



No: 4-10(39)/2026/HR-II

Dated 17.08.2026

From ,

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To,

The Directors/Heads of all CSIR Labs/Institutes/Units

**Subject: Adoption of Online Guest House Booking System by
CSIR Laboratories/Institutes/Units.**

Madam/Sir,

Attention is invited to the CSIR HQs letter of even number dated 25.03.2025 whereby it was desired that all the CSIR Labs/Institutes/Units should ensure adoption of on-line guesthouse booking mechanism subject to certain terms and conditions laid therein.

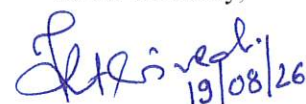
It has, however, been observed that while some of the CSIR Labs/Institutes/Units have adopted the online booking system for the guesthouses, certain CSIR Labs/Institutes/Units are yet to implement the same.

It has been decided to advise that all CSIR Laboratories/Institutes/Units shall migrate to the Online Guest House Booking System, wherever the same has not already been implemented, with a view to ensuring greater transparency, operational efficiency, and ease of access in the booking process.

The feedback from the users is being received from time to time that the status of vacant rooms is not available on the GH booking portal. It is therefore advised that except for the rooms specifically earmarked under the discretionary quota of the Director of the respective Laboratory/Institute/Unit, effort may be made through suitable modification of the portal architecture so that the occupancy/vacancy status of remaining Guest House rooms are available on the portal, and such rooms shall be marked as available for booking. This shall make the GH booking portal more user-friendly and shall improve transparency.

An Action Taken Report (ATR) may accordingly be sent to CSIR HQs latest by 31st August 2026 accordingly.

Yours faithfully,



(Yagnesh R Trivedi)

Under Secretary, HR-II

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1. O/o the DG, CSIR
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8. Head, IT Division, CSIR HQs with a request to upload on the CSIR website
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