



The Institution of Engineers (India)
UP State Centre, Lucknow-226018

Corporate Members desiring to stay in the retiring rooms at IEI, UP State Centre, Lucknow may write to the House Supervisor for details of tariff and any other query in this regard.

IEIUP State Centre, Lucknow

Engineers' Bhawan
River Bank Colony
Lucknow-226018
Ph:0522-3512499
Mob./Whatsapp no. 7939372369
E-mail:upsc@ieindia.org
Website :www.ieiup.org.in

Type of Rooms

6AC with double bed

SOP for Guest House of IEI, UP State Centre, Lucknow w.e.f.1st March, 2024.

1.	Guest House booking is restricted to IEI Corporate Members and on reference of Corporate Members.
2.	Request for accommodation in guest house at IEI UP State Centre shall be sent to UPSC by letter or by email at upsc@ieindia.org , quoting Name, address, Mobile No., Membership Number.
3.	There quest shall accompany Membership No. & one of the photo ID cards i.e.IEI Membership Identity Card, Voter Identity Card, Driving License, Passport, etc. of all the guest staying.
4.	On receipt of written request, House Supervisor shall confirm accommodation subject to availability and bank details for payment, through email, mentioning the details of room with tariff.
5.	Accommodation shall be provided on first come first serve basis on receipt of full payment in advance. In case of cancellation no refund will be issued.
6.	Payment to be made by way of online money transfer/demand draft/ cheque in favour of "The Institution of Engineers (India), UP State Centre, Lucknow. Non-realization of draft/cheque shall attract cancellation of booking.
7.	The check-in and check-out time would be 1200hrs and1100hrs respectively. Early check-in and late check-out may be allowed maximum of two hours subject to availability of rooms and must be intimated before and
8.	The Member shall carry one of the valid Photo ID Cards in original i.e. IEI Membership Identity Card, Voter Identity Card, Driving License, Passport and mustbe presented at the time of check-in.
9.	Key of the room shall be handed over to the security personnel 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.
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 for one week.
16.	Pets are not allowed in the Guest House. Cooking and washing of heavy clothes are not permitted. Using of electric kettles/electric cookers/heaters are not permitted.
17.	For any query, may contact House Supervisor on 7 8 3 9 5 7 2 3 6 9 during 1100 hrs to 1800 hrs.

Honorary Secretary