne under the respective heads.
- (4) **Parties, Informal Gatherings and Tea party:**
In cases of unofficial gatherings, parties Rs.500/- will be charged as service charges per party for up-to five people in addition to the meal charges (if provided by the guesthouse), Rs.50 will be charged for each individual above five persons, 25% of the service charges will be deposited in the guesthouse account will be remaining 75% will be distributed among the staff present on the occasion, this will also include additional menial staff if deployed for the purpose.

This is issued with the approval of the competent authority.


Additional Registrar
University of Chitral

CC.

1. PS to Vice Chancellor University of Chitral.
2. All Heads of Teaching Departments / Administrative Sections University of Chitral
3. Employee(s) concerned
4. File.


Additional Registrar
University of Chitral