



No. NSTIT/D-11014/Major works/Civil/2024/

Date: 29-05-2026

**OFFICE ORDER**

In order to ensure uniformity, transparency and proper administration in the booking and management of the Guest Houses attached to **RDSDE / NSTI(W), Trivandrum** as per the Office Order No.NSTI(W)/A.60011/01/2019/Estt./14 dated 29-02-2024 and **NSTI, Calicut**, the competent authority hereby orders the implementation of the **Standard Operating Procedure (SOP)** and **Application Form** for Guest House bookings, as enclosed.

The SOP and Application Form shall be strictly followed with immediate effect by all concerned. The following instructions are issued for compliance:

**Instructions:**

1. The approved **SOP and Application Form** for Guest House booking shall be uploaded on the official website of:
  - RDSDE
  - NSTI(W), Trivandrum
  - NSTI, Calicut
2. All requests for allotment/booking of Guest House accommodation shall be received only through the prescribed Application Form (*Kerala State DET staff are instructed to fill-up form on arrival*) as per the SOP.
3. A **separate Register** shall be maintained at each Guest House for recording:
  - Details of applications received
  - Allotment approvals
  - Period of stay
  - Charges collected
  - Any other relevant remarks
4. The concerned Team (**Head of Office / Caretaker / Designated Officials**) shall be responsible for:
  - Ensuring adherence to the SOP
  - Proper maintenance of records and registers
  - Periodic verification of entries and documentation
5. This Office Order shall come into force with immediate effect.

(C. YUVARAJ)

Regional Director / Head of the Department

Enclosed: SoP and Application form

To

1. Head of Office/JD, NSTI, Calicut
2. Head of Office/DDT, NSTI(W)/RDSDE, Trivandrum
3. Website in-charge of RDSDE/NSTI(W), Trivandrum/NSTI, Calicut
4. Estate Officers, RDSDE/NSTI(W), Trivandrum and NSTI, Calicut
5. Hostel Officers, RDSDE/NSTI(W), Trivandrum and NSTI, Calicut
6. Caretaker, RDSDE/NSTI(W), Trivandrum & NSTI, Calicut
7. Circulation among all staff all offices under RDSDE (Kerala & Lakshadweep)

C. Yuvaraj  
Regional Director  
Regional Directorate of Skill  
Development & Entrepreneurship (RDSDE)  
DGT, MSDE, Govt. of India  
NSTI(W) Campus, Kazhakkuttom  
Thiruvananthapuram - 695 582

**Standard Operating Procedure (SOP)**  
**Allotment of Guest House(s) attached to**  
**RDSDE (Kerala & Lakshadweep), NSTI(W), Trivandrum and NSTI, Calicut**

**1. Purpose**

This Standard Operating Procedure (SOP) is issued to lay down a transparent and uniform procedure for the allotment and use of the four-bedded Guest House located within the campus, to outsiders, while ensuring safety, discipline, and proper maintenance of institutional property.

**2. Scope**

This SOP shall apply to all requests received from individuals or organizations not belonging to the institute (hereinafter referred to as “Guest”) seeking accommodation in the campus Guest House.

**3. Authority**

The Guest House shall be allotted only with the approval of the Competent Authority of the institute. The decision of the Competent Authority shall be final and binding in all matters relating to allotment. HoD may authorise a Gazetted officer as Nodal officer/Estate officer to allot the Guest House. The competent authority during the period of 2025-26 will be Head of Department.

**4. Eligibility**

The Guest House may be allotted to the following categories of outsiders, subject to availability:

- Officials from Central/State Government Departments
- Resource persons, examiners, inspectors, or experts invited by the institute
- Participants of official programmes, workshops, meetings, or training programmes conducted by the institute
- Any other category, as approved by the Competent Authority

**5. Capacity**

- The Guest House consists of

NSTI W Trivandrum	One Guest House with four (4) beds
NSTI Calicut	Two Guest House with Double beds

- This may be allotted to four persons of the same gender or Family of four.
- Allotment shall not exceed the approved capacity under any circumstances.
- Separate allotment to unrelated groups/individuals may be considered only if expressly approved by the Competent Authority.

**6. Application Procedure/Booking of Room**

1. Requests for allotment/registration, as per Annexure-A, shall be submitted in writing through email to [nstiw-trivandrum@dgt.gov.in](mailto:nstiw-trivandrum@dgt.gov.in), with a copy marked to [rdsde-ker-msde@gov.in](mailto:rdsde-ker-msde@gov.in), addressed to the Head of the Department in respect of the Guest House at Thiruvananthapuram. In the case of the Guest House at Kozhikode (Calicut), the request shall be addressed to the Head of Office and sent to [nsti-calicut@dgt.gov.in](mailto:nsti-calicut@dgt.gov.in)
2. Requests should normally be submitted at least 7 days in advance, except in urgent official cases.

**7. Approval and Allotment**

- Allotment shall be made strictly on a first-come, first-served basis, subject to priority for official institutional requirements.
- Availability shall be verified by the designated Estate officer.
- Approval of the Competent Authority is mandatory before confirmation of allotment.
- A written confirmation shall be communicated to the applicant.

**8. Charges**

- Guest House charges, if any, shall be levied as per rates approved by the Government of India from time to time. Presently it is Rs.100/- per person per day through <https://bharatkosh.gov.in>-> Quick payment -> Ministry of Skill Development and Entrepreneurship-> Hostel Fee (PAO Chennai) (Refer screenshot in next page)
- Payment shall be made in advance or as prescribed on receipt of confirmation mail, and proof of payment shall be produced at the time of check-in.

**9. Check-in and Check-out**

- Check-in time: As prescribed by the institute
- Check-out time: As prescribed by the institute
- Early check-in or late check-out shall be subject to availability and prior approval.

Payment Purpose

Depositor's category: Individual

Purpose: hostel fees (pao chennai)

Payment Type: Hostel Fee

Ministry: Ministry of Skill Development & Entrepreneurship


Pay & Account Office (PAO): 006529 - Pay & Accounts Office (MSDE), Guindy, Chennai

Drawing & Disbursing Office (DDO): 206536 - National Skill Training Institute(NSTI-W)- Trivandrum/RDSDE Kerala

Amount: INR 100  
RUPEES ONE HUNDRED ONLY

Payment Frequency /Period: No Restriction

Remarks: Guest House fee  
45 Character Left

 [Get a new Captcha](#)  
Text shown in Captcha is case-sensitive

Type the text shown as per the image above:

#### 10. Rules and Responsibilities of Occupants

- The Guest House shall be used strictly for the approved purpose only.
- Cooking, consumption of alcohol, smoking, or any unlawful activities inside the Guest House are strictly prohibited.
- Guests shall maintain cleanliness, decorum, and discipline during their stay.
- Institute property and fixtures shall be handled with care. Any damage or loss shall be recovered from the occupant(s).
- Visitors are not permitted to stay overnight without prior approval.

#### 11. Security and Identification

- All occupants shall produce valid government-issued photo identification at the time of check-in.
- Entry and exit details shall be recorded in the Guest House register.
- The institute shall not be responsible for loss of personal belongings of the occupants.

#### 12. Cancellation

- Approved allotments may be cancelled by the institute at any time due to official exigencies.
- In case of cancellation by the applicant, prior intimation shall be given at least 24 hours in advance, the amount will not be refunded.

#### 13. Housekeeping and Maintenance

- Housekeeping services shall be provided as per institute norms.
- Occupants shall ensure that the Guest House is vacated in clean and orderly condition.

#### 14. Record Keeping

- The Estate Officer/Guest House In-charge shall maintain proper records of allotment, occupancy, payments, and feedback with the help of Security Guards and Hostel staff who are available 24 by 7 in the campus.

#### 15. Interpretation and Amendment

- Any issues not covered under this SOP shall be decided by the Head of the Department.
- This SOP may be amended or modified with the approval of the Head of the Department as and when required.



(C Yuvaraj)

Regional Director/HOD

C. Yuvaraj  
Regional Director  
Regional Directorate of Skill  
Development & Entrepreneurship (RD&DE)  
DGT, MSDE, Govt. of India  
NSTI(W) Campus, Kazhakkottam  
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**Registration Form**  
**For Allotment of Guest House(s) Pertaining to**  
**RDSDE (Kerala & Lakshadweep)/NSTI(W) Trivandrum and NSTI Calicut**

1.	Name of the applicant:				
2.	Designation:				
3.	Mobile No:				
4.	Email Id				
5.	Ministry of Dept./Office where working				
6.	Office address:				
7.	Postal/ Resi. Address:				
8.	Period of Booking (Date)	From		Check in time	
		To		Check out time	
9.	Purpose of Visit (To book for official tour, tour programme certified by applicant's office specifying period and city of official journey to be enclosed)	official Tour	LTC	Leave	Other
10.	Type of Room Required	Single bed		Double Bed	
11.	Visitors	Self	Dependent family members		Guests
12.	Total Number Guests	Total No. Adults : _____ Male: _____ Female: _____			
		Total No. of Children: _____			
13.	Visitor's details and relationship with the applicant				
14.	Advance payment made : (Non-refundable after confirmed booking)	Rs.			
15.	Receipt details	Receipt Number		Dated:	
16.	Any other Information to Provide				

**DECLARATION BY THE APPLICANT.**

I certify that the accommodation asked for in the Hostel will be occupied by me or my dependent family members. I undertake to vacate the accommodation on \_\_\_\_\_ (FN) and will not overstay without prior written permission of Estate Manager/Allotting Authority, failing which I will be liable to pay market rate of licence fee as damages and face other legal action etc. I shall not claim a refund in case the accommodation booked is not utilized by me. I undertake that I will not withdraw my application for booking. I certify that the information given above is correct and that nothing has been concealed. I shall abide by the prescribed Rules/orders/Terms and conditions, covering this booking/allotment. I undertake to take and pay for the meals if arrangement exists and to pay the prescribed charges directly to the caterer. I am aware of the terms and conditions of the booking as given on the SOP/website.

Date : \_\_\_\_\_  
Place \_\_\_\_\_

Signatures of the applicant

**(For Office Use only)**

**Verification by the Administration Division**

Certified that (a) Shri/Smt \_\_\_\_\_

Designation \_\_\_\_\_

is a permanent employee of

1	Central Govt./Ministry/Department	
2	Central PSU/Autonomous organisation/Semi Central Govt office.	
3	Office of the state Govt./U.T Admn.	
4	Other (pl specify)	

He/ She has been authorised by this office to perform official journey

From (date) \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_ (city name)

Signatures with office seal

(Please send it to allotting authority)

Allotment Details:

Estate Officer