

## 5. Process Activities

S.No.	Activities with preferred sequence	Responsibility	Ref. Doc
1.	Receipt of request for accommodation in guest house with proper documents	<b>In-charge Guest House</b>	
2.	Checking of status of availability of vacant Rooms in the Guest House	<b>Care taker Guest House/ In-charge Guest House</b>	
3.	Obtaining Director's approval in case of non-payment	<b>In-charge Guest House</b>	
4.	Approval is accorded for the requested period in case of non-payment	<b>Director</b>	
5.	Entry of Guest in Guest House Register	<b>Care taker Guest House/ In-charge Guest House</b>	
6.	Allotment of room to guest with clarity to guest about payment; if applicable as per rules.	<b>In-charge Guest House</b>	CPPRI Office Order No CPPRI/GH/2/13 dt. 6th July,2020 & CPPRI/P/M/II/2022 dt.24th May 2022
7.	GH is vacated after allotted period& receipt of payment at exit, if applicable.	<b>In-charge Guest House</b>	CPPRI Office Order No CPPRI/GH/2/13 dt. 6th July,2020 & CPPRI/P/M/II/2022 dt.24th May 2022
8.	Payment receipt is submitted to F&A	<b>In-charge Guest House</b>	