

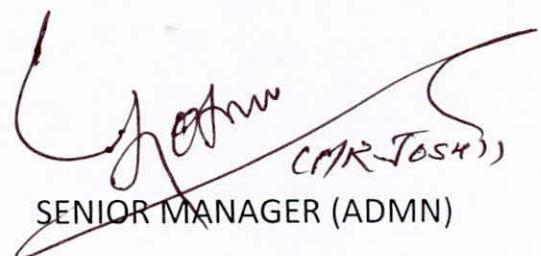
Marwadi Education Foundation's Group of Institutions

GUEST HOUSE CIRCULAR

6th May, 2013

We request reference to Guest House Policy circular dated 11/09/2012. Having regard to need of actual users, it has been decided to stipulate some new terms & conditions, which will be effective w.e.f. 01/05/2013.

1. An allottee will be responsible for all routine maintenance required in allocated space and he will be required to surrender the facilities in the condition as it was while taking possession. Any damage to property during possession/occupancy, will be accountable to and will be borne by him/her.
2. If any employee who wants to leave Guest House, he/she will be inform minimum 15 days before, in writing. If any employee leaves on in between any day of moth, rent will be considered for full month.
3. Accommodation provided by Management in Guest House, is for minimum 6 months commitment base. If any employee leaves within 6 months from date of accommodation allotment, 1 month rent cost will be deducted as penalty. Discretion to waive the same rests only with Vice Chairman sir.
4. MEFGI reserves right to revision and / or amendments in this rules & regulation.


SENIOR MANAGER (ADMN)