

STANDARD INSTRUCTION
FOR THE GUEST STAYING IN THE JAWAN BHAVAN
Department of Sainik Welfare, Puducherry

Office Working Hours : Monday to Friday 08:45 hrs to 17:45 hrs
Office Closed on : Saturday & Sunday and on National Holidays
Guest Check in / Out time : 09:00 AM / 09:00 AM following day
Contact No. : 0413-2253107 (Working hours only)
Department website : <https://sainik.py.gov.in>

Booking Guidelines

1. Registration for the accommodation are accepted by submitting the completed application through Online services link provided in Department website <https://sainik.py.gov.in/> (Department of Sainik Welfare, Puducherry) Or sending the completed application to official email sainik@py.gov.in. Blank application is available in the Department website.
2. Registration for accommodation are accepted within 30 days in advance from the required date. Confirmation is Subject to advance payment of one day rental charge to the Jawan Bhavan account number mentioned in the application, which is not refundable in case of cancellation. Advance should be paid after confirming availability of accommodation by Department of Sainik Welfare, Puducherry.
3. Initially the room will be allotted for the duration of 3 days only and can be extended after approval by Director, Department of Sainik Welfare, Puducherry and subject to the availability room.

Eligibility to book and stay in the Jawan Bhavan, Puducherry

1. Rooms are allotted to Serving / Retired Defence personnel Tri services (Army, Navy and Air Force) and their dependents.
2. In each room not more than two persons can stay. However, in case of children below 12 years, maximum of two children will be permitted to stay additionally but no extra bedding can be provided.
3. The wards above 12 years and who are dependents, are accompanied by their serving / retired parents will be allowed to stay by allotting additional rooms by remitting rental charges for the additional rooms subject to the availability of the room.
4. The dependent parents who are accompanied by their son/ daughter of Ex-Servicemen Defence personnel, will be allowed to stay by allotting additional rooms subject to the availability of the room and by remitting rental charges for the additional rooms.
5. The wards beyond the capacity of dependent who are accompanied by their serving / retired parents will be allowed to stay by allotting additional rooms subject to the availability of the room and by remitting rental charges applicable to the serving personnel for the additional rooms.
6. All Guests who will be staying are to have valid ID proof (Eg: Ex-Servicemen ID Card / Defence Service ID card / Dependent ID card/ ECHS card/ Aadhaar Card etc)
7. Drivers accompanying the Guest are not permitted to stay in the rooms.
8. Local Guests are not permitted into the rooms.

Restricted

1. Consumption of Alcohol / Smoking / Gambling is strictly prohibited in the premises of Jawan Bhavan. The Guests are instructed not to use the staying room for Dining purpose.
2. The Jawan Bhavan, Puducherry is "Single Use Plastic Free Campus". All the Guests are requested to not to use SUP items in the Department / Jawan Bhavan premises. Ensure that packed drinking water bottle are not used in this premises. RO purified drinking water provisioned in the Ground Floor.
3. If any damage caused to the Jawan Bhavan property by the Guests, the amount will be recovered from the Guest. In this regard, the decision of the Director (DSW) is final. Guests shall keep the rooms neat and tidy.
4. There is No catering, Laundry, runner facilities available in the Jawan Bhavan.
5. The Jawan Bhavan, Puducherry is provisioned with power pack in case of Electricity shut Down. The inverter will support for a restricted light and fan points and for a limited time.
6. All the Guest Rooms are provisioned with Air conditioner. However, requested to bear inconvenience in case of shutdown of Air conditioner due to repair or power supply failure.
7. Guests are instructed to switch off the Air conditioner and all power switches on their going out from the room.
8. No pets are permitted in the Jawan Bhavan Guest House.
9. As a security measure, the main gate of the Jawan Bhavan will be closed at 22:30 PM on all the days and will be opened in the morning by 05:00 AM. The Guests staying in the rooms are requested to Check in before 22:30 PM.