SRI VENKATESWARA VETERINARY UNIVERSITY

ADMINISTRATIVE OFFICE :: TIRUPATI - 2

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Memo.No. 519750/OP/2026 ***Dated:30-07-2026***

Sub: SVVU, Tirupati – Streamlining of procedure for allotment of accommodation – Instructions – Issued.

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With a view to streamlining the allotment of accommodation at the SVVU Guest House, Tirupati Campus, avoiding last-minute requests, and ensuring proper monitoring and effective management of Guest House accommodation, the following instructions are issued with immediate effect. All officers, employees and other persons concerned shall ensure strict compliance.

1. All persons intending to avail accommodation at the SVVU Guest House shall submit their request in the prescribed Application Proforma (Annexure-I to this Circular) to the official e-mail ID: svvuguesthouse@gmail.com

2. Requests shall preferably be submitted at least one (1) week in advance of the proposed date of stay, to allow adequate time for scrutiny and approval. Requests submitted with insufficient advance notice, without justification, are liable to be declined.

3. All requests received at the above e-mail ID shall be scrutinized by the Guest House In-charge with reference to availability of rooms and eligibility of the applicant, and shall thereafter be placed before the Registrar for approval.

4. Accommodation shall be allotted only after obtaining the prior approval of the Registrar. Mere submission of an application shall not, by itself, confer any right or entitlement to accommodation. All requests shall be considered strictly subject to the availability of accommodation on the proposed dates.

5. Subject to availability, preference in allotment shall ordinarily follow the order below:

(a) Dignitaries and officials visiting on University-sanctioned official business; (b) Resource persons/experts invited for academic, research or administrative programmes of the University; (c) Officers/employees of the University travelling on official duty; (d) Other bonafide visitors, considered strictly on merits with the specific approval of the Registrar.

6. No request for allotment of accommodation made directly to the Guest House In-charge/Caretaker, particularly at the last minute, shall be entertained.

7. No person shall occupy any room in the Guest House without such approval. The Guest House In-charge shall not permit occupation of any room in the absence of the Registrar's approval and shall be personally accountable for any lapse in this regard.

8. Accommodation shall be allotted strictly for the duration approved. Any extension of stay shall require a fresh request, submitted sufficiently in advance of the original check-out date, and fresh approval of the Registrar in the manner prescribed above.

9. Occupants shall be responsible for the proper care and use of the room, furniture, fittings and other Guest House property during their stay, and shall

maintain the decorum of the University campus.

10. The Guest House In-charge shall maintain proper, contemporaneous records — in register and/or electronic form — of all accommodation requests, approvals, allotments, occupancy details, payments and related correspondence, and shall ensure strict compliance with these instructions at all times.

These instructions shall come into force with immediate effect and shall supersede all earlier orders, circulars or practices inconsistent herewith.

All officers, employees and other persons concerned, including the Guest House In-charge/Caretaker shall ensure strict compliance with these instructions. Any deviation — including unauthorized occupation of rooms, or entertainment of last-minute or direct requests without the Registrar's approval — shall be viewed seriously and shall render the person(s) responsible liable for appropriate action as per applicable rules.

Sd/- R VINOO, REGISTRAR(RV)-SVVU, SVVU, Tirupati

To

All the Heads of Institutions for circulation among all the staff.
The Guest House In-Charge.
Copy to P.S to Vice-Chancellor.
Copy to P.As to all the University Officers.
Copy to all Middle Level Officers/Superintendents at Admin.Office.

Digitally signed by
REGULA VINOO
Date: 30-07-2026
08:27:29

SRI VENKATESWARA VETERINARY UNIVERSITY

ADMINISTRATIVE OFFICE :: TIRUPATI - 517502

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APPLICATION FOR ALLOTMENT OF ACCOMMODATION
SVVU GUEST HOUSE TIRUPATI CAMPUS

1. Name of the Applicant	
2. Designation	
3. Full Official (if employed) or full Residential address	
4. Mobile No.	
5. E-mail ID	
6. Purpose of Visit	☐ Official ☐ Private
7. Description of Visit	
8. Category of Applicant	☐ SVVU Employee ☐ Government Employee ☐ Guest of SVVU ☐ Retired Employee ☐ Others _____
9. Duration of Stay	From: _____ To: _____
10. Type of Accommodation Required	☐ Double Room ☐ Suite
11. Total No. of Persons	

Note : Contact Number for confirmation of accommodation : Land line : 0877-2248493
Mobile : 92819 69360

Declaration

I hereby declare that the information furnished above is true and correct. I undertake to abide by the rules and regulations governing the stay in the SVVU Guest House and agree to pay the prescribed guest house charges and any other applicable charges.

SIGNATURE OF THE APPLICANT

To
The Registrar
Sri Venkateswara Veterinary University
Administrative Office, Tirupati – 517502
Email: **svvuguesthouse@gmail.com**

FOR OFFICE USE ONLY

Application received on: _____ Recommended for allotment of: Double Room (s) ____
☐ Suite(s) _____ For _____ days from _____ to _____

Registrar/Authorized Officer

SVVU GUEST HOUSE

Rules & Regulations

1. Accommodation is subject to availability and prior approval of the Registrar/Competent Authority.
2. Priority shall be given to official visitors of the University.
3. Guests shall produce a valid Government-issued Photo Identity Card at the time of check-in.
4. Check-in and check-out shall be as prescribed by the Guest House authorities.
5. The prescribed room rent and other applicable charges shall be paid before checkout.
6. Rooms shall not be sublet or occupied by persons other than those approved.
7. Smoking, consumption of alcohol, gambling and other prohibited activities are not permitted within the Guest House premises.
8. Guests shall maintain cleanliness and decorum during their stay.
9. Any loss or damage to University property shall be recovered from the occupant.
10. The University reserves the right to cancel or modify the allotment at any time in administrative exigencies.
11. The decision of the University regarding allotment and stay shall be final.

Signature of Applicant: _____