

NCI DIRECTOR'S RESIDENCE IN NEW DELHI

GUIDELINES FOR 2023



IMPLICATIONS OF COVID 19!

In light of the Covid 19 pandemic, NCI, Delhi had to suspend most of its services related to the NCI residence. This temporary suspension of activities was in line of its commitment to the safety and well being of all stakeholders concerned. As the situation in India has improved, we have opened up the residence and restarted our usual activities. We, therefore, encourage you to contact us with your queries.

INTRODUCTION



ABOUT NCI

The Nordic Centre in India (NCI) is a consortium of leading universities and research institutions in Denmark, Finland, Iceland, Norway, and Sweden. Established in 2001 with the objective to facilitate cooperation in research and higher education between the Nordic countries and India, NCI facilitates and supports a wide range of study and research activities in India and in the Nordic countries.

NCI DIRECTOR'S RESIDENCE

NCI's physical presence in India is primarily in the form of the Directors' Residence which acts as a Gateway to India for many Nordic researchers. The stay, day to day assistance, and practical ease that the residence offers has made the Director's residence an attractive destination for Nordic guests visiting India.

The Director's residence consists of 3 bedrooms with attached bathrooms, along with a common sitting area, dining area and kitchen. One room is used as a working space for NCI business but otherwise the rest of the space is open to use for all member university scholars and staff.

NCI has two staff members stationed in the residence:

- a) Ms. Ilika Jimo, Office and Residence Manager, available from 10:00 to 18:00 Monday to Friday and
- b) Ms. Laxmi Rai, Housekeeper, available from 9:00 to 16:00 Monday to Friday, 9:00- 14:00 on Saturday

For any assistance you are encouraged to contact:

Office and Residence Manager

Email: ilika@nordiccentreindia.com

Phone: +91 8500941798

WELCOME!



Dear Guest,

Welcome to the NCI Residence! We wish you a pleasant stay with us at the Nordic Centre in India. We aim to provide you the best possible assistance while you stay with us and for your larger objectives for visiting India. Please do not hesitate to approach us with any requests, queries, concerns and suggestions.

Below you will find some guidelines and practical information with regard to your stay at the residence.

All the best for your stay in India!

NCI team

NCI Residence

Phone: (011) 46 50 29 94

Address: B-2, Ground Floor

Nizamuddin East, New Delhi

New Delhi 110 013, India

SERVICES



House Keeping

The housekeeper is present every weekday between 9 am - 4 pm Monday to Friday and 9 am - 2 pm on Saturdays. Her responsibilities include keeping the premises clean, washing the dishes, cooking for guests, doing the laundry, local shopping for guests, etc. She can whip up a lovely Indian lunch and/or dinner for you so please use her services. She is employed by NCI so please do not pay her for her for the same. Grocery bills during the stay will have to be paid as per the real costs by the guests. The Office and Residence Manager will manage this.

Please contact the Office and Residence Manager with your requirements with regard to cleaning of the rooms, changing the bedsheets, meals, etc. She will ensure that your needs are addressed.

Guests can avail housekeeper's services for cooking lunch and/or dinner during weekdays at the residence. Please send an email or inform the Office and Residence Manager regarding your choice a day in advance. For details on the variety of meals we offer please see the section titled 'Menu'.

Alternatively, you can eat outside or order food to the residence. The nearest restaurant is Café Turtle (Vegetarian) that is located at a 5 minutes walking distance from the residence. Ordering food via food delivery apps like Swiggy, Zomato, FoodPanda is also a convenient option.

Laundry

You are free to use washing machine at the residence. If you want the housekeeper to do your laundry, please place them outside your room and let her know. She will wash your clothes, but only upon your request.

SERVICES



Local Travel:

“Vijay Tourist Taxi Service” is a reliable taxi provider that we have been using regularly. Contact and tariff details for the company are available at the office. If you want to go several places during the day the cheapest option may be to book a half-day taxi or a full day taxi. It is also a useful service for your airport pick up/drop. Please contact the office with your requirements. We will book the cab for you, assist you with getting the invoice and in making the payment.

App based cab services like Uber and Ola are also available and are easily accessible.

Repairs and maintenance:

If there is a problem with any equipment at residence of NCI, please notify the office staff. Please do not try and address problems yourself. The office will do the needful as quickly as possible.

Keys:

All guests will get a set of Residence main door and room keys. We request guests to always lock the main door as you leave the residence. When you are checking out, please leave the key on the desk of your room. Please make sure you shut the main door as you leave.

Important: If you plan to make your own transport arrangements to and from the residence, please keep in mind that NCI staff are available only between 9am - 5 pm, Mo-Fri., and 9 am - 2 pm on Sat.. If you arrive during the working hours, one of our staff members will help you with your arrival or departure. In case you arrive outside of office hours and on Sundays, we request that you book a taxi through NCI (Office and Residence Manager). The set of keys will be given to you by the driver upon arrival. This is currently the only possibility to check in outside office hours. We would be immensely grateful for your cooperation on this matter.

SERVICES

Shopping:

There is a small market at walkable distance near the residence. Please ask Office Staff for directions. You will find fruit and vegetable vendors, a few small food stores, a pharmacy, a beauty parlour with hairdresser and massage, a good boutique for Indian clothes (Anokhi), and a taxi stand.

In case of illness:

1. Dr. Sanjiv Jutshi is nearby in case you need a doctor. He has a small, private clinic. A consultation costs around INR 1000, however house calls are much more expensive. Dr. Sanjiv Jutshi is currently located at A-45, Basement Nizamuddin East New Delhi 110013 (walkable distance near the residence). You can make a call to the clinic for appointment. The phone number is 9811028658 (Mobile).

2. Aashlok Hospital (A Fortis Associate), Safdarjung Enclave is a private 28 bed multi-specialty hospital. The hospital provides quality care with a service focus in a professional environment. Fortis Aashlok Hospital is currently located at 25 AB, Community Centre, Safdarjung Enclave, New Delhi 110029.

The phone number are: +91 11 461 65900 (Multiple Lines)

Emergency:

In case of any emergency, please contact the Office and Residence Manager.

Important Security Warning: As NCI is seen by outsiders as a regular residence, vendors and other people frequently show up at the door step. Unfortunately, a very common scam in Delhi is that persons arrive at the doorstep pretending to be repair men from service companies, such as for the AC or the gas company. They may carry fake ID-cards. Please do not allow anybody into the flat on any pretext. Please note that the office will always notify you in advance if any repair work is going to take place. If there is any uncertainty about the identity of a visitor, please call the Office and Residence Manager.

Never let any stranger enter the flat!

Always keep the main door closed!

Always lock the main door when you leave!



FOR YOUR USE

Air Conditioning: All bedrooms and the living room are equipped with air conditioning.

Television: WiFi is connected to the Smart TV. You may kindly check options on the TV Remote to avail OTT platforms

Books and magazines: There are several books and magazines in the cupboard in the common room. Please feel free to read them and also add books you do not want to take back with you.

Internet and Printer: The residence of NCI has wi-fi internet in all rooms. The password for using Wi-Fi on your own laptop or device is: 8500941798 and SSID is NordicCentreIndia. You can use the printer in the residence from Mo-Fr 9 am-5 pm.

Drinking water: Please do NOT drink tap water. RO water purifier is placed in the kitchen.

Coffee Machine, Toaster, Microwave, and OTG: The kitchen is equipped with a filter coffee machine, an electric toaster, a microwave, and electric oven.

Fridge: Guests may keep their food in the fridge. However, it is very important that you throw away all your food products, including opened cans and fresh products, before you leave. In case you wish to give any of these to other occupants or the housekeeper, they need to be notified.

Electricity: Please remember to turn off lamps, air conditioning, fans, geysers etc., when leaving your room or the flat. In Nizamuddin East electric power cuts are not uncommon, especially in the summer. Fortunately we have a inverter for power backup. If a power cut does not seem to have affected other houses in the area, it may be caused by an overload at NCI, and you must inform the Office and Residence Manager who will address the issue.

Linen: Bed linen, towels, hand wash, and toilet paper are provided by NCI. Please notify the Office and Residence Manager if you need anything in this regard.



FOR YOUR USE



Safe-keeping of valuables: The bedrooms can be locked from the inside and from outside. Therefore it is important to keep the entrance door locked at all times. Some bedroom cupboards and/or drawers are provided with locks. Please use these spaces for the safe keeping of your valuables. NCI will not be responsible for loss of any items.

Telephone: NCI has a landline with the number 011-465 029 94 which can be used for local calls.

Living room:

The common room is a multi-function space, containing a dining table, and sitting area. Please note that this room primarily is a working space with priority given to meetings held by NCI. If not interfering with work activities, the room may be used for meals and relaxation.

Visitors at NCI Residence: While guests are welcome at the residence, it is a requirement for guests to inform and consult the residence manager before making arrangements. NCI does not allow guests to stayover in the residence. We also encourage residents to be considerate of other residents and their needs. It is also mandatory for guests to follow the local rules and regulations when entertaining guests.

For NCI related queries & information please contact:

Ms. Ilika K. Jimo (Office and Residence Manager)

Phone: +918500941798

Email: ilika@nordiccentreindia.com

MENU OPTIONS



Upon your request, the housekeeper will purchase ingredients and/or prepare meals for you. Lunch can be served from 13:00 onwards. Please allow for ample preparation time by placing your order with the office a day before through an email or in person. You can also request a meal to be ready for you before your arrival.

The following dishes are on the menu (based on seasonal availability):

Aloo ghobi/baingan (Potatoes and cauliflower/eggplant)
Band ghobi/Ghobi (Sauteed cabbage/cauliflower)
Rajma/Channa Masala (Kidney beans/chickpeas in gravy)
Bhindhi fry (Sauteed ladies fingers)
Dal (Boiled lentils of your choice)
Gajar matter (Carrots and peas)
Mattar paneer (Green peas and Indian cheese)
Paneer masala (Indian cheese in tomato sauce)
Chawal (Steamed Rice)
Roti (Indian Flat bread)
Salad (cut cucumber, tomatoes, carrots, onions, lemon etc.)
All dishes are mildly spiced. Ask for mirchi (chillies) if you want a more spicy dish

Vocabulary for breakfast items:

chai (tea), chini (sugar), nimbu (lemon), coffee (coffee), dudh (milk), dahi (yoghurt), bread (bread), makhan (butter), djam (jam), ande (eggs), narangi ka jus (orange juice), djai ka daliyu (oatmeal), seb (apples), narangi (oranges), kele (bananas), aam (mangoes)

How to order and pay: Please place your order with the Office and Residence Manager, where you specify the dishes, the number of persons participating in the meal, and approximate mealtime. Or, directly convey to Housekeeper. Advance money must be given, and it will later be returned with the shopping receipts and change to you. If you are regularly having your meals prepared by the housekeeper it may be simpler to deposit a weekly advance with her, for instance INR 500-1000. Please note that prices may vary, most vegetables are seasonal, and are more expensive out of season.

CONTACT INFO



Office No. -----+91 11 4650299
Ms. Ilika -----+91 8500941798
Ms. Christabel-----+91 9985146729
Ms. Laxmi (Nilu) -----+91 8810 12586
Vijay Tourist Taxi----- +919312637479
Aashlok Hospital -----+91 11 46165900

Police----- 100
Fire----- 101
Ambulance-----102, +91 11 40554055