



COMPENDIUM OF WELFARE SCHEMES 2021

For Departmental Circulation only



DISCLAIMER

This is the first edition of the 'COMPENDIUM OF WELFARE SCHEMES' in CBIC. While every effort has been made to ensure that the information in this compilation is correct and updated until the time of its publication, however any errors or omissions may be brought to notice of DGHRD (I&W) for updating it and incorporating it in the relevant Chapters hereinafter.

Man becomes great exactly in the degree in which he works for the welfare of his fellowmen.

Mahatma Gandhi

Our life depends on others so much that at the root of our existence is a fundamental need for love. That is why it is good to cultivate an authentic sense of responsibility and concern for the welfare of others.

Dalai Lama

A country is created by the people. It is made not from earth but people's heart. Only through the brilliance of its people does a country distinguish itself.

Rabindra Nath Tagore

There are two principles of justice: not to harm anybody and serve to the society's welfare.

Marcus Tullius Cicero

Governing Body of the Welfare Fund



**Chairman, CBIC
Convener**



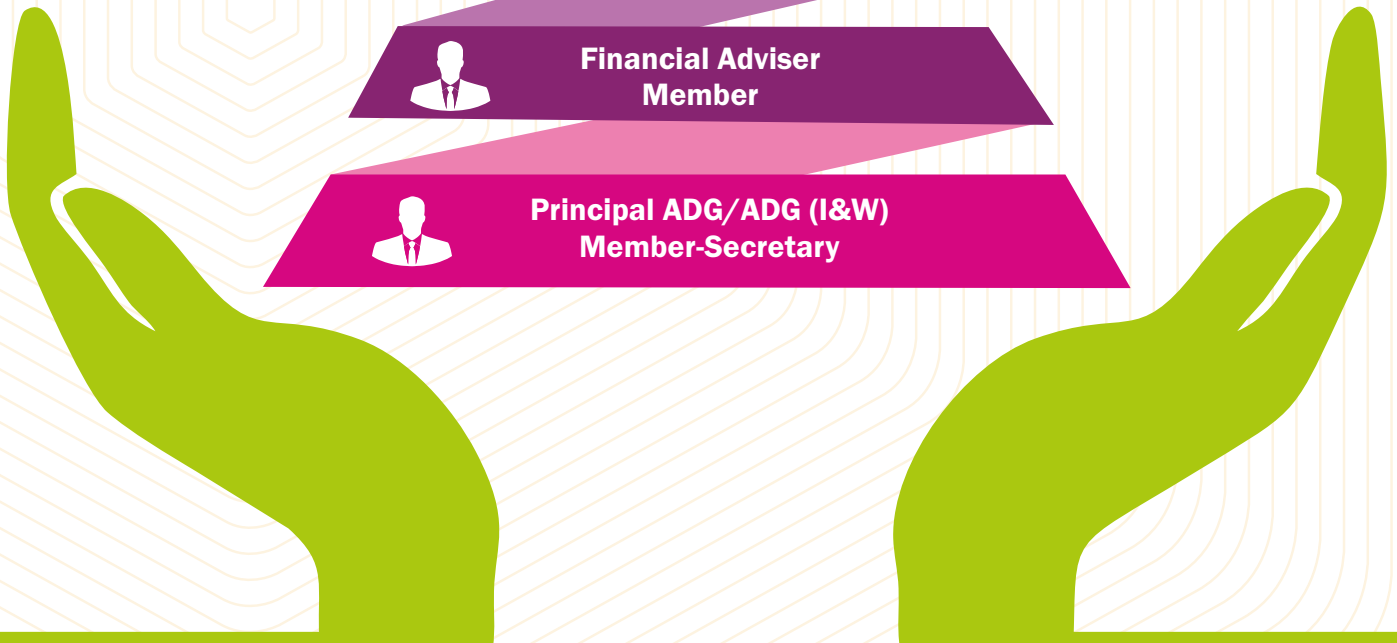
**All Members of the CBIC
Members**

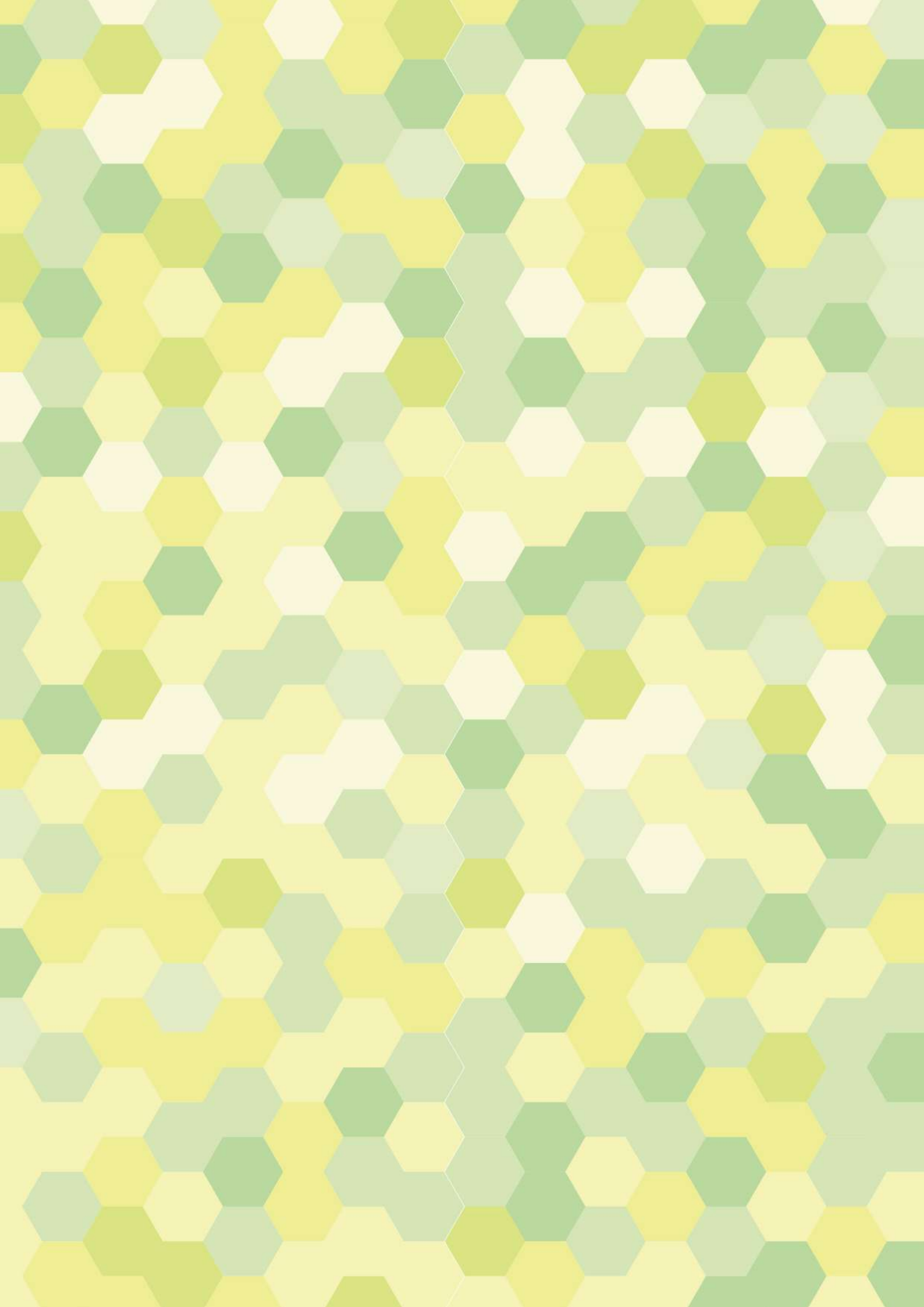


**Financial Adviser
Member**



**Principal ADG/ADG (I&W)
Member-Secretary**







सत्यमेव जयते

एम. अजित कुमार
अध्यक्ष
M. Ajit Kumar
Chairman

भारत सरकार
Government of India
वित्तमंत्रालय, राजस्वविभाग
Ministry of Finance, Department of Revenue
केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड
Central Board of Indirect Taxes and Customs
नॉर्थ ब्लॉक, नई दिल्ली-११०००१
North Block, New Delhi-110001



MESSAGE



CBIC has been entrusted with the responsibility of collection of indirect tax revenue through an efficient, judicious and responsive tax administration which facilitates voluntary compliance. This responsibility is discharged by the Department through the effort of each and every officer and member of staff. The provision of a conducive environment to the personnel of the Department is a sine qua non for their well being, continued motivation and

high morale. The CBIC through the Directorate General of Human Resource Development has from time to time devised and administered schemes to maximize employee potential and has initiated appropriate welfare measures so as to meet the aspirations and needs of our high performing workforce.

This 'Compendium of Welfare Schemes' is a valuable resource, providing an insight into the Schemes and their administration. I am sure that this would provide a useful reference material for the administration and the employees so that maximum benefit may be provided to officers, staff and their families. I wish the Directorate General all success in their sincere efforts.

(M. Ajit Kumar)





Chetwode Motto

The safety, honour and welfare of your country come first, always and every time.

The honour, welfare and comfort of the men you command come next.

Your own ease, comfort and safety come last, always and every time.

Field Marshal Philip Chetwode, Commander in Chief of the Indian Army. (Extract from a speech at IMA in 1932.)



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01- INTRODUCTION

1. About Welfare Division, DGHRD

1.1 The Government of India created Customs & Central Excise Welfare Fund in 1987 for the purpose of financing various Welfare Schemes for promotion of welfare of officers/staff of CBIC and their families. With the creation of DGHRD vide Gazette Notification of Ministry's O. M. vide F. No. A-11013/28/2007-Ad.IV dated 18.11.2008, the welfare function of CBIC was transferred from the Directorate of Logistics to DGHRD with the following mandate:



To process proposals received from field formations for sanction of funds by the Governing Body of the Welfare Fund

1

2

To identify and recommend welfare measures to the CBIC





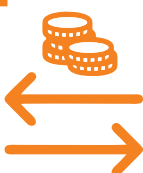
To manage superannuation of employees especially regarding their psychological, emotional and financial aspects (by arranging training through NACIN and/or outside experts to psychologically prepare the employees on the verge of superannuation for life after retirement from service and proper management of retirement from service and proper management of retirement benefits)



To disseminate information concerning Welfare Schemes/ measures being promoted/ implemented by the CBIC among officers and staff

3

To coordinate with the Directorate of Logistics and Pr. CCA's office for accounting of funds to be allocated between the Welfare Fund and Special Equipment Fund



4

5

To prepare and maintain an inventory of specialisation areas and skills of retiring officers and advise them about exploring opportunities in alignment with requirements of other Ministries and Public Sector Undertakings, connected to their respective fields of knowledge and experience; and

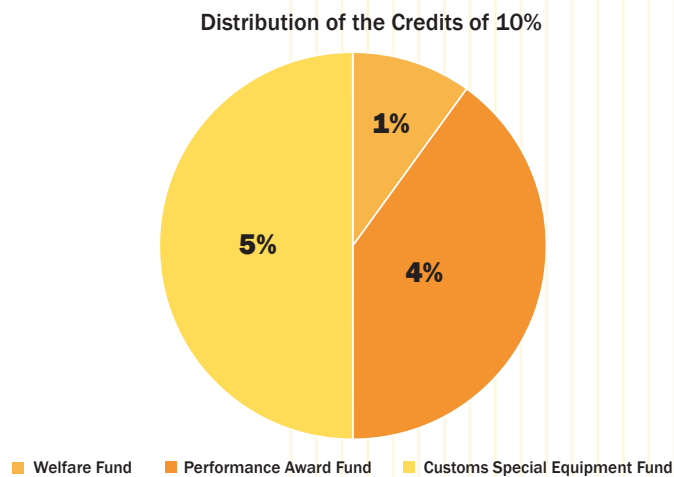
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1.2 As a part of liberalisation of the policies and procedures relating to grant of rewards to the Government servants, the Government of India decided to create three funds, namely (i) Customs & Central Excise Welfare Fund, (ii) Performance Award Fund, and (iii) Special Equipment Fund vide Ministry's letter dated 30.03.1985, for the purpose of financing various Welfare Schemes for promotion of welfare of staff and their families and for acquisition of anti-smuggling equipment of a specialised nature within the shortest possible time. The sanction of the President of India was conveyed vide Ministry's letter dated 20.01.1987. The three Funds were financed by transfer of 10% of the sale proceeds of confiscated goods credited to the Government and Customs/Central Excise duties, fines, penalties in offence cases realised and sustained in appeal/revision, etc. 1985-86 onwards, as verified and confirmed by the Chief Controller of Accounts, CBIC and Financial Adviser to the Ministry of Finance.

The distribution of the credits of 10% amongst three funds was as under:



[Ref: F.No. 13011/3/85.Ad.V dated 30.03.1985]
 [Ref: F.No. 711//8/86-Cus (AS) dated 20.01.1987]

1.3 Subsequently, Customs and Central Excise Welfare Fund and Customs and Central Excise Performance Award Fund have been merged into a single entity, called Customs and Central Excise Welfare Fund vide Ministry's order dated 12.10.2006, to be used for general welfare of staff and officers of the department. The funds have been allocated in the ratio 1:1 in the two funds. Accordingly, with effect from 12.10.2006, there are two funds namely (i) Customs and Central Excise Welfare Fund and (ii) Customs & Central Excise Special Equipment Fund.

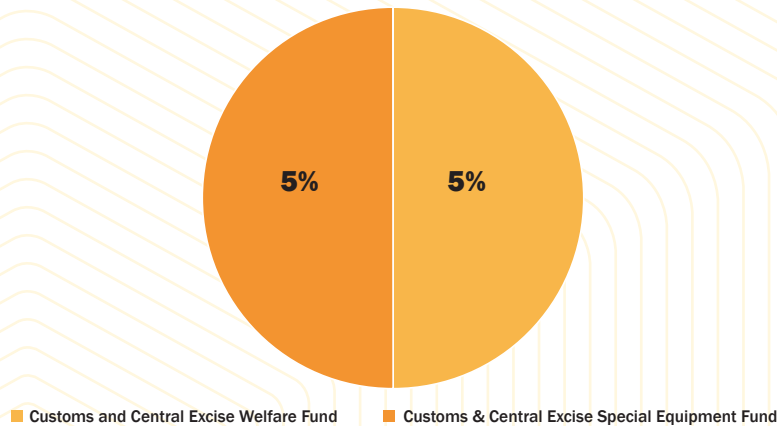
[Ref: F.No. 712/8/2005-Cus (AS) dated 12.10.2006]



2. Distribution of the Credits amongst Two Funds

The total amount equal to 10% of the sale proceeds of confiscated goods, credited to the Government and Customs/ Excise Duties, fines, penalties in offence cases realised and sustained in appeal/revision etc., is transferred every year to the two funds as under:

Distribution of the total amount (equal to 10%) of the sale of the confiscated goods



3. Nature of Funds

The two funds form part of the 'Public Account' in the same manner as General Provident Fund or Central Government Employees Group Insurance Scheme and thus are cumulative in character. Moreover, as per the Accounting Instructions conveyed with approval of Comptroller & Auditor General of India vide Ministry's letter dated 22.04.1988, the aforesaid funds have been kept under 'Major Head'-8229 under Sub-Sector (b) Reserve Fund- 'Not bearing Interest' below Sector J- Reserve Fund.

[Ref: F.No. 712/21/88-Cus (AS) dated 22.04.1988]

4. Administration of the Customs and Central Excise Welfare Fund

The Customs and Central Excise Welfare Fund is administered by a Governing Body comprising of the following:

Chairman, CBIC	Convener
All Members of the CBIC	Members
Financial Adviser	Member
Principal ADG/ADG (I&W)	Member-Secretary

5. Purpose of the Fund

As per the Rules Governing the Administration of Customs & Central Excise Welfare Fund, Performance Award Fund and Special Equipment Fund vide Ministry's letter dated 20.01.1987, the underlying purpose of these funds is to cover the following liabilities/schemes:

A

Promotion of staff welfare, recreation and other outdoor activities including a sense of adventure. The staff welfare activities shall include setting up of recreation clubs, libraries, and scholarships for children of employees, opening of crèches, providing vocational training to wives of employees, arrangements of subsidised transport facility for the staff, providing more amenities in the departmental canteens etc.

B

To provide for contingencies like death resulting from accident or from injury suffered or from a natural cause during and while the officer is actually engaged in an operation of anti-smuggling, anti-evasion or narcotic enforcement; injury suffered in the course of anti-smuggling, anti-evasion, or narcotic enforcement activities; death from any cause whatsoever while the officer is posted to a formation involving anti-smuggling, anti-evasion or foreign exchange or narcotic enforcement work as the case may be. The assistance may be provided even if the employee has ceased to be so posted but if the death could reasonably be attributed to his having worked in any such formation; and any permanent disability or loss of limb or eye etc. arising as a result of accident or injury suffered which can be reasonably attributed to any of the circumstances described earlier.

C

Providing different forms of medical assistance for emergencies and serious distress to staff and members of their families, not normally, governed under the medical reimbursement rules and to provide for high risk insurance cover to operational staff.

D

Construction/hiring/leasing of holiday homes in places of tourist/pilgrimage interest and departmental guest house in metropolitan cities for the use of departmental staff.

E

Advancement of supplemental loans to officers/staff of the department for construction/hiring/leasing of residential complexes which could be leased for the use of departmental staff so long as they are in service.

F

Grant of performance incentives to the best managed Unit/Circle/Division for creation of a sense of competition and better performance amongst the staff.

G

Procurement of anti-smuggling equipment of a specialised nature within the shortest possible time.

H

Any other scheme or measures intended for the promotions of staff Welfare and improving performance of the officers.

[Ref 5: F.No. 711//8/86-Cus (AS) dated 20.01.1987]

I

Any other purpose for the Welfare of community at large including removal of difficulties caused by natural calamities like floods, earthquake, drought etc.

[Clause (i) was included vide F.No. 711/8/86-Cus (AS) dated 19.10.1993]

6. Coverage of the Fund

6.1

The utility of the Fund extends to all officers and staff working in the Central Board of Excise & Customs, its attached and subordinate offices and includes officers/staff of the CBIC working on deputation in various Ministries/ Departments of the Government.

6.2

Besides, the Governing Body, in its meeting dated 20.12.2006 has decided to extend the benefits for reimbursement of medical expenses from Customs & Central Excise Welfare Fund to the following officers engaged in revenue collection and/or enforcement of laws in relation to Customs, Central Excise, Service Tax and Narcotics:

1

Officials in IFU who deal with CBIC matters;

2

Officials of Pr. CCA, CBIC, New Delhi & PAOs attached to subordinate offices of CBIC during the tenure of their posting in these offices;

3

Cadre officers of CBIC who are entitled to the benefits of Welfare Fund continue to receive the facility of financial assistance for medical treatment after their retirement in case they are re-employed with a body/organisation under Department of Revenue which deals with revenue collection or enforcements of Laws in relation with Customs, Central Excise, Service Tax, and Narcotics. The organisation includes CESTAT, Settlement Commission, and Authority of Advance Ruling. The benefit will be given for the period of such re-employment.



PROPOSAL ADVISORY COMMITTEE

7. Sponsoring of Proposals for Various Schemes

Specific proposals in respect of various Schemes formulated in accordance with the Welfare Rules are required to be sponsored by respective Commissioners of Customs and Central Excise / GST or officers of equivalent rank in the department, on the recommendation of the Advisory Committee constituted at the Heads of Department level. For this purpose, an Advisory Committee comprising the Commissioner/officers of equivalent rank in the department and one representative each of Group 'A' to 'C' is to be nominated in each Commissionerate/Directorate. The decisions arrived at by the Advisory Committee on each proposal should be forwarded to the Governing Body with full details/justifications for further consideration and sanction.

8. Responsibility for Maintenance of Accounts

The accounts of the Funds are to be maintained by a special Unit created for the purpose in each Commissionerate from within its existing staff strength. The Unit shall be manned by necessary Secretarial Staff under the supervision of the Chief Accounts officer.

9. Documents

The following records shall be maintained to keep a proper account of the funds:

- (i) Separate general files for each Fund in which all sanctions and vouchers will be kept;
- (ii) Separate stock registers/disbursement registers for the Funds keeping record of articles purchased etc.

10. Audit of Funds

The documents relating to Personal Deposit account mentioned by the Personal Deposit Account holder shall be subject to the Internal Audit of the Pr. Chief Controller of Accounts, CBIC at the Headquarters level, and by the Pay and Account Officer of the respective Commissionerate/Directorate. The accounts will also be subjected to statutory audit once in year by the office of the C. & A.G.

[Ref: F.No. 711//8/86-Cus (AS) dated 20.01.1987]

[Ref: F.No. 712/21/88-Cus (AS) dated 22.04.1988]



11. Activities Undertaken from the Welfare Fund

11.1 Presently, the following Schemes/Guidelines are operational under the Welfare Fund whereby support/benefits are extended to individuals:

- (i) Grant of financial assistance for medical expenses which are non-reimbursable under CS (MA)/CGHS Rules;
- (ii) Grant of ex-gratia financial assistance in cases of death of departmental officials while in service;
- (iii) Scheme for funding of Annual Medical Examination of Group 'B' & Group 'C' Departmental officials of 40 years and above from Welfare Fund on the lines of Annual Medical Examination of Group 'A' officers being implemented by DoPT;
- (iv) Grant of cash awards to the meritorious children of departmental officials for performance in Board Examinations at the level of 10th and 12th Standard;
- (v) Cash Awards for winning medals in International level sports games/events/competitions and financial assistance for meeting expenditure on participation in National/International games/events, etc.
- (vi) Financial assistance for promotion of adventure sports/activities;
- (vii) Grant of financial assistance for the losses suffered due to natural calamities like - Tsunami, Earthquakes, Floods etc.

11.2 Additionally, the following Schemes/Guidelines are being operated to extend assistance for various common facilities/benefits:

- (i) Scheme for Grant of Financial Assistance for Preventive and Welfare measures for fighting against COVID-19 in CBIC;
- (ii) Guidelines for setting up/refurbishing of Departmental Guest Houses and Rules for Allotment of Departmental Guest Houses;
- (iii) Accommodation arrangements with Hotels;
- (iv) Guidelines for setting up/refurbishing of Canteens/Kitchenettes;
- (v) Guidelines for setting up/refurbishing of Crèche facilities;
- (vi) Guidelines for setting up/refurbishing of Gymnasiums/Recreation/Sports Centre.

02- SCHEMES/GUIDELINES FOR PROVIDING BENEFITS TO INDIVIDUAL OFFICERS/STAFF

Health:

2.1 Consolidated Guidelines for Grant of Financial Assistance in respect of Medical Expenses

It is the oldest and is also the scheme most availed of under the Welfare Fund. Under this Scheme, medical expenses which could not be fully reimbursed under CGHS/CS (MA) Rules are granted as financial assistance after making certain mandatory deductions as prescribed in the consolidated guidelines of the Scheme.

(i) Admissible financial assistance

Financial assistance shall be admissible for portion of expenses on treatment which are non-reimbursable under the CS (MA)/CGHS Rules.

(ii) Time limit for submission of proposal

(a) The individual has to make a request within three months of settlement of claims when part of the claim is settled under CS (MA)/CGHS rules. The Commissioners/HODs are required to forward the proposal within a period of one month of receipt of the request. The time limit for requesting for financial assistance by the individual and for forwarding the proposal by the Commissioner should be strictly observed.

(b) Proposal submitted after the prescribed time limit

Reasons for delay in submission of proposal by the applicant/Commissionerate must be given.

(iii) For continuous treatment

In cases of continuous treatment only one-time financial assistance should be considered and normally no subsequent request should be entertained unless there are extreme compassionate grounds.

(iv) Minimum amount for financial assistance

The following minimum amounts of financial assistance to be proposed for sanction have been fixed:

Applicant/employee	Minimum assistance
Group 'A'	₹ 10,000/-
Group 'B'	₹ 5,000/-
Group 'C'	₹ 3,000/-
Erstwhile Group 'D' (now redundant)	₹ 1,000/-



(v) Coverage of financial assistance

Financial assistance is admissible only to the officer/staff, his/her unemployed spouse and dependent children. No financial assistance is admissible to dependents, including dependent parents.

(vi) Ceiling on amount of financial assistance

In case of dependent children and spouse (unemployed), the officer/staff is entitled to financial assistance with an overall cap of ₹ 7.5 lakh in the entire career. However, there is no limit on the amount of financial assistance for departmental officials. To monitor the maximum overall cap of ₹ 7.5 lakh for the treatment of dependent children and spouse (unemployed) of the officials, the following procedure should be followed:

- (a) Entries in the Service Book of the officer/staff of the financial assistances for medical expenses from the Welfare Fund are required to be made. To computerise/monitor the details by the Directorate General of Human Resource Development, the Commissioner, while forwarding the proposal shall certify that the name of the officer is as per the Service Book and also give details regarding change of name, if any.
- (b) The Commissioner while forwarding the requests of financial assistance for medical expenses shall send the details of financial assistance hitherto granted to the officer/staff in his entire career as per the Service Book and details of proposals in respect of that officer if any pending with the Directorate. The Commissioner should also enclose certificate to this effect from the officer/staff in the proforma given at Annexure- 'III'.

(vii) Expenses on maternity/termination of pregnancy in emergencies would not be admissible to officer/staff having two or more surviving children. (As per decision of the Governing Body meeting held on 28.04.2003 vide F.No. 712/352/2002/DPO/WF)

(viii) No financial assistance is admissible to retired officers/staff.

(ix) Mandatory Deductions

S. No.	Particulars	Details of deductions (As per decision at Agenda Point No. 5/2008-09 by the Governing Body meeting held on 06.03.2009 vide F. No. 712/12/2008-WF-I)
1	Room charges	(a) 15% of the non-reimbursable room charges are deducted in case ICU/CCU/ICCU charges are shown separately
		(b) 25% of the non-reimbursable room charges are deducted in case room charges are shown separately
		(c) In case of reimbursement under package deal (room charges are included in package rates), a sum of ₹ 500/- per day is deducted
2	Sundry charges	Full deduction on sundry expenses
3	Overall deduction	After deductions on account of the room charges and sundry charges, a further deduction of 25% of the remaining non-reimbursed expenses is made to arrive at the final amount admissible for financial assistance from the Welfare Fund



(x) Waiver of deductions:

There will be full waiver of the amount on account of mandatory deduction in the following cases: -

- (a) Illness or accidents resulting in death of the official;
- (b) Illness or accidents resulting in serious physical or mental infirmity, which permanently incapacitates the official for further service;
- (c) A partial bodily or mental infirmity or handicap like loss of vision/hearing/limbs. In such cases, a minimum physical handicap to the extent prescribed for qualifying a person for consideration for employment under the PH quota, may justify the waiver.

(xi) Ceiling on room charges:

The ceiling on room charges (category-wise) have been fixed as given below for grant of financial assistance:

Category	Type of room	Rent per day
Group 'A'	Single Room	₹ 4,500/-
Group 'B'	Twin Sharing	₹ 3,000/-
Group 'C'	Multi Bed/General Ward	₹ 1,500/-
All Groups	ICU	Actuals

(xii) Submission of proposal:

- (a) Certificates in the prescribed Proforma (Annexure III), duly certified by the Commissioner/ HOD, should accompany the proposal showing break up of amount spent, amount reimbursed and amount non-reimbursable category wise (cost of treatment etc., room charges and sundry charges).
- (b) Each proposal should be scrutinised and recommended by the Advisory Committee, headed by Commissioner/Director and having one representative each from Group 'A' to 'C' officials, before it is sent to the Directorate General of Human Resource Development. The proposals received without recommendation of the Advisory Committee would not be placed before the Governing Body.
- (c) Check-list for sending proposals: Photocopies of the requisite documents as listed in the check-list should be enclosed with the proposal.

CERTIFICATE

(Strike out the clause which is not applicable)

(To be submitted with the proposal for grant of Financial Assistance on non-reimbursable medical claims)

- (1) Certified that the proposal for financial assistance has been recommended by the Advisory Committee constituted in this office for this purpose.
- (2) Certified that a sum of Rupees (₹) has been earlier sanctioned to the individual as Financial Assistance from the Welfare Fund for medical expenses for spouse and dependent children and the details thereof have been entered in the individual's service book. Further, _____ number of proposals of Financial Assistance are pending (give details) with Directorate General of Human Resource Development.

Note: The amount of financial assistance to staff/employee should not be included in above Certificate.

- (3) Certified that the name of the officer is as per the service book (in case of change of name, details may be given).
- (4) Certified that the number of surviving children is not two or more.

Note: This certificate is required only in cases of grant of Financial Assistance on the non-reimbursable expenses on the maternity expenses or termination of pregnancy (As per decision of the Governing Body meeting held on 28.04.2003 vide F. No. 712/352/2002/DPO/WF)

- (5) Certified that the spouse of employee/officer is non-working.

Note: This certificate is required only where financial assistance is sought for medical expenses of spouse.

- (6) Details of medical expenses reimbursed and not reimbursed are as under:

No. of days for which room rent paid for stay in other than ICU/CCU _____

Details of the Claims	Total Amount Spent	Amount reimbursed as per CS (MA) Rules	Amount Non-reimbursable
A	B	C	D=C-B
Cost of treatment (Doctor's fees, Medicines, Test, Procedure etc.)			
ICU/CCU Room charges			
Room Charges other than ICU/CCU			
Sundry Charges (viz. Telephone bills, guest/attendant room charges, food, conveyance, diet, Ambulance etc.)			
Total			

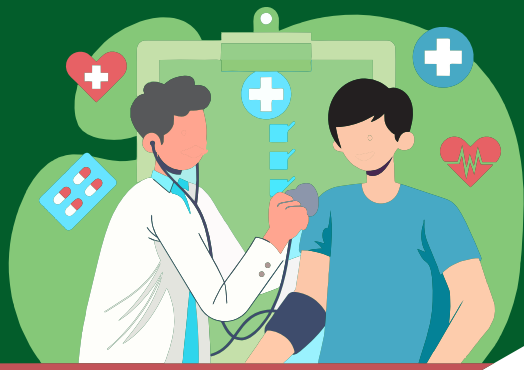
Signature of the Commissioner/HOD

Name :

CHECK LIST FOR SUBMISSION OF PROPOSALS FOR FINANCIAL ASSISTANCE IN CASES OF MEDICAL TREATMENT

While forwarding the claim(s) to DGHRD, kindly check and ensure that:

- (1) Copy of request letter of the applicant is enclosed.
- (2) Claim has been settled under CS (MA)/CGHS Rules. Copy of Sanction Order/Sanction for reimbursement of medical claim under CS (MA)/CGHS Rules has been enclosed.
- (3) Copy of bills/vouchers of medical expenses submitted with the medical claim have been enclosed.
- (4) Proposal has been submitted within prescribed time limit.
- (5) In case of proposals submitted after the prescribed time limits, justification for condonation of delay has to be given.
- (6) The following certificates as required in Annexure III have been furnished: -
 - (i) Advisory Committee recommendation.
 - (ii) In case financial assistance is sought for medical expenses incurred on dependent children & spouse; amount of financial assistance received by the applicant earlier from the Welfare Fund for the medical expenses incurred on treatment of dependents.
 - (iii) In case financial assistance is sought for medical expenses incurred on treatment of spouse, a certificate that the spouse of employee/officer is not working in any State/ Central Government, Banks, PSUs, Private Organisations or is self-employed etc.
 - (iv) In case financial assistance is sought for medical expenses incurred on childbirth, certificate that the number of surviving children is not two or more.



2.2 Scheme for funding of Annual Medical Examination of Departmental officials of Group 'B' and Group 'C' officials of age 40 years and above from Welfare Fund

As a result of continued efforts of CBIC for the welfare of its staff and officers, a Scheme for financing the Annual Medical Examination for Group 'B' and Group 'C' officers/staff working under the CBIC, has been approved by the Governing Body of the Welfare Fund. The Scheme covers all the tests which are available to the Group 'A' officers under Annual Medical Examination being implemented by DoPT. The scheme has been implemented w.e.f. 1st April, 2020 vide D.O.F.No. 712/170/HRD/WF-I/19 dated 17.01.2020.

- (1) The salient features of the Scheme are as under:
 - (i) Scheme is applicable for all Group 'B' & 'C' officers/staff of age 40 years and above.
 - (ii) Annual Medical Examination of the officers/staff is subject to ceiling of ₹ 2000/- and ₹ 2200/- for men and women officers respectively or actual whichever is less.
 - (iii) For the sake of convenience, better coordination and swiftness, it has been decided to implement the Scheme at the level of Zonal Pr. Chief Commissioners/Chief Commissioners who are also Cadre Controlling Authorities of the anticipated beneficiaries. The Zonal Pr. Chief Commissioners/Chief Commissioners shall enter into Memorandum of Agreement (MoA) with CGHS empanelled Hospitals/Diagnostic centers or Hospitals/Diagnostic centres recognised under CS (MA) Rules. Where there are no CGHS facilities, MoAs shall be entered into with reputed quality local Hospitals/Diagnostic centres on the lines of MoAs entered by Ministry of Health & Family Welfare to empanel them for conducting the requisite tests of eligible departmental officials of Group 'B' and Group 'C' subject to the ceiling rates latest by 31.03.2020. List of such Medical Facilities with which the MoAs have been entered into, shall be submitted to the DGHRD by the Zonal Pr. Chief Commissioners/Chief Commissioners.
 - (iv) The Scheme shall be implemented from 01.04.2020. The Zonal Pr. Chief Commissioners/Chief Commissioners shall prepare a list of anticipated departmental officials of Group 'B' and Group 'C' who are of 40 years and above as on 01st April every year (the cut-off date) who are eligible under the Scheme.

- (v) All the eligible Departmental officials of Group 'B' and Group 'C' shall undergo the requisite tests in the empanelled hospitals/diagnostic centers latest by 31st July every year. The hospital/diagnostic centre shall hand over a copy of complete medical report & the summary of the medical report to the officer, and the officer shall give a satisfaction rating to the facility, while submitting his bill to the Administrative Authority.
- (vi) The HOD of the concerned departmental officials shall ensure that all eligible officials undergo the Annual Medical Examination by the prescribed timeline. The bills from the empanelled hospitals shall be duly examined and verified by the HODs based on which, a consolidated Demand for Grant along with a report detailing the eligible officials and the officials who have actually undergone the Medical Examination and consolidated satisfaction report as mentioned at S. No. 2(iv) above shall be forwarded by the Zonal Pr. Chief Commissioners/Chief Commissioners, to DGHRD latest by 31st August of every financial year, for sanction and release of funds from Welfare Fund.
- (vii) DGHRD will submit the consolidated demands along with the reports for consideration and sanction of the Governing Body.
- (viii) Wider publicity for Annual Medical Examination Scheme for Group 'B' and 'C' may be done. It is felt that the provision of Annual Medical Examination would go a long way in timely detection of any diseases and improving the general Medical Health of the Departmental officials and would in turn contribute towards enhancing their performance. Any suggestion on the smooth implementation of the Scheme is welcome.
- (2) Due to the outbreak of COVID-19, the important pre-requisite of entering into Memorandum of Agreement (MoA) with reputed hospitals/diagnostic centres on the lines of MoAs entered by Ministry of Health & Family Welfare for implementation of the Scheme, could not be completed by any Zone. Accordingly, the time-lines for the year 2020-21 have been revised as under vide letter F.No. 712/170/HRD/WF-I/19 dated 18.09.2020.

S. No.	Particulars	Original Timeline	Revised Timeline
1	Entering into of Memorandum of Agreements (MoAs) with reputed/quality local Hospitals/Diagnostic Centres on the lines of MoAs by Ministry of Health & Family Welfare by Zonal Pr. Chief Commissioners/Pr. Directors General/Chief Commissioners/Director Generals	31.03.2020	31.12.2020
2	Undergoing of the requisite tests in the empanelled hospitals/diagnostic centres by all the eligible Departmental officials of Group 'B' and Group 'C'	31.07.2020	28.02.2021
3	Submission of the consolidated demand along with bills and details of officials who have undergone the requisite tests in the Zone	31.06.2020	31.03.2021



Life:

2.3 Consolidated Guidelines for Grant of Ex-Gratia Financial Assistance to Departmental Officials from the Welfare Fund in Case of Natural Death While in Service/Attributable to Performance of Duties/Injuries Sustained in Performance of Duties

The Scheme is being implemented since 1999. Under this Scheme, ex-gratia financial assistance is granted to the bereaved dependent family of the departmental officials who die while in service under circumstances like - Anti-evasion/ Anti-smuggling duties, normal duties or otherwise, as specified in the consolidated guidelines of the Scheme. Since this Scheme has been revised at times, the following table summarises applicable periods and designs of the corresponding Schemes are being covered in subsequent pages (F. No. 712/19/HRD/WF-II/12).

S. No.	Effective from	Effective till	Remarks
A	03.10.2012	12.04.2020	The payment of ex-gratia financial assistance de-linked from the total value of terminal benefits and immovable assets. <i>(F. No. 712/19/HRD/WF-II/12 dated 12.10.2012)</i>
B	13.04.2020	20.08.2020	Inclusion of deaths of Departmental officials due to COVID-19 contacted while on duty in the existing guidelines, provisioning ₹ 5 lakh to the bereaved families of such officials. Other provisions of the scheme remain as it is. <i>(F. No. 712/19/HRD/WF-II/12 dated 13.04.2020)</i>
C	21.08.2020	Till date	Enhancing the admissible amounts across the board, which is granted under various circumstances of the deaths of the Departmental officials. <i>(F. No. 712/19/HRD/WF-II/12 dated 21.08.2012)</i>



A Revised Consolidated Guidelines for Grant of Ex-Gratia Financial Assistance to Departmental Officials/Staff from the Customs and Central Excise Welfare Fund in Case of Death/Permanent Disability or Injuries Sustained in Performance of Duties

(Applicable for the period from 03.10.2012 to 12.04.2020)

(A) Death attributable to performance of enforcement functions including anti-smuggling/anti-evasion and anti-narcotics duties, etc.:

In case of death attributable to performance of enforcement functions which include anti-smuggling/anti-evasion and anti-narcotics duties, etc., ex-gratia financial assistance amounting to ₹ 7.50 lakh shall be paid to the survivors of the deceased departmental officials/staff. An illustrative list of cases falling in this category is hereunder:

- (1) Death of departmental officials/staff during the search and seizure operations against tax evaders, smugglers, drug traffickers, economic offenders etc. attributable to attacks during search and seizure operations including attacks by parties whose premises are searched, tax evaders, law offenders etc.
- (2) Death resulting from acts of violence or assault by economic offenders, smugglers, drug traffickers etc. committed against departmental officials/staff:
 - (i) With an intention of obstructing or preventing the official/staff from performing his/her official duties; or
 - (ii) Due to any act done or attempted to be done by the official/staff in the lawful discharge of his/her duties; or
 - (iii) Attributable to the official position held by the official/staff.

(B) Death attributable to accidents or incidents of violence by terrorists, anti-social elements, etc. while on duty:

In case of death of departmental officials/staff attributable to accidents or incidents of violence by terrorists, anti-social elements, etc. occurring while on duty, ex-gratia financial assistance amounting to ₹ 3 lakh shall be paid to the survivors of the deceased official/staff. An illustrative list of cases falling in this category is hereunder:

- (1) Death of officials/staff as a result of accidents including the road accidents while proceeding to or returning from anti-smuggling/anti-evasion and anti-narcotics duties, or conduct of search & seizure operations against tax evaders, economic offenders, smugglers and drug traffickers, etc.



- (2) Death of officers/staff as a result of an accident while travelling in a public, private or official vehicle or otherwise of an erstwhile Group 'D' employee, Dispatch Rider, Messenger, Notice Server, etc. deputed to distribute dak, deliver notices, etc. or of Departmental officials/staff while performing field duties.
- (3) Death in an air crash/train accident/accident to ship, river steamers etc. resulting in the death of the officials/staff undertaking official journeys by these modes of travel while on duty.
- (4) Death of officials/staff occurring due to fire accidents while he/she is on duty.
- (5) Departmental officials/staff killed while on duty in incidents of terrorist violence in Jammu & Kashmir, North Eastern Region, Punjab, etc. other than in actual enforcement operations.
- (6) Death of departmental officials/staff while on duty as an unwitting/unintended victim of bomb-blasts in public places, vehicles, indiscriminate shooting incidents occurring in public, etc. all of which are often resorted to by terrorists, anti-social elements etc.

(C) Death not covered under (A) or (B) above:

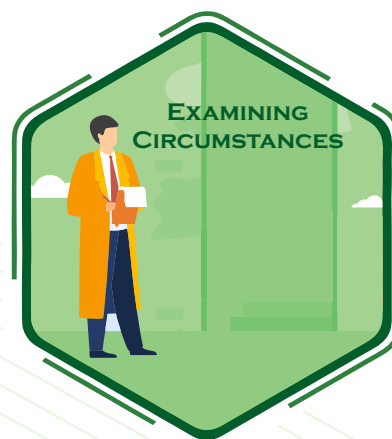
In case of death of a departmental official/staff which is not covered under (A) or (B) above, ex-gratia financial assistance amounting to ₹ 2 lakh shall be paid to the survivors of the deceased official/staff. Such cases include natural death, death of officials/staff in accidents or incidents of violence by terrorists, anti-social elements, etc., otherwise than on duty.

(D) Permanent injury or disability of departmental officials/staff during the performance of his/her official duties:

Ex-gratia financial assistance amounting to ₹ 2 lakh shall be paid to officials/staff who sustain permanent injury or disability during the performance of their official duties.

A summary of the Scheme for ex-gratia financial assistance from the Customs and Central Excise Welfare Fund is mentioned below:

S. No.	Occurrences	Amount of Ex-gratia financial assistance (₹)
A	Death attributable to performance of enforcement functions including anti-smuggling / anti-evasion and anti-narcotics duties, etc.	7.5 lakh
B	Death attributable to accidents or incidents of violence by terrorists, anti-social elements, etc. while on duty, including the death in road accidents while proceeding to or returning from anti-smuggling / anti-evasion and anti-narcotics duties or conduct of search/ seizure operations against economic offenders, drug- traffickers, etc.	3 lakh
C	Death not covered under (A) or (B) above	2 lakh
D	Permanent injury or disability sustained in performance of official duty	2 lakh



Note:

(I)

- (i) The Commissioners/ADGs while forwarding proposals for financial assistance in this regard should critically examine the circumstances of death/injury of the subject official/staff and certify that the death is attributable to the actual performance of enforcement functions such as anti-smuggling/ anti-evasion/ anti- narcotics duties etc. categorised under (A) above or due to road accidents while proceeding to or returning from anti-smuggling/anti-evasion and anti-narcotics duties accidents or incidents of violence by terrorists, anti-social elements, etc. occurring while on duty, categorised under (B) above or Permanent injury or disability sustained in performance of official duty as categorised under (D) above.
- (ii) The payment of ex-gratia financial assistance from the Customs and Central Excise Welfare Fund is not linked to the value of terminal benefits and immovable property of the deceased official/staff. This delinking shall be applicable to all cases where death has occurred on or after 14.06.2011.
- (iii) The ex-gratia financial assistance from Welfare Fund to officials/staff who die while performing enforcement functions such as anti-smuggling/anti-evasion and anti-narcotics duties, etc. as outlined under (A) above or due to accidents or incidents of violence by terrorists, anti-social elements, etc. occurring while the official/staff was on duty as outlined under (B) above, a sum of ₹ 7.5 lakh or 3 lakh, as the case may be, shall be paid as Ex-gratia financial assistance from the Customs and Central Excise Welfare Fund in addition to any assistance which may be sanctioned from the Consolidated Fund of India in terms of Department of Pension & Pensioner's O.M. No. 45/55/97-P&PW(C) dated 11.09.1998. The condition No. 12 contained in the Annexure to the afore-mentioned O.M., which provides that ex-gratia assistance paid from different sources should not exceed ₹ 10 lakh in each individual case, has since been revised vide O.M. dated 16.03.2009 and the upper limit with respect to the aggregate of the relief/ex-gratia compensation from different sources in the government was raised to ₹ 20 lakh. Subsequently, vide O.M. dated 12.07.2010 this upper limit also stands removed.
- (iv) The decision regarding grant of ex-gratia financial assistance from the Customs and Central Excise Welfare Fund shall be delinked from the appointment on compassionate grounds of a family member of the deceased official/staff.

(II) Time limit for submission of the proposal:

- (i) A time limit of two years from the date of death of the official/staff or the date when permanent injury or disability is sustained, as the case may be, has been prescribed for submission of a proposal for ex-gratia financial assistance.



- (ii) An officer- PRO/ Welfare Officer/ any other officer who may be designated at the Commissionerate /Directorate level shall be entrusted the responsibility of ensuring that the request for ex-gratia financial assistance from the Welfare Fund along with its required accompanying documents is prepared in a timely manner by providing the much needed guidance to the survivors of the deceased or the official/staff who sustained permanent injury or disability, as the case may be, who may otherwise be ignorant of the provisions of this Scheme. This is to ensure that inordinate delays in submission of requests for consideration of the Governing Body and subsequent disbursement of the ex-gratia financial assistance are done away with.
- (iii) However, if for some reasons, a proposal for ex-gratia financial assistance could not be submitted in the prescribed time limit of two years even though the survivor(s) of the deceased or the official staff who sustained permanent injury or disability, as the case may be, deserve ex-gratia financial assistance on merits, the same may be submitted for consideration of the Governing Body, providing adequate justification for non-submission of the proposal within the prescribed time limit of two years.

(III) This scheme has come into effect from 03.10.2012.

CHECK LIST FOR PROPOSALS FOR EX-GRATIA FINANCIAL ASSISTANCE

(Applicable for the period from 03.10.2012 to 12.04.2020)

While forwarding the claim(s) to DGHRD, kindly check and ensure that:

- (1) Application of beneficiary has been enclosed.
- (2) The date of death and age of the deceased official is mentioned.
- (3) Death certificate is enclosed.
- (4) In cases of death due to accident, or in mysterious circumstances, police investigation report is enclosed.
- (5) Following details of each of the surviving members of the family of deceased official are given: Name, Age, Relationship with the deceased official, in case of dependent children give their marital status, employed (mention earning/income) or studying (mention class/course).
- (6) In case if the surviving beneficiaries are minor children, details of their legal heirship along with copy of Court Order, if any, have been given.
- (7) A certificate issued by the concerned Commissioner/HOD after examining the circumstances of the death/injury of the subject official as to whether the death is attributable to the actual performance of enforcement functions such as anti-smuggling/ anti-evasion/ anti-narcotics duties., etc. categorised under (A) or accidents or incidents of violence by terrorists, anti-social elements, etc. while on duty, categorised under (B) or Permanent injury or disability sustained in performance of official duty as categorised under (D) has been enclosed.
- (8) Proposal has been submitted within the prescribed time limit of two years from the date of death of the official/staff or the date when permanent injury or disability was sustained by the official/staff.
- (9) In case of proposal submitted after the prescribed period of two years, reasons for delayed submission of the proposal giving full justification has been enclosed.
- (10) Proposal has been recommended by the Advisory Committee headed by Commissioner/HOD.



B Revised Consolidated Guidelines for Grant of Ex-Gratia Financial Assistance to Departmental Officials/Staff from the Customs and Central Excise Welfare Fund in Case of Death/Permanent Disability or Injuries Sustained in Performance of Duties

(Applicable for the period from 13.04.2020 to 20.08.2020)

(A) Death attributable to performance of enforcement functions under the Customs/GST/NDPS Act or any other Act of the Government of India/State(s), including anti-smuggling, anti-evasion and antinarcotics duties, etc.:

In case of death attributable to performance of enforcement functions under the Customs/GST/NDPS Act or any other Act of the Government of India/State(s), including anti-smuggling, anti-evasion and anti-narcotics duties, etc., ex-gratia financial assistance amounting to ₹ 7.50 lakh shall be paid to the survivors of the deceased departmental officials/staff. An illustrative list of cases falling in this category is hereunder:

- (1) Death of departmental officials/staff during the search and seizure operations against tax evaders, smugglers, drug traffickers, economic offenders etc. attributable to attacks during search and seizure operations including attacks by parties whose premises are searched, tax evaders, law offenders etc.
- (2) Death resulting from acts of violence or assault by economic offenders, smugglers, drug traffickers etc. committed against departmental officials/staff:
 - (i) With an intention of obstructing or preventing the official/staff from performing his/her official duties; or
 - (ii) Due to any act done or attempted to be done by the official/staff in the lawful discharge of his/her duties; or
 - (iii) Attributable to the official position held by the official/staff.

(B) Death attributable to accidents or incidents of violence by terrorists, anti-social elements, etc. while on duty:

In case of death of departmental officials staff attributable to accidents or incidents of violence by terrorists, anti-social elements, etc. occurring while on duty, ex-gratia financial assistance amounting to ₹ 3 lakh shall be paid to the survivors of the deceased official/staff. An illustrative list of cases falling in this category is hereunder:



- (1) Death of officials/staff as a result of accidents including the road accidents while proceeding to or returning from anti-smuggling/anti-evasion and anti-narcotics duties, or conduct of search and seizure operations against tax evaders, economic offenders, smugglers and drug traffickers, etc.
- (2) Death of officers/staff as a result of an accident while travelling in a public, private or official vehicle or otherwise of an erstwhile Group 'D' employee, Dispatch Rider, Messenger, Notice Server, etc. deputed to distribute dak, deliver notices, etc. or of Departmental officials/staff while performing field duties.
- (3) Death in an air crash/ train accident/ accident to ship, river steamers etc. resulting in the death of the officials/staff undertaking official journeys by these modes of travel while on duty.
- (4) Death of officials/staff occurring due to fire accidents while he/she is on duty.
- (5) Departmental officials/staff killed while on duty in incidents of terrorist violence in Jammu & Kashmir, North Eastern Region, Punjab, etc. other than in actual enforcement operations.
- (6) Death of departmental officials/staff while on duty as an unwitting/unintended victim of bomb-blasts in public places, vehicles, indiscriminate shooting incidents occurring in public, etc. all of which are often resorted to by terrorists, anti-social elements etc.

(C) Death Attributable to a pandemic like corona virus disease (COVID-19) contracted while on duty:

- (1) In case of death of officials/staff attributable to infection of corona virus contracted while on duty, an ex-gratia financial assistance amounting to ₹ 5 lakh shall be paid to the survivors of the deceased official/staff.
- (2) The primary cause of death of staff/official must be corona virus disease (COVID-19). (Refer Point no. 3, 3(a) & 7 of check-list) supported by a medical certificate.
- (3) A certificate given by the Commissioner of the Commissionerate or the ADG of the Directorate, countersigned by the Pr. Chief Commissioner/Chief Commissioner or the Pr. Director General/Director General under whom the officer was working at the time of death would be accepted as proof of the officer/staff to having contracted the disease of corona virus (COVID-19) while on duty.



DISABILITY DURING PERFORMANCE OF DUTIES

(D) Death not covered under (A), (B) or (C) above:

In case of death of a departmental official/staff which is not covered under (A), (B) or (C) above, ex-gratia financial assistance amounting to ₹ 2 lakh shall be paid to the survivors of the deceased official/staff. Such cases include natural death, death of officials/staff in accidents or incidents of violence by terrorists, anti-social elements, etc., otherwise than on duty.

(E) Permanent injury or disability of departmental officials/staff during the performance of his/her official duties:

Ex-gratia financial assistance amounting to ₹ 2 lakh shall be paid to officials/staff who sustain permanent injury or disability during the performance of their official duties.

A summary of the Scheme for ex-gratia financial assistance from the Customs and Central Excise Welfare Fund is mentioned below:

S. No.	Occurrences	Amount of Ex-gratia financial assistance (₹)
A	Death attributable to performance of enforcement functions under the Customs/GST/NDPS Act or any other Act of the Government of India/State(s), including anti-smuggling, anti-evasion and anti-narcotics duties, etc.	7.50 lakh
B	Death attributable to accidents or incidents of violence while on duty	3 lakh
C	Death attributable to corona virus disease (COVID-19) contracted while on duty	5 lakh
D	Death not covered under A, B or C above	2 lakh
E	Permanent injury or disability sustained in performance of official duty	2 lakh

*The Ex-Gratia Financial assistance from Welfare Fund as outlined above shall be paid in addition to any assistance which may be sanctioned from the Consolidated Fund of India in terms of Department of Pension & Pensioner's O.M. No. 45/55/97-P&PW(C) dated 11.09.1998 as amended from time to time.



Note:

(I)

- (i) The Commissioners/ADGs while forwarding proposals for financial assistance in this regard should critically examine the circumstances of death/injury of the subject official/staff and certify that the death is attributable to performance of enforcement functions under the Customs/GST/NDPS Act or any other Act of the Government of India/State(s), including anti-smuggling, anti-evasion and anti-narcotics duties, etc. categorised under (A) above or due to road accidents or incidents of violence while proceeding to or returning from anti-smuggling/anti-evasion and anti-narcotics duties accidents or incidents of violence by terrorists, anti-social elements, etc. occurring while on duty, categorised under (B) above or the officer was working at the time of death would be accepted as proof of the officer/staff to having contracted the disease of corona virus (COVID-19) while on duty categorised under (C) above or Permanent injury or disability sustained in performance of official duty as categorised under (E) above.
- (ii) The payment of ex-gratia financial assistance from the Customs and Central Excise Welfare Fund is not linked to the value of terminal benefits and immovable property of the deceased official/staff. This delinking shall be applicable to all cases where death has occurred on or after 14.06.2011.
- (iii) The ex-gratia financial assistance from Welfare Fund as outlined above shall be paid in addition to any assistance which may be sanctioned from the Consolidated Fund of India in terms of Department of Pension & Pensioner's O.M. No. 45/55/97-P&PW(C) dated 11.09.1998. The condition No. 12 contained in the Annexure to the aforementioned O.M., which provides that ex-gratia assistance paid from different sources should not exceed ₹ 10 lakh in each individual case, has since been revised vide O.M. dated 16.03.2009 and the upper limit with respect to the aggregate of the relief/ex-gratia compensation from different sources in the government was raised to ₹ 20 lakh. Subsequently, vide O.M. dated 12.07.2010 this upper limit also stands removed.
- (iv) In case of Category (C) of Table above, the primary cause of death of staff/officials must be corona virus disease (COVID-19). (Refer point no. 3, 3(a) & 7 of check-list) supported by a medical certificate.
- (v) A certificate given by the Pr. Commissioner/Commissioner of the Commissionerate or the Pr. ADG/ADG of the Directorate, countersigned by the Pr. Chief Commissioner/Chief Commissioner or the Pr. Director General/Director General under whose jurisdiction the officer was working at the time of death would be accepted as proof of the officer/staff to having contracted the disease of corona virus (COVID-19) while on duty.



(II) The decision regarding grant of ex-gratia financial assistance from the Customs and Central Excise Welfare Fund shall be delinked from the appointment on compassionate grounds of a family member of the deceased official/staff.

(III) Time limit for submission of the proposal:

- (i) A time limit of two years from the date of death of the official/staff or the date when permanent injury or disability is sustained, as the case may be, has been prescribed for submission of a proposal for ex-gratia financial assistance.
- (ii) An officer- PRO/ Welfare Officer/ any other officer who may be designated at the Commissionerate/ Directorate level shall be entrusted the responsibility of ensuring that the request for ex-gratia financial assistance from the Welfare Fund along with its required accompanying documents is prepared in a timely manner by providing the much needed guidance to the survivors of the deceased or the official/staff who sustained permanent injury or disability, as the case may be, who may otherwise be ignorant of the provisions of this Scheme. This is to ensure that inordinate delays in submission of requests for consideration of the Governing Body and subsequent disbursement of the ex-gratia financial assistance are done away with.
- (iii) However, if for some reasons, a proposal for ex-gratia financial assistance could not be submitted in the prescribed time limit of two years even though the survivor(s) of the deceased or the official/staff who sustained permanent injury or disability, as the case may be, deserve ex-gratia financial assistance on merits, the same may be submitted for consideration of the Governing Body, providing adequate justification for non-submission of the proposal within the prescribed time limit of two years.

(IV) The revised Scheme has come into effect from 13.04.2020.

CHECK LIST FOR PROPOSALS FOR EX-GRATIA FINANCIAL ASSISTANCE

(Applicable for the period from 13.04.2020 to 20.08.2020)

While forwarding the claim(s) to DGHRD, kindly check and ensure that:

- (1) Application of beneficiary has been enclosed.
- (2) The date of death and age of the deceased official is mentioned.
- (3) Death certificate is enclosed. In case of death due to corona virus disease (COVID-19), post mortem report or certificate of hospital, in which it should be mentioned that primary cause of death is corona virus disease (COVID-19) is enclosed.
 - (a) A certificate given by the Commissioner of the Commissionerate or the ADG of the Directorate, countersigned by the Pr. Chief Commissioner or the Pr. Director General/ Director General under whom the officer was working at the time of death would be accepted as proof of the officer/staff having contracted the disease of corona virus (COVID-19) while on duty.
- (4) In cases of death due to accident, or in mysterious circumstances, police investigation report is enclosed.
- (5) Following details of each of the surviving members of the family of deceased official are given: Name, Age, Relationship with the deceased official, in case of dependent children give their marital status, employed (mention earning/income) or studying (mention class/course).
- (6) In case if the surviving beneficiaries are minor children, details of their legal heirship along with copy of Court Order, if any, have been given.
- (7) A certificate issued by the concerned Commissioner/HOD after examining the circumstances of the death/injury of the subject official as to whether the death is attributable to the actual performance of enforcement functions such as anti-smuggling/ anti-evasion/ anti-narcotics duties., etc. categorised under (A) or accidents or incidents of violence by terrorists, anti-social elements, etc. while on duty, categorised under (B) or Permanent injury or disability sustained in performance of official duty as categorised under (D) has been enclosed.
- (8) Proposal has been submitted within the prescribed time limit of two years from the date of death of the official/staff or the date when permanent injury or disability was sustained by the official/staff.
- (9) In case of proposal submitted after the prescribed period of two years, reasons for delayed submission of the proposal giving full justification has been enclosed.
- (10) Proposal has been recommended by the Advisory Committee headed by Commissioner/HOD. The Advisory Committee should be headed by the Commissioner/HOD and should have at least one representative each from Group- 'A' to 'C' category of officials, including one official from uniformed Group 'C' category (erstwhile Group-D officials). The decisions arrived at by the Advisory Committee should be forwarded, as minutes of meeting, to the Governing Body with full details/justifications for further consideration and Sanction.



C Revised Consolidated Guidelines for Grant of Ex-Gratia Financial Assistance to Departmental Officials/Staff from the Customs and Central Excise Welfare Fund in Case of Death/Permanent Disability or Injuries Sustained in Performance of Duties

(Applicable for the period 21.08.2020 onwards)

(A) Death attributable to performance of enforcement functions under the Customs/GST/NDPS Act or any other Act of the Government of India/State(s), including anti-smuggling, anti-evasion and antinarcotics duties, etc.:

In case of death attributable to performance of enforcement functions under the Customs/GST/NDPS Act or any other Act of the Government of India/State(s), including anti-smuggling, anti-evasion and anti-narcotics duties, etc., ex-gratia financial assistance amounting to ₹ 25 lakh shall be paid to the survivors of the deceased departmental officials/staff. An illustrative list of cases falling in this category is hereunder:

- (1) Death of departmental officials/staff during the search and seizure operations against tax evaders, smugglers, drug traffickers, economic offenders etc. attributable to attacks during search and seizure operations including attacks by parties whose premises are searched, tax evaders, law offenders etc.
- (2) Death resulting from acts of violence or assault by economic offenders, smugglers, drug traffickers etc. committed against departmental officials/staff:
 - (i) With an intention of obstructing or preventing the official/staff from performing his/her official duties; or
 - (ii) Due to any act done or attempted to be done by the official/staff in the lawful discharge of his/her duties; or
 - (iii) Attributable to the official position held by the official/staff.

(B) Death attributable to accidents or incidents of violence by terrorists, anti-social elements, etc. while on duty:

In case of death of departmental officials/staff attributable to accidents or incidents of violence by terrorists, anti-social elements, etc. occurring while on duty, ex-gratia financial assistance amounting to ₹ 15 lakh shall be paid to the survivors of the deceased official/staff. An illustrative list of cases falling in this category is hereunder:



- (1) Death of officials/staff as a result of accidents including the road accidents while proceeding to or returning from anti-smuggling/anti-evasion and anti-narcotics duties, or conduct of search and seizure operations against tax evaders, economic offenders, smugglers and drug traffickers, etc.
- (2) Death of officers/staff as a result of an accident while travelling in a public, private or official vehicle or otherwise of an erstwhile Group 'D' employee, Dispatch Rider, Messenger, Notice Server, etc. deputed to distribute dak, deliver notices, etc. or of Departmental officials/staff while performing field duties.
- (3) Death in an air crash/ train accident/ accident to ship, river steamers etc. resulting in the death of the officials/staff undertaking official journeys by these modes of travel while on duty.
- (4) Death of officials/staff occurring due to fire accidents while he/she is on duty.
- (5) Departmental officials/staff killed while on duty in incidents of terrorist violence in Jammu & Kashmir, North Eastern Region, Punjab, etc. other than in actual enforcement operations.
- (6) Death of departmental officials/staff while on duty as an unwitting/unintended victim of bomb-blasts in public places, vehicles, indiscriminate shooting incidents occurring in public, etc. all of which are often resorted to by terrorists, anti-social elements etc.

(C) Death Attributable to a pandemic like corona virus disease (COVID-19) contracted while on duty:

- (1) In case of death of officials/staff attributable to infection of corona virus contracted while on duty, an ex-gratia financial assistance amounting to ₹ 7 lakh shall be paid to the survivors of the deceased official/staff.
- (2) The primary cause of death of staff/official must be corona virus disease (COVID-19). (Refer Point no. 3, 3(a) & 7 of check-list) supported by a medical certificate.
- (3) A certificate given by the Commissioner of the Commissionerate or the ADG of the Directorate, countersigned by the Pr. Chief Commissioner/Chief Commissioner or the Pr. Director General/Director General under whom the officer was working at the time of death would be accepted as proof of the officer/staff to having contracted the disease of corona virus (COVID- 19) while on duty.

TERRORIST VIOLENCE



(D) Death not covered under (A), (B) or (C) above:

In case of death of a departmental official/staff which is not covered under (A), (B) or (C) above, ex-gratia financial assistance amounting to ₹ 5 lakh shall be paid to the survivors of the deceased official/staff. Such cases include natural death, death of officials/staff in accidents or incidents of violence by terrorists, anti-social elements, etc., otherwise than on duty.

(E) Permanent injury or disability of departmental officials/staff during the performance of his/her official duties:

Ex-gratia financial assistance amounting to ₹ 15 lakh shall be paid to officials/staff who sustain permanent injury or disability during the performance of their official duties.

A summary of the Scheme for ex-gratia financial assistance from the Customs and Central Excise Welfare Fund is mentioned below:

S. No.	Occurrences	Amount of Ex-gratia financial assistance (₹)
A	Death attributable to performance of enforcement functions under the Customs/GST/NDPS Act or any other Act of the Government of India/State(s), including anti-smuggling, anti-evasion and anti-narcotics duties, etc.	25 lakh
B	Death attributable to accidents or incidents of violence while on duty	15 lakh
C	Death attributable to corona virus disease (COVID-19) contracted while on duty	7 lakh
D	Death not covered under A, B or C above	5 lakh
E	Permanent injury or disability sustained in performance of official duty	15 lakh

*The Ex-Gratia Financial assistance from Welfare Fund as outlined above shall be paid in addition to any assistance which may be sanctioned from the Consolidated Fund of India in terms of Department of Pension & Pensioner's O.M. No. 45/55/97-P&PW(C) dated 11.09.98 as amended from time to time.

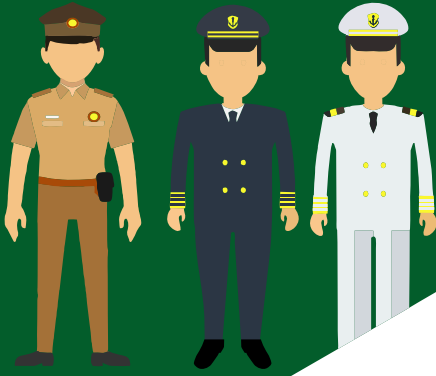


Note:

(I)

- (i) The Commissioners/ADGs while forwarding proposals for financial assistance in this regard should critically examine the circumstances of death/injury of the subject official/staff and certify that the death is attributable to performance of enforcement functions under the Customs/GST/NDPS Act or any other Act of the Government of India/State(s), including anti-smuggling, anti-evasion and anti-narcotics duties, etc. categorised under (A) above or due to road accidents or incidents of violence while proceeding to or returning from anti-smuggling/ anti-evasion and anti-narcotics duties accidents or incidents of violence by terrorists, anti-social elements, etc. occurring while on duty, categorised under (B) above or the officer was working at the time of death would be accepted as proof of the officer/staff to having contracted the disease of corona virus (COVID-19) while on duty categorised under (C) above or Permanent injury or disability sustained in performance of official duty as categorised under (E) above.
- (ii) The payment of ex-gratia financial assistance from the Customs and Central Excise Welfare Fund is not linked to the value of terminal benefits and immovable property of the deceased official/staff. This delinking shall be applicable to all cases where death has occurred on or after 14.06.2011.
- (iii) The ex-gratia financial assistance from Welfare Fund as outlined above shall be paid in addition to any assistance which may be sanctioned from the Consolidated Fund of India in terms of Department of Pension & Pensioner's O.M. No. 45/55/97-P&PW(C) dated 11.09.1998. The condition No. 12 contained in the Annexure to the aforementioned O.M., which provides that ex-gratia assistance paid from different sources should not exceed ₹ 10 lakh in each individual case, has since been revised vide O.M. dated 16.03.2009 and the upper limit with respect to the aggregate of the relief/ex-gratia compensation from different sources in the government was raised to ₹ 20 lakh. Subsequently, vide O.M. dated 12.07.2010 this upper limit also stands removed.
- (iv) In case of Category (C) of Table above, the primary cause of death of staff/officials must be corona virus disease (COVID-19). (Refer point no. 3, 3(a) & 7 of check-list) supported by a medical certificate.
- (v) A certificate given by the Pr. Commissioner/Commissioner of the Commissionerate or the Pr. ADG/ADG of the Directorate, countersigned by the Pr. Chief Commissioner/Chief Commissioner or the Pr. Director General/Director General under whose jurisdiction the officer was working at the time of death would be accepted as proof of the officer/staff to having contracted the disease of corona virus (COVID-19) while on duty.

Officers on duty



(II) The decision regarding grant of ex-gratia financial assistance from the Customs and Central Excise Welfare Fund shall be delinked from the appointment on compassionate grounds of a family member of the deceased official/staff.

(III) Time limit for submission of the proposal:

- (i) A time limit of two years from the date of death of the official/staff or the date when permanent injury or disability is sustained, as the case may be, has been prescribed for submission of a proposal for ex-gratia financial assistance.
- (ii) An officer- PRO/ Welfare Officer/ any other officer who may be designated at the Commissionerate /Directorate level shall be entrusted the responsibility of ensuring that the request for ex-gratia financial assistance from the Welfare Fund along with its required accompanying documents is prepared in a timely manner by providing the much needed guidance to the survivors of the deceased or the official/staff who sustained permanent injury or disability, as the case may be, who may otherwise be ignorant of the provisions of this Scheme. This is to ensure that inordinate delays in submission of requests for consideration of the Governing Body and subsequent disbursement of the ex-gratia financial assistance are done away with.
- (iii) However, if for some reasons, a proposal for ex-gratia financial assistance could not be submitted in the prescribed time limit of two years even though the survivor(s) of the deceased or the official/staff who sustained permanent injury or disability, as the case may be, deserve ex-gratia financial assistance on merits, the same may be submitted for consideration of the Governing Body, providing adequate justification for non-submission of the proposal within the prescribed time limit of two years.

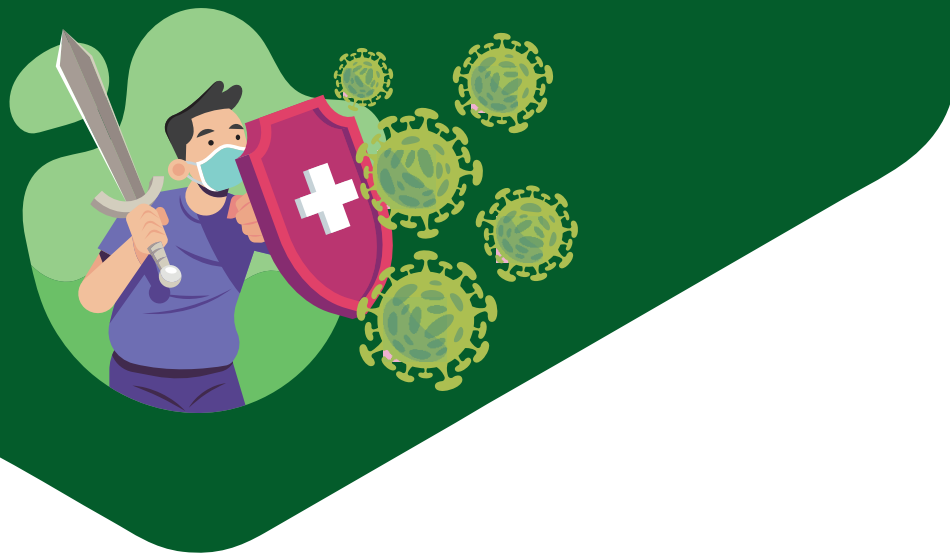
(IV) The revised Scheme has come into effect from 21.08.2020.

CHECK LIST FOR PROPOSALS FOR EX-GRATIA FINANCIAL ASSISTANCE

(Applicable for the period 21.08.2020 onwards)

While forwarding the claim(s) to DGHRD, kindly check and ensure that:

- (1) Application of beneficiary has been enclosed.
- (2) The date of death and age of the deceased official is mentioned.
- (3) Death certificate is enclosed. In case of death due to corona virus disease (COVID-19), post mortem report or certificate of hospital, in which it should be mentioned that primary cause of death is corona virus disease (COVID-19) is enclosed.
 - (a) A certificate given by the Commissioner of the Commissionerate or the ADG of the Directorate, countersigned by the Pr. Chief Commissioner or the Pr. Director General/ Director General under whom the officer was working at the time of death would be accepted as proof of the officer/staff having contracted the disease of corona virus (COVID-19) while on duty.
- (4) In cases of death due to accident, or in mysterious circumstances, police investigation report is enclosed.
- (5) Following details of each of the surviving members of the family of deceased official are given: Name, Age, Relationship with the deceased official, in case of dependent children give their marital status, employed (mention earning/income) or studying (mention class/course).
- (6) In case if the surviving beneficiaries are minor children, details of their legal heirship along with copy of Court Order, if any, have been given.
- (7) A certificate issued by the concerned Commissioner/HOD after examining the circumstances of the death/injury of the subject official as to whether the death is attributable to the actual performance of enforcement functions such as anti-smuggling/ anti-evasion/ anti-narcotics duties., etc. categorised under (A) or accidents or incidents of violence by terrorists, anti-social elements, etc. while on duty, categorised under (B) or Permanent injury or disability sustained in performance of official duty as categorised under (D) has been enclosed.
- (8) Proposal has been submitted within the prescribed time limit of two years from the date of death of the official/staff or the date when permanent injury or disability was sustained by the official/staff.
- (9) In case of proposal submitted after the prescribed period of two years, reasons for delayed submission of the proposal giving full justification has been enclosed.
- (10) Proposal has been recommended by the Advisory Committee headed by Commissioner/HOD. The Advisory Committee should be headed by the Commissioner/HOD and should have at least one representative each from Group- 'A' to 'C' category of officials, including one official from uniformed Group 'C' category (erstwhile Group-D officials). The decisions arrived at by the Advisory Committee should be forwarded, as minutes of meeting, to the Governing Body with full details/justifications for further consideration and Sanction.



2.4 Scheme for Grant of Financial Assistance for Preventive and Welfare measures for fighting against COVID-19 in CBIC

- (1) The world is at the moment reeling under a pandemic due to outbreak of Coronavirus Disease 2019 (COVID-19). To contain the spread of COVID-19, it is important to plan a line of action to fight this pandemic and be prepared to prevent the potentially worsening situation. It is imperative that each office provides officials & staff with a workplace free from recognized hazards likely to endanger their life & safety as also those of society at large over the coming months. This is especially important in the context of CBIC, as seamless functioning of its formations is essential to ensuring continued supply of essential goods and services in the country and providing of critical support to taxpayers. Staff and officers of CBIC working 24*7 have put duty before self and family, and it is imperative that they are protected from the deleterious effects of exposure to this malevolent contagion.
- (2) Driven by concern for the well-being of officials & staff, a scheme for granting financial assistance amounting to ₹ 5.96 crore from the Welfare Fund has been approved by the Governing Body of the Customs & Central Excise Welfare Fund (F. No.712/369/HRD/WF-II/19 dated 02.04.2020). The scheme came into effect from 01.04.2020. The objective of the scheme is to help the formations under CBIC in prevention and preparing the workplaces to fight the menace of COVID-19 & to fulfill their social responsibility. Under this scheme an amount of ₹ 2,25,000/- per Customs Commissionerate, ₹ 1,50,000/- per GST Commissionerate and ₹ 75,000/- (per HOD) for Directorates has been granted as financial assistance to the Commissionerates/Directorates.

The assistance is meant for:

- (i) Procurement & providing such goods & services as may be necessary to safeguard employees from the menace of COVID 19 & ensuring their well-being (This may include but is not limited to Personal Protective Equipment (PPE), thermal scanners, masks, sanitizers, other consumables, sanitization services, air purifiers, vacuum cleaners, safety gear and/ or any other equipment, consumables and services depending upon the location, and nature of work etc).
- (ii) The funds may also be used in community outreach activities so as to ensure prevention & combating spread of the virus in the ecosystem around the workplace.



- (iii) Use of fund may also be considered where any employee has any emergent requirement including emergency transport, nutritional needs or any other special care not covered by CGHS or by any other existing scheme under the aegis of welfare fund. Such assistance to individual employees shall be not exceed ₹ 10,000/- per employee & shall be applicable to only Group B & C employee.
- (iv) The ambit of the scheme is suggestive, to ensure that local factors & requirements as may arise from time to time can be met seamlessly. This will ensure optimal and effective utilisation of the fund.
- (3) As Covid-19 showed no signs of abating and to ensure the well-being of officials & staff, a second instalment amounting to ₹ 7.53 crore as Financial Assistance from the Welfare Fund was approved by the Governing Body of the Customs & Central Excise Welfare Fund on dated 10.02.2021. The objective of the scheme is to help the formations under CBIC in prevention and preparing the workplaces to fight the menace of COVID-19 among the officers/staff for ensuring the seamless functioning to ensure continued supply of essential goods and services in the country and providing of critical support to taxpayers. Under this scheme an amount of ₹ 3,00,000/- per Customs Commissionerate, ₹ 2,00,000/- per GST Commissionerate and ₹ 1,00,000/- (per HOD) for Directorates has been granted as financial assistance to all the Commissionerates/Directorates who have fully utilised the amounts sanctioned under first instalment.
- (4) After the second wave of the Covid-19 pandemic which has wreaked havoc across the country it was felt necessary to grant further funds to field formations to ensure the well-being of officials & staff for ensuring the seamless functioning to ensure continued supply of essential goods and services in the country and providing of critical support to taxpayers. A proposal for third instalment was moved and financial Assistance amounting to ₹ 7.53 crore from the Welfare Fund was approved by the Governing Body of the Customs & Central Excise Welfare Fund on 02.06.2021. Under this scheme an amount of ₹ 3,00,000/- per Customs Commissionerate, ₹ 2,00,000/- per GST Commissionerate and ₹ 1,00,000/- (per HoD) for Directorates will be granted as financial assistance to all the Commissionerates/Directorates who have fully utilised the amounts sanctioned under the second instalment.



2.5 CBIC AASHVAASAN

CBIC's COVID RESPONSE AND OUTREACH PROGRAMME

- (1) As a welfare measure, a coordinated response by CBIC to the COVID pandemic and its fall out for medical aid and humanitarian assistance both in financial terms and by way of supplies of essentials including food and transport to all members of the CBIC fraternity, is the need of the hour.
- (2) Zonal PCCs/CCs and the PDGs/DGs have already set up self-help groups to assist their officers and families. In order to bring individual and local community efforts by our officers on to a single nation-wide platform, and to assure the CBIC fraternity and their families that their welfare is paramount for CBIC, the following measures are sought to be institutionalised under the aegis of 'CBIC Aashvaasan', or CBIC's National COVID Response and Outreach Programme.
- (3) The measures are aimed at :
 - (i) Monitoring the Covid status of personnel, both serving and retired, and enabling/assisting them/families and taking all possible steps to ensure they are vaccinated as per eligibility.
 - (ii) Facilitating assistance as quickly as possible for testing, medical consultation, medical equipment delivery, meals delivery as necessary, and other aspects such as transportation or hospitalisation etc.
 - (iii) Utilising, amongst other uses, the funds allocated by CBIC under the grant of Financial Assistance for Preventive and Welfare Measures for fighting against Covid-19, for above purposes, but not being restricted by it.
 - (iv) Having a dedicated response team to carry out the above, which also keep information about doctors who may be consulted, hospitals for treatment, other facilities for quarantine, ambulance providers etc.
 - (v) In relevant cases providing assistance with the subsequent submission of medical bill or obtaining any permission for CGHS.



- (vi) Ensuring speedy vaccination for all officers and their families, including retired officers.
- (4) The Programme is sought to be institutionalised by setting up of COVID Response Team(s) in each Commissionerate/ Zonal units of Directorates. A broad spectrum SOP is as under:
- (i) A National Response Team (NRT) comprising Member (Admn. & Vigilance), DGHRD and ADG HRD shall monitor the Zonal Response Teams and ensure timely relief, co-ordination and management at the central level;
 - (ii) The Zonal/Directorate Response Team (Z/DRT) will be headed by the Zonal/Directorate head, one Principal Commissioner/ Commissioner/Principal ADG/ADG on a rotation basis and an optimum number of officers reporting to her/him;
 - (iii) The Regional Units of the Directorates and the Directorates themselves may consider combining their efforts and available funds with the efforts of the ZRTs in their city/region for a collaborative response;
 - (iv) The ZRTs will have dedicated Voluntary Ground-level Response Teams (GRTs) in charge of ensuring linkages with and relief regarding :
 - (a) A panel of competent doctors for consultation.
 - (b) A list of hospitals with adequate facilities.
 - (c) Database of suppliers of medicines and equipment and plasma bank donors.
 - (d) Dedicated vehicles to transport medicines and equipment, monitored through a virtual control room.
 - (e) Details of ambulance services.
 - (f) Resource base for home cooked meals to affected families.
 - (g) Assistance with submission of medical bills, expediting disbursement of Welfare Fund, obtaining permission from CGHS authorities etc.
 - (h) Maintenance of a database of the afflicted and the casualties.



- (v) The heart of the Z/DRT shall be the Virtual COVID Control Room comprising volunteers who will co-ordinate with each of the above GRTs to ensure the best possible care of the COVID afflicted in the formation. The concept should be to have round the clock volunteers, adequately rested through timely rotation. The adoption by each volunteer of four to five COVID afflicted personnel and their families can also be considered for providing a single point interface for comfort. Family members of officers, both serving and retired and having experience in handling such work could be co-opted in the Virtual Teams.
 - (vi) Family members of CBIC officials who are located at a station other the place of posting of the official himself/herself shall be extended all assistance as needed by the response team(s)of the jurisdiction in which the family member(s) are located.
 - (vii) **The names and numbers of the above National, Zonal and Ground-level COVID Response Teams should be widely circulated.** For ease of communication, individual Whatsapp Groups are to be set up at each tier for the purpose. Google sheets can be widely used for real-time updation of the data.
- (5) The above immediate COVID relief measures are to be supplemented with an intensive vaccination campaign to ensure health and safety of all staff and their immediate families from the onslaught of the pandemic. Heads of respective formations may make best possible arrangements in conjunction with local district administration/ CGHS recognised hospitals for setting up of wellness camps for COVID testing/administering of vaccination to serving/ retired officers and their families.
- (6) There are several available options to fund the above efforts. The funds allocated under the Grant of Financial Assistance for Preventive and Welfare Measures for fighting against COVID-19 in CBIC can be supplemented at the ground level by voluntary donations by the officers and staff. This aspect is specially to be given personal attention by the Heads of Office/Departments for each afflicted officer and family.
- (7) The instructions above are indicative only, the formations may make changes to cater to their local requirements.
- (8) Matters of All-India nature which need resolution at the central level or through partner government agencies, or matters needing policy decisions may be taken up through DGHRD. Best practices adopted by respective teams may also be brought to the notice of DGHRD for dissemination across teams.

2.6 Chairman's Newsletter dated 5th May, 2021

एम. अजित कुमार
अध्यक्ष
M. Ajit Kumar
Chairman



भारत सरकार
वित्त मंत्रालय
राजस्व विभाग
केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड
नॉर्थ ब्लॉक, नई दिल्ली-११०००९
Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect Taxes & Customs
North Block, New Delhi-110001
Tel. No.: +91-11-23092849, Fax : +91-11-23092890
E-mail : ajit.m@gov.in

D.O.No.66/CH(IC)/2020

Date: 5th May, 2021

Dear Colleague

The country is going through an extremely difficult phase due to the second wave of the Covid pandemic. Government is making all efforts to contain the fallout and bring urgent relief to affected citizens. Our department is also a part of this humanitarian effort. Many of our officers too have also been affected by the pandemic. Board has on 03/05/2021 come out with its Covid response and outreach programme: 'CBIC AASHVAASAN' for medical aid and assistance both in financial terms and by way of supplies of essentials including medicines/food, transport, etc. to all members of the CBIC's fraternity. I am sure that all the zones will align the yeoman service already being rendered by them with Board's guidelines.

2. I assure you that the Ministry at the highest level is concerned about the well-being and welfare of its hard-working officers and staff. The need of the hour is to handhold and support each other at this time of difficulty. To reiterate, Zonal Chiefs and Head of the Offices should keep in mind the following measures while guiding their Covid Response Teams:

- (i) The name and phone numbers of those persons volunteering to be Care Givers in the Teams should be publicised. HRD could compile an All India Directory of the same and circulate it widely among CBIC officers and staff.
- (ii) Any officer or staff, serving or retired, should be able to contact these numbers for requesting relief.
- (iii) Once a person has been registered for relief, he/ she should be assigned to one volunteer from the Care Givers team whom he can contact for his needs.
- (iv) The volunteer should also contact the person telephonically at least twice a day or as frequently as required and check on his wellbeing. The volunteer should alert another pre-designated volunteer in the Logistics Team about the needs of the person under his / her care, for consultation, medicines, food, tests, scans etc. as and when required.
- (v) The Covid Response Team should purchase and maintain oxymeters, oxygen concentrators, etc, wherever possible under OE and OTC medications required for use by patients and all efforts should be made to provide the same to the person in need, along with making provisions for food, etc. in the shortest possible time.
- (vi) They should tie up with hospitals offering tele-medicine counselling and work out a method for affected officers to consult doctors telephonically. Fees, if any payable, can be done through the fund.

- (vii) In the case of a need for hospitalisation all possible assistance should be given to the person to get admission to a hospital.
3. While funds are being provided by the Board for use in these activities it is also necessary to ensure that we do not spread our resources too thin. Hence,
- i. In the zones having multiple DDOs they may pool their monetary and physical resources and have a combined Covid Response Team.
 - ii. Co-operating and collaborating with the Income Tax department may also be done so that the strength of both the organisations are pooled for getting the best treatment for staff with respect to coordinating with hospitals, medicine/ equipment suppliers, etc.
 - iii. In the event a person loses his valiant fight against the disease, the formations should reach out to the bereaved family in a sensitive manner and also work out the process of extending the financial assistance, including the ex-gratia payment, as provided for. Losing a member of the family in a sudden and untimely way would be very stressful for other members of the family. One volunteer known to the family would need to be assigned to help the family get its dues and submit requisite documentation required by the department. These requests should be handled with sensitivity and empathy by all officers processing the matter. No delays should take place.
 - iv. Board is looking at the processes involved in granting financial relief to the family of the deceased and trying to further simplify it so that monetary relief can be given to the needy at the earliest.
 - v. Officers / staff, both serving and retired, in a zone could voluntarily contribute money to a fund that may be started and run by the Zonal Covid Response team through an appropriate procedure. This would augment the zonal fund position. Contributions should not be solicited from private persons/organisations/PSUs etc.
 - vi. The Department of Expenditure's OM dated 30/04/2021 regarding payment of immediate relief to family of an employee who dies while in service may be strictly implemented.
 - vii. All officers and staff may also be advised to ensure that they have given their nominations for departmental benefits and that the same is a part of their service book.
 - viii. Some officers/ staff have taken the initiative to raise funds for a deceased officer by making a public call for donations. While doing so the sensibilities of the family must be considered and their prior consent obtained.
4. As much as these practical measures would be of considerable help, it is equally important to extend emotional support, to give colleagues and their families a reassurance that there are others who care and who are willing to help in case of need. This is more so when many are in isolation and cut off from social contacts.
5. The Board in its daily discussions is pained to note that the department has lost the lives of many officers and staff, across cadres and ranks, especially during the second wave of pandemic. Many of us have lost near and dear ones too. The loss is immense and irreparable. I, on behalf of the Board and all of you and on my own behalf, extend my heartfelt condolences and reaffirm that the CBIC stands by each one's family in their bereavement. I again assure you that the department will stand by its officers and staff in helping out in these difficult times.

6. While we continue to work, we need to stay strong and keep ourselves safe by adhering to the Covid appropriate behaviour at societal as well as individual level. This phase too shall pass. Do advice and ensure that your officers and staff take care of themselves and their families while supporting colleagues and others in every manner they can. Do take care.

with best wishes

Yours sincerely

Ajit Kumar
(M. Ajit Kumar)

To,

All Pr CCs/ CCs, PrDGs/ DGs of Central Board of Indirect Taxes and Customs



CASH AWARDS

Education:

2.7 Scheme for Cash Awards to Meritorious Children on the basis of their performance in 10th and 12th Board Examinations

The Scheme is being implemented from the Welfare Fund since 1999. The Scheme envisages granting of Cash Awards to the meritorious children of Departmental officials on the basis of their performance in 10th and 12th Board Exams. Amounts of ₹ 12,000/- and ₹ 10,000/- are granted to eligible girls and boys respectively. The Scheme is implemented on the academic year-wise. The Scheme has been implemented till the year 2019 vide F.No.712/164/HRD/WF-I/19 dated 23.08.2019.

Note-1: *With the introduction of the grading system by CBSE in the Board Exams for Class 10th, the calculation of minimum % of marks eligible for award of cash awards will be done on the basis of the conversion formula given by CBSE in the mark sheet)*

Note-2: *Wards of Group 'A' officers are not eligible for the Cash Awards under the Scheme*

(A) The eligibility conditions (minimum percentage of marks/ CGPA) and amount of each Cash Award are given in Table below:

S. No.	Category of Candidates	Minimum % of marks in 10 th /12 th Board Examination	Minimum CGPA in 10 th Board Exams
1	Group 'B' (General Category)	90%	9.5
2	Group 'C' (General Category)	85%	9.0
3	<ul style="list-style-type: none"> • SC/ST Category • Physically challenged/ differently abled children and children of deceased Departmental officials 	10% less than the minimum percentage required for General Category of respective Group	1.0 less than the minimum CGPA required for General Category of respective Group
4	OBC (Other Backward Classes)	5% less than the minimum percentage required for General Category of respective Group	0.5 less than the minimum CGPA required for General Category of respective Group
5	Amount of one-time Cash Award	Boys Girls	₹ 10,000/- ₹ 12,000/-



(B) Other Conditions:

- (i) As per the decision of the Governing Body, the wards of Group 'A' officers have been excluded from the Scheme, hence they need not apply for Cash Awards.
- (ii) Forms in prescribed proforma must be filled academic year 2018-19 duly recommended by the Advisory Committee of the concerned Commissionerate to be forwarded to this office. Applications forwarded without the recommendation of the Advisory Committee will not be entertained.
- (iii) The Candidate must have secured minimum passing marks in all the subjects, he/she has appeared. Eligibility will be decided by taking percentage of aggregate of marks secured in all subjects the candidate has appeared (including additional/optional subjects mentioned in the mark sheet).
- (iv) Only first two children of the Departmental officials are eligible for grant of Cash Awards under the Scheme. However, if subsequent beneficiaries are girl children, this restriction will not apply.
- (v) Conditions for availing benefits for physically challenged (Handicapped) children:**

The benefits under the Scheme shall be applicable subject to the fulfillment of the following conditions besides conditions as prescribed in the Table above.

- (a) The benefits shall be applicable under the following three categories of disabilities:
 - (i) Blindness or low vision;
 - (ii) Hearing impairment; and
 - (iii) Loco-motor disability or cerebral palsy (including all cases of orthopedically handicapped persons)

(b) The benefit shall be admissible for disability of 40% or more.

- (c) An attested copy of certificate of disability issued by State/Central Government Hospital or a competent authority as per the reservation rules of Government of India for physically handicapped persons is to be attached with the application for Cash Award.

CHECK LIST FOR SUBMISSION OF CLAIMS UNDER SCHEME FOR CASH AWARDS TO MERITORIOUS CHILDREN

1	Application in the prescribed proforma in original duly signed by the applicant is attached	Yes/No
2	Copy of the original marksheet, duly attested, is attached	Yes/No
3	Copy of the SC/ST/OBC category certificate issued by competent Authority, duly attested, wherever applicable, is attached	Yes/No
4	Copy of Disability Certificate issued by Competent Authority, duly attested, wherever applicable, is attached	Yes/No
5	Minutes of the meeting of the Advisory Committee recommending the name of the applicant is attached	Yes/No
6	The application has been sent by Speed post /Registered post	Yes/No

P R O F O R M A

APPLICATION FOR GRANT OF CASH AWARDS FOR BOARD EXAMINATIONS HELD IN MARCH/APRIL- 2019

(Separate forms must be filled for each Children)

(To be forwarded only through advisory committee of the concerned Commissionerate/directorate)

(Tick in appropriate box, No column be left blank)

(1) Commissionerate/Directorate :

(2) Name of the Departmental official (parent) :

(3) Group of the Official :

Group 'B'	
Group 'C'	

(4) Designation :

(5) Place of Posting :

(6) Category :

General		SC	
ST		OBC	

(Attach attested copy of certificate issued by the Competent Authority in case of SC/ST/OBC)

(7) Name of child (Ward) :

(8) Gender of child : Boy Girl

(9) Whether child is Physically Handicapped : Yes No

(If yes, attach attested copy of certificate issued by the Competent Authority as per conditions laid down in the Scheme)

(10) Whether the child is one of the first two children of the official : Yes No

(If No, only the subsequent girl child is eligible for cash award)

(11) Board Exam. 10th / 12th : 10th 12th

(12) Year of Board Exam. : 2019

(13) Marks/CGPA obtained (Cumulative Grade Point Average) (as applicable) :

(Attach attested copy of Original Mark-sheet of relevant exam and year)

(14) Total marks (if applicable) :

(15) Percentage of marks (if applicable) :

Signature of the Dept. Official

Name of the Dept. Official:

Designation:

Contact No.:

Email ID:

Date:

Place:



Sports and Recreation:

2.8 Guidelines for Grant of Cash Awards for Winning Medals/Civilian Awards in Sports Field and Financial Assistance for Participation in Sports to the Departmental Officials (w.e.f. 24.10.2019)

Under this Scheme, Cash Awards are granted to departmental officials and their wards for winning medals in reputed international sports games/events like- Olympics, World Cups, Commonwealth Games, Asian Games etc. In the recently revised guidelines, the admissible amounts have been enhanced in line with the guidelines of Ministry of Youth Affairs & Sports. Cash Awards are also granted to the awardees of Arjuna Award/Dronacharaya Award. In addition to this financial assistance is also granted under the Scheme for meeting the expenditure on participation in reputed National/International Sports games/ events/ competitions (vide F.No. 712/289/HRD/WF-I/18 dated 14.11.2019).

- (1) **Cash Awards for winning medals/civilian Awards in Sports to the Departmental officials:**
The Scheme for grant of Cash Awards for winning medals/civilian Awards in Sports to the Departmental officials was introduced on 27.02.2004 under the aegis of Customs & Central Excise Welfare Fund. The revision in the scheme has now been approved by the Governing Body to incentivise the achievement of outstanding sports persons, encourage and motivate the departmental officials for higher achievements and to act as inspiring role models.
- (2) **Sports events/competitions covered:**
Olympic Games, World Cup, Asian Games, Common Wealth Games, World Championships/World Cups (Conducted in four years cycle), World Championships/World Cups (held once in two years), World Championships/ World Cups (held annually)/ All England Badminton Championships, Asian Championships (held once in four years), Asian Championships (held once in two years), Asian Championships (held annually), Common-wealth Games (held once in four years), Common-wealth Games (held once in two years), Common-wealth Games (held annually), World University Games and Special Olympics (Summer/ Winter) etc.



(3) **Amount of Cash Award:**

(A) **For Individual participation:**

TABLE-A

S. No.	Sport Event	Amount of Award Money (in ₹)		
		Gold Medal	Silver Medal	Bronze Medal
1	Olympics	75 lakh	50 lakh	30 lakh
2	Asian Games	30 lakh	20 lakh	10 lakh
3	Commonwealth Games	30 lakh	20 lakh	10 lakh
4	World Championships or World Cup (conducted in four year cycle)	40 lakh	25 lakh	15 lakh
5	World Championships or World Cup (held once in two year)	20 lakh	14 lakh	8 lakh
6	World Championships/ World Cup (held annually)/ All England Badminton Championship	10 lakh	7 lakh	4 lakh
7	Asian Championships (held once in four years)	15 lakh	10 lakh	5 lakh
8	Asian Championships (held once in two years)	7.5 lakh	5 lakh	2.5 lakh
9	Asian Championship (held annually)	3.75 lakh	2.5 lakh	1.25 lakh
10	Commonwealth Championship (held once in four year)	15 lakh	10 lakh	5 lakh
11	Commonwealth championship (held once in two year)	7.5 lakh	5 lakh	2.5 lakh
12	Commonwealth championship (held annually)	3.75 lakh	2.5 lakh	1.25 lakh
13	World University Games	3.75 lakh	2.5 lakh	1.25 lakh
14	Special Olympics (Summer/Winter)	5 lakh	3 lakh	1 lakh



(B) Team Events:

These are the events where competition is among the teams. Each team has more than one person as member.

- (i) The amount of Cash Award in respect of team events for sports disciplines as stated in Table-A above will be determined as under: -

Strength of “Team” on the ground: Number of times, the Award amount mentioned in Table-A above for the corresponding event, medal, level and category of participation.

A	A team of two persons	1 ½ times
B	A team of 3 or 4 persons	2 times
C	A team of 5 to 10 persons	3 times
D	A team of more than 10 persons	5 times

- (ii) The actual cash award determined as above will be shared equally among the team members. However, no member of team would get less than 50% of the award amount mentioned in Table-A for the corresponding individual event, medal, level and category of participation.

(C) Coaches:

50% of the award admissible to the individual sports persons.

(D) Civilian Awards

₹ 5 lakh for Arjuna Award/Dronacharya Award

(4) Coverage of the Scheme:

All Departmental employees/officers on the strength of CBIC and their wards are covered under the Scheme.

(5) Cash Awards for Other Sports Events:

The Sports Events mentioned at Table-A are only indicative and awards won in any other sports events shall be considered for grant of Cash Award by the Governing Body on case-to-case basis.



(6) **Relaxation:**

The Governing Body reserves the right to relax any condition(s) on merit or impose any other condition as may be deemed necessary.

(7) **Selection/Permission for Special casual leave/Travel abroad:**

Necessary approval(s) from the Competent Authorities for Selection/Admission for a course, Special Casual Leave, NOC for travelling abroad for participation etc. would have to be obtained by the participants themselves. Special Casual Leave will continue to be governed by the rules existing on the subject.

(8) **Check-List:**

The proposal(s) shall invariably be accompanied by the check-list enclosed.

Financial assistance for participation in sports events/competitions:

Financial assistance could be considered in order to enable Departmental officers/staff/teams for participation in the following sports events subject to the conditions that none of the bodies conducting the sports events or competitions are commercial organisations:

- (I) Sports events or competitions conducted under the aegis of any International Organisation like UNO, WCO etc.
- (II) Sports events or competitions organised by any sports organisation outside India which is affiliated to or registered with the International Apex Organisation of the corresponding sports.
- (III) Sports events or competitions organised in India by any organisation which is affiliated to or registered with the relevant sports Federation at the National level.
- (IV) Sports events or competitions as approved by the Central Board of Excise & Customs.

INDEMNITY BOND

(TO BE FURNISHED ON STAMP PAPER AS PER STAMP ACT)

I,..... son/wife/daughter of.....
..... resident of
..... solemnly declare that I have agreed to take part in the to be held from to organised by at my own risk and responsibility. I further declare that the Governing Body, Customs & Central Excise Welfare Fund/ Central Board of Indirect Taxes & Customs and any of its attached or subordinate office/Department of Revenue, Ministry of Finance, Government of India, or any of their officials, individually or collectively shall in any way be liable to me or to my dependents, legal heirs, successors or to any other person for any loss, damage, disability or injury sustained by me or for death resulting from my participation, which includes travelling and training, in the
The Governing Body, Customs & Central Excise Welfare Fund/ Central Board of Indirect Taxes & Customs and any of its attached or subordinate office/ Department of Revenue, Ministry of Finance, Government of India, or any of their officials, individually or collectively shall not be liable to pay any compensation by whatsoever name called to me or to my dependents, legal heirs, successors or to any other person.

(Signature of the Participant)

Name.....

Designation.....

Office Address.....

Residence Address.....

Residence Telephone Number.....

Mobile Phone Number.....

Name of Next of Kin/Relationship.....

CHECK LIST FOR SUBMISSION OF CLAIMS UNDER SCHEME FOR CASH AWARDS FOR WINNING AWARDS/PARTICIPATION IN SPORTS

While forwarding the claim(s) to DGHRD, kindly check and ensure that:

- (1) Name and Designation of Employee:
- (2) Place of posting:
- (3) Commissionerate/ Directorate General/ Directorate:
- (4) Age of Employee:
- (5) Whether the employee has earlier availed financial assistance for participation in sports events/competitions: YES/NO

If, YES, details of date of sanction, amount sanctioned, sport/ activity for which sanction was accorded to be provided; whether Utilisation Certificate in respect of the same has been submitted and un-utilised amount, if any, refunded to the Welfare Fund?

If, NO, reasons for delay to be given

- (6) Whether request of the employee for grant of financial assistance has been enclosed: YES/NO
- (7) Whether the Sports event/competition is covered under the Scheme: YES/NO
- (8) Whether a copy of the recommendations of the Advisory Committee, headed by the Commissioner and having a representative from each Group, i.e. Group-A, B, C, Multi-skilled staff (including a uniformed erstwhile Group- D official) has been enclosed: YES/NO
- (9) Whether necessary approvals of the Competent Sports Authority in respect of the following have been enclosed:
 - (i) Selection for Sports Events/Competition: YES/NO
 - (ii) Sanction of Special Casual Leave/ Casual Leave/ Earned Leave: YES/NO
 - (iii) NOC for travelling abroad, if required: YES/NO

- (10) Whether a copy of Medical Fitness Certificate submitted to the Institute for seeking admission has been enclosed: YES/NO

If NO, a Medical Fitness Certificate from a Registered Medical Practitioner to undertake the Course to be enclosed.

- (11) An Undertaking/indemnity Bond from the applicant (participant) to be enclosed with the proposal that *“the Governing Body, Customs & Central Excise Welfare Fund/ Central Board of Indirect Taxes & Customs/ Central Government, individually or collectively shall not be responsible in any manner and shall not be liable to pay any compensation to the employee or his/her spouse or/and his/ her dependent family members in the event of any loss / injury / disability suffered or death during travelling/participation in sports events & etc.”*
- (12) An Undertaking from the applicant (participant) to be enclosed with the proposal that *“the applicant shall refund to the ADG (I&W), DGHRD & Member-Secretary, Governing Body of the Welfare Fund, by way of a Demand Draft in favour of the Member-Secretary, Governing Body of the Welfare Fund:*
- (i) *un-utilised, balance amount, if any, within one month of the conclusion of the competition/ sports events.*
 - (ii) *full amount of financial assistance within one month from the date of the commencement of the competition/sports events and interest@ of 12% p.a. will be payable beyond 30 days of the commencement of the competition/sports events, in case of cancellation of the competition/sports events for any reason or the applicant (participant) is unable to participate due to bad health, illness, non-availability of reservation/ tickets etc. or for any reason whatsoever; and*
 - (iii) *in case of default in refund of outstanding un-utilised/balance money or full amount of financial assistance including insurance premium sanctioned from the Welfare Fund, such an amount shall be recovered from the salary of the applicant (participant) in lump-sum or in suitable monthly instalments.”*



2.9 Scheme for Grant of Financial Assistance from the Welfare Fund for promotion of Adventure Sports for the Departmental Officers/Staff of CBIC Guidelines

The Governing Body constituted to administer the Customs & Central Excise Welfare Fund, on 23.01.2020 (vide F.No. 712/67/HRD/WF-I/18 dated 05.02.2020) has approved the following Scheme of Adventure Sports for grant of financial assistance for participation of CBIC's employees in various outdoor Adventure Sports/activities. The Scheme covers Adventure/Sports activities by departmental officials, individually or in groups, organised by the Central/State Government, Indian Armed Forces, Indian Coast Guard, Central Police Organisations, Central/State Government recognised Sports Authorities/ Bodies/ Federations/ Associations. The Scheme covers basic courses/programs of duration maximum up to 15 days with a cap of ₹ 2.5 lakh on the course fee per participants in the fields of trekking, rock climbing, adventure camps/activity/course, water skiing, paragliding, parasailing, hot air ballooning, white water rafting etc. within India.

(1.1) Institutes/Organisations:

The Scheme would cover adventure sports/activities, individually or in groups, organised by the Central/State Government, Indian Armed Forces, Indian Coast Guard, Central Police Organisations, Central/State Government recognised Sports Authorities/ Bodies/ Federations/ Associations.

(1.2) Individual/Group participation:

The CBIC employees may participate individually or in groups.

(1.3) Within the country:

The Scheme would cover Adventure Sports/activities within the country only. The Scheme would not cover any type of Adventure Sports/activities in abroad.



(1.4) Type of activities:

The Scheme would cover basic courses/programs of duration maximum up to 15 days and a cap of ₹ 2.5 lakh on the course fee per participants in the fields of trekking, rock climbing, adventure camps/ activity/course, water skiing, paragliding, parasailing, hot air ballooning, white water rafting etc. organised by institutions like: -

S. No.	Institute	Course
1	Indian Institute of Skiing & Mountaineering (IISM), Gulmarg, Srinagar	(i) Trekking (ii) Water skiing (iii) Paragliding (iv) Parasailing (v) Hot air ballooning
2	Atal Bihari Vajpayee Institute of Mountaineering and Allied Sports (ABVIMAS), Manali, Himachal Pradesh	(i) Trekking/Adventure camp (ii) Rock climbing
3	Himalayan Mountaineering Institute, Darjeeling	Adventure course (Men/Women)
4	Nehru Institute of Mountaineering, Uttarkashi, Uttarakhand	Adventure Course (Men/Women)
5	Garhwal Mandal Vikas Nigam (GMVN) Ltd, Uttarakhand	White water rafting
6	National Centre for Antarctic and Ocean Research (NCAOR), Ministry of Earth Science, Government of India	Expedition within the country

(The above list is indicative and not exhaustive)

(1.5) Number of participants/ expeditions:

There is no bar on number of participants/expeditions at national level. The grant will be a one-time grant for departmental officials however in exceptional circumstances, it can be relaxed in following conditions: -

- An officer may be considered for financial assistance more than once if the proposed expedition involves recognised higher goals/achievements.
- An officer may be considered for financial assistance more than once if the expedition in which he/she is participating in different field from the previous one.



(1.6) Selection/Permission for Special casual leave:

Necessary approval(s) from the Competent Authorities for Selection/Admission for a course, Special Casual Leave would have to be obtained by the participants themselves. Special Casual Leave will continue to be governed by the rules existing on the subject.

(1.7) Department/Government liability:

The Governing Body, Customs & Central Excise Welfare Fund/CBIC/Central Government shall not be responsible/liable in any manner, individually or collectively, to the Department's employee (participants) or their spouse and dependent family members in the event of any loss/ injury/ disability/ death during travelling/ training/ course duration.

Each employee (participant) shall furnish an Undertaking/ Indemnity Bond along with his/her application for grant of financial assistance from the Welfare Fund for participation in any adventure camp/activity/ course mentioned at Para 1.4 above that the Governing Body, Customs & Central Excise Welfare Fund/CBIC/Central Government, individually or collectively shall not be responsible in any manner and shall not be liable to pay any compensation to the employee or his/her dependent family members in the event of any loss/ injury/ disability/ death during travelling/training/course duration.

(1.8) Grant of financial assistance:

Proposal for grant of financial assistance shall be considered by the Governing Body after selection/admission to a course and necessary permissions by the Competent Authorities have been obtained by the participant(s).

(1.9) Amount of financial Assistance:

The amount of financial assistance shall cover the following: -

- (i) Full Course Fee up to ₹ 2.5 lakh.
- (ii) Insurance cover for an amount of ₹ 1 lakh, if not included in Course Fee. The participants shall be free to have additional insurance cover at their own expenses.
- (iii) Travelling expenses for to and fro journey by air/rail/road between the place of duty and the Base Camp, if not included in the course fee or not borne by the institute, or any other body will be reimbursed as per the officer's entitlement.

(1.10) Expenses not covered under financial assistance:

Any expenditure not covered under para 1.9 above, shall be borne by the participant.



(1.11) Submission of the Utilisation Certificate duly supported by Bills/vouchers:

Each participant and Group Leader (in case of Group programs), shall submit Utilisation Certificate, duly supported by bills/vouchers, to the ADG (I&W), DGHRD & Member-Secretary, Governing Body of the Welfare Fund within a month of the conclusion of the program.

(1.12) Refund of the un-utilised amount:

- (i) The un-utilised, balance amount, if any, out of financial assistance shall be refunded by each participant to the ADG (I&W), DGHRD & Member-Secretary, Governing Body of the Welfare Fund, by way of a Demand Draft in favour of the Member-Secretary, Governing Body of the Welfare Fund, within a month of the conclusion of the programme.
- (ii) For any reason, what so ever, if any, due to cancellation of the programme or the participant is unable to participate due to bad health, non-availability of reservation/tickets etc., full amount of financial assistance shall be refunded to the Member-Secretary, Governing Body of the Welfare Fund by the participants, individually within one month from the date of the commencement of the programme. *Interest @ of 12% p.a. will be payable beyond 30 days of the conclusion of the programme.*

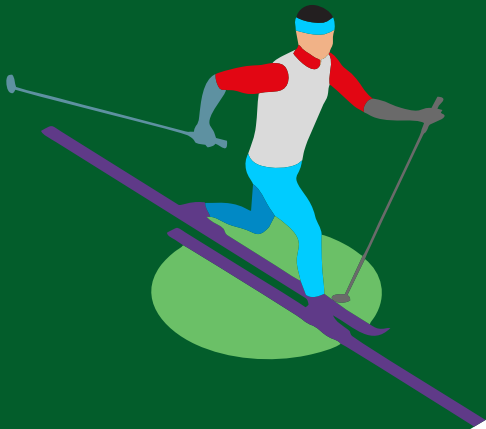
(1.13) Recovery of un-utilised/ balance amount:

In cases of default in refund of outstanding un-utilised balance money of financial assistance, will be automatically recovered from the salary of the participant in lump-sum or in suitable monthly installments, depending on the amount to be recovered vis-à-vis salary drawn by the participant.

(1.14) Assessment/Review Committee:

A Committee by the name of **Assessment/Review Committee of Welfare Fund for Sports**, comprised of officers having experience of adventure sports/activities has been constituted to assess/evaluate the proposals received from field formations before submission for consideration of the Governing Body. The Assessment/Review Committee will also act as Advisory Committee for officers of the Rank of Commissioner and above. The present Assessment/Review Committee of Welfare Fund for Sports comprises of the following officers: -

- (1) DG HRD (I&W), Chairman
- (2) Commissioner, Customs (General), Delhi
- (3) Commissioner, Logistics, New Delhi
- (4) ADG (Admin), NACIN, Faridabad
- (5) Commissioner, CGST, Delhi (North)
- (6) ADG (I&W), DGHRD, Member-Secretary of the Committee



The opinion/recommendations of this committee on the proposal(s) received from the field formation shall be sought by the DGHRD by convening a meeting of the Committee as may be decided by DG (HRD).

This Committee shall also review/explore/examine and make recommendations to the Governing Body through DGHRD, for inclusion of Organisations/ Bodies other than the Government Organisations and other adventure sports like parachute jumping, advance courses in mountaineering/trekking, scuba diving, snow skiing, water skiing, wind surfing etc. in the scope of the Scheme.

(1.15) Relaxation:

The Governing Body reserves the right to relax any condition(s) on merit or impose any other condition as may be deemed necessary.

(1.16) Check-List:

The proposal(s) shall invariably be accompanied by the check-list enclosed.

CHECK LIST FOR SUBMISSION OF CLAIMS UNDER SCHEME FOR PROMOTION OF ADVENTURE SPORTS

While forwarding the claim(s) to DGHRD, kindly check and ensure that:

- (1) Name and Designation of Employee:
- (2) Place of posting:
- (3) Commissionerate/ Directorate General/ Directorate:
- (4) Age of Employee:
- (5) Whether the employee has earlier availed financial assistance for participation in sports/ outdoor activities etc.: YES/NO

If, YES, details of date of sanction, amount sanctioned, sport/activity for which sanction was accorded to be provided; whether utilisation certificate in respect of the same has been submitted and un-utilised amount, if any, refunded to the Welfare Fund?

If, NO, reasons for delay to be given

- (6) Whether request of the employee for grant of financial assistance has been enclosed: YES/NO
- (7) Whether the Institute and Course are covered under the Scheme: YES/NO
- (8) Date of commencement of the course and its duration.
- (9) Whether a copy of the recommendations of the Advisory Committee, headed by the Commissioner and having a representative from each Group, i.e. Group-A, B, C, Multi-skilled staff (including a uniformed erstwhile Group- D official) has been enclosed: YES/NO
- (10) Whether the Course Fee includes insurance cover: YES/NO

If, NO, whether the applicant seeks insurance cover for an amount of ₹ 1 lakh from the Welfare Fund: YES/NO

If, YES, the applicant to obtain from a Public Sector Insurance provider amount of the premium payable to be sanctioned from the Welfare Fund for insurance cover for an amount of ₹ 1 lakh for the period of duration of the Course, including travelling period for to and fro journeys.

The participant shall be free to have additional insurance cover at his/her own expenses.

(11) Whether necessary approvals (in original) of the Competent Authority in respect of the following have been enclosed:

(i) Selection/admission for the Course: YES/NO

(ii) Sanction of Special Casual Leave/ Casual Leave/ Earned Leave: YES/NO

(12) Whether a copy of Medical Fitness Certificate submitted to the Institute for seeking admission has been enclosed: YES/NO

If NO, a Medical Fitness Certificate from a Registered Medical Practitioner to undertake the Course to be enclosed.

(13) An Undertaking/Indemnity Bond from the applicant (participant) to be enclosed with the proposal that *“the Governing Body, Customs & Central Excise Welfare Fund/ Central Board of Excise & Customs/ Central Government, individually or collectively shall not be responsible in any manner and shall not be liable to pay any compensation to the employee or his/her spouse or/and his/her dependent family members in the event of any loss / injury / disability suffered or death during travelling/ training/ course duration.”*

(14) An Undertaking from the applicant (participant) to be enclosed with the proposal that *“the applicant shall refund to the ADG (I&W), DGHRD & Member-Secretary, Governing Body of the Welfare Fund, by way of a Demand Draft in favour of the Member-Secretary, Governing Body of the Welfare Fund:*

(i) *un-utilised, balance amount, if any, within one month of the conclusion of the programme;*

(ii) *full amount of financial assistance within one month from the date of the commencement of the programme, in case cancellation of the programme for any reason or the applicant (participant) is unable to participate due to bad health, illness, on-availability of reservation/ tickets etc. or for any reason what so ever; and*

(iii) *in case of default in refund of outstanding un-utilised/ balance money or full amount of financial assistance including insurance premium sanctioned from the Welfare Fund, such an amount shall be recovered from the salary of the applicant (participant) in lump-sum or in suitable monthly instalments.”*

INDEMNITY BOND

(TO BE FURNISHED ON STAMP PAPER AS PER STAMP ACT)

I,..... son/wife/daughter of.....
..... resident of
..... solemnly declare that I have agreed to take part in the to be held from to organised by at my own risk and responsibility. I further declare that the Governing Body, Customs & Central Excise Welfare Fund/ Central Board of Indirect Taxes & Customs and any of its attached or subordinate office/ Department of Revenue, Ministry of Finance, Government of India, or any of their officials, individually or collectively shall in any way be liable to me or to my dependents, legal heirs, successors or to any other person for any loss, damage, disability or injury sustained by me or for death resulting from my participation, which includes travelling and training, in the The Governing Body, Customs & Central Excise Welfare Fund/ Central Board of Indirect Taxes & Customs and any of its attached or subordinate office/ Department of Revenue, Ministry of Finance, Government of India, or any of their officials, individually or collectively shall not be liable to pay any compensation by whatsoever name called to me or to my dependents, legal heirs, successors or to any other person.

(Signature of the Participant)

Name.....

Designation.....

Office Address.....

Residence Address.....

Residence Telephone Number.....

Mobile Phone Number.....

Name of Next of Kin/Relationship.....

03- SCHEMES/GUIDELINES FOR COMMON FACILITIES UNDER THE CUSTOMS & CENTRAL EXCISE WELFARE FUND

Guest House & Hostel Accommodation:

3.1 Guidelines for Setting up/Refurbishing of Departmental Guest Houses

The Departmental Guest Houses are needed for the visiting officers and their families on official tours/ meetings/ conferences and on private tours/ LTC in metropolitan cities and places of pilgrimage and tourist attractions. The financial assistance is granted from the Welfare Fund as per the guidelines for setting up of Guest House and refurbishing the existing Guest Houses. The revised guidelines have come into effect from 18.11.2019 (F.No. 712/171/HRD/WF-I/18 dated 27.11.2019).

Guest House:

(1) Situations in which Guest House(s) may be set up:

Guest house may be set-up in any of the following situations:

- (i) Where there is no departmental Guest House;
- (ii) Where existing departmental Guest House(s) are not adequate to meet the demand for accommodation;
- (iii) Where accommodation in the existing Guest House(s) is not available for one or more category of officials.

(2) Accommodation for housing the Guest House:

Guest Houses may be set-up in any of the following ways:

(A) In Government owned office building:

- (i) Where Guest House is a part of the building;
- (ii) Where accommodation can be spared for the Guest House from the available space. In this case proper justification about spare ability of space should be provided;

(B) Rented office building:

- (i) For housing Guest House in a rented building specific permission of the Competent Authority should be taken in terms Ministry's letter F.No. 207/44/97- Ad.VIII (EC) dated 02-04-1998.
- (ii) Lease period left should not be below three years.



(C) In Residential complex:

- (i) Where accommodation for a Guest House is in original plan;
- (ii) By converting residential flats into a Guest House if the Estate Officer certifies that conversion of residential flat(s) will not affect adversely demand of residential flat at the station.

(3) Entitlement of Accommodation:

S.No.	Category of Officials	Type of accommodation
1	Group- A Officers	A.C. suite with ante room and attached toilet/bath room
2	Group- B & C Officers	A.C. room with attached toilet/bath room

(4) In the interest of creating congenial environment in Guest Houses, efforts may be made to set-up separate Guest Houses for each category as given in table above. As far as possible Guest Houses should be set-up for said two categories of officers in every station.

(5) Air-conditioned accommodation for all:

It has been decided with the approval of the Competent Authority that there would be provision of air-conditioned accommodation in the departmental Guest Houses for all categories of Departmental employees, irrespective of the seniority.

(6) On-line booking of Guest House:

The existing system of booking in the Departmental Guest Houses is off-line and one has to forward request for booking of Guest House to the concerned Commissionerate manually through proper channel. To bring swiftness and transparency in booking of accommodation in departmental Guest Houses, in-line with procedure of online booking of accommodation in the Guest Houses/holiday homes under Directorate of Estates, MoHUA. The online booking of Guest House accommodations is to be implemented by all jurisdictional Commissioners/HODs latest by 31.03.2020 (Revised date 31.12.2020).

(7) Number of rooms in the Guest House should be fixed after considering the actual occupancy, requests of touring officers and other factors like status of the station as a place of tourist attraction etc.

(8) No Funds for civil work:

Funds for civil works in connection with repairs, modifications of the government building shall not be provided from the Welfare Fund. Such funds need to be obtained from the Ministry as a normal budgetary grant. Such civil works should be got done through CPWD or other agencies as provided in the rules. Minor modification in private buildings should be got done from the landlord before hiring it. Nature of support from the Welfare Fund shall remain restricted only to furnishings, gadgets, cutlery etc.



(9) Canons of financial propriety, provisions of GFR and any other instructions/guidelines of the government for incurring the expenditure shall be followed to incur expenditure from the assistance provided from the Welfare Fund.

(10) Additional Guest House:

- (i) More than one Guest House(s) may be set up if the existing facilities are not sufficient to meet the demand. Existing Guest House being under control of some other administrative authority under the CBIC shall not be an acceptable reason for considering additional Guest House.
- (ii) Proposal for additional Guest House should be sent giving full information in respect of the category-wise rooms available in existing Guest House viz-a-viz, the occupancy position of the existing Guest House for last three years, number of additional rooms proposed for different categories of officers, etc.
- (iii) Sketch/layout plan of proposed accommodation should also be forwarded along with the proposal.

(11) Refurbishing/Upgradation of existing Guest Houses:

- (i) Proposal for upgradation of Guest House may be forwarded in line with these guidelines.
- (ii) Apart from setting up new Guest Houses, replenishment of various items in the existing Guest Houses can also be considered as under:-
 - (a) **Durable items:**
Items/appliances/ gadgets like air conditioners, TV, fridge, chairs, geyser, room heater, oven, toaster, mixer, juicer etc. will be considered as durable items. Replacement of such items would be considered when they become unserviceable and have been condemned following GFR Rules before seeking replacement.
 - (b) **Non-durable items:**
Items which normally have short life and need replacement periodically due to normal wear-tear will be considered as perishable items. Items like mattresses, bed sheets, pillow covers, blankets, quilts, upholstery, towels, buckets, mugs, utensils, cooker etc. will fall in the category of perishable items. Replacement of such non-durable items would be considered normally after one year of their purchase.

(c) **Breakable items:**

Items like crockery, glass tumblers/mugs etc. whose life cannot be estimated will be covered under breakable items. Replacement of such items would be made by the formation under recurring expenditure from Office Expenses (OE) under its normal budget.

(12) Model List of provisions:

The Guest House may be provided with the following items:

(A) Rooms/ Suite:

S. No.	Items	Amount (up to ₹) per Unit/Set
1	Air Conditioner	50,000/-
2	Air Cooler	-
3	(LED) TV/ Smart TV	40,000/-
4	Refrigerator (small)	25,000/-
5	Double Bed (with side tables)	30,000/-
6	Single Beds	-
7	Cupboard	10,000/-
8	Sofa Set (with centre table)	50,000/-
9	Study Table	-
10	Study Chair	-
11	Mattresses (with pillows)	20,000/-
12	Bed sheet with Pillow covers	5,000/-
13	Blanket/Quilt	5,000/-
14	Dressing Table & stool	10,000/-
15	Room Heater (Blower)/Oil Heater	10,000/-
16	Curtains/Blinds	10,000/-
17	Carpet	10,000/-
18	Geyser	10,000/-
19	Bath room essentials	5,000/-
20	DTH TV connection	5,000/-
21	Wall clock/ Table lamp / paintings / wall hangings and other items of decorations	10,000/-
22	Other Misc. items as per the local requirement of the place of Guest House	25,000/-
	Total Amount (₹) (per suite/room)	3,30,000/-

(B) Drawing Room/ Dining Hall

S. No.	Items	Qty.	Amount (up to ₹) per Unit/Set
1	Air Conditioner	Depending on size of room	75,000/-
2	Dining Table	1	40,000/-
3	(LED) TV/ Smart TV	1	40,000/-
4	Sofa set	2	70,000/-
5	Carpet (as required)	-	25,000/-
6	Dining set, Crockery, cutlery etc.	As required	20,000/-
7	Coffee table/ Tepoy- small table	1	5,000/-
8	DTH TV connection	1	5,000/-
9	Wall Clock, Table lamp, Paintings, Wall hangings and other items for decoration	As required	10,000/-
10	CCTVs	As required	25,000/-
11	Other Misc. Items as per the local requirements of the place of Guest House	As required	25,000/-
	TOTAL		3,40,000/-

(C) Kitchen

S. No.	Items	Qty.	Amount (up to ₹) per Unit/Set
1	Refrigerator	1	40,000/-
2	Gas connection with Gas Stove (four burner)	1	10,000/-
3	Microwave Oven	1	20,000/-
4	Cooking utensils	As required	10,000/-
5	Water cooler with water filter	1	15,000/-
6	Buckets, Water storage Tank, etc.	As required	7,500/-
7	Exhaust chimney	1	15,000/-
8	Mosquitoes/Insects repellent (killer)	1	5,000/-
9	Fire extinguisher	As required	7,500/-
10	Grinder	1	7,500/-
11	Mixer/Juicer	1	7,500/-
12	Electric Toaster	1	3,000/-
13	Other Misc. Items as per the local requirements of the place of Guest House	As required	10,000/-
	TOTAL		1,58,000/- rounded off to 1,60,000/-



Note: 1 Above lists and prices are indicative only. The actual requirement/number may vary depending on the facts of each case. If specific reasons are given, then the rates given on items can be relaxed and if on some items purchase price is lower than prescribed price, the amount can be utilised for any other item which the Advisory Committee deems necessary. However, all such relaxations are subject to final approval by the Governing Body and subject to overall ceiling of total amount prescribed.

2 Running of Guest House:

- (i) A Committee should be formed for running/ maintenance/ caretaking of Guest House to be headed by an officer of rank not below Additional Commissioner.
- (ii) No funds shall be sanctioned for wages/salary of staff engaged for running the Guest House and kitchen from the Customs & Central Excise Welfare Fund.
- (iii) Receipts from room charges should be used for meeting recurring and maintenance expenses and other general upkeep of Guest House.
- (iv) The occupants are required to pay in cash without fail, to the officer-in-charge, the room charges/fee and other charges due, before they vacate the Guest House. Any damage to furniture, crockery, fixture or fittings caused by a guest shall be charged separately in addition to the rent. In case of dispute, decision of the Commissioner, having the responsibility of maintenance/ up keep/running of the Guest House shall be final.

(13) Amount of financial assistance:

The total amount of financial assistance shall be worked out based on above scales. The field offices should decide on their needs and prepare estimates after obtaining rates as per prescribed instructions in the GFRs. A note on how the rates have been ascertained along with a copy of the rates should be part of the proposal.

CHECK LIST

(A) FOR SETTING UP A NEW GUEST HOUSE:

- (1) Is there any departmental Guest House or rent-free accommodation arrangements in the same city/town?
- (2) Justification for setting up of departmental Guest House giving number of visitors and inadequacy of accommodation available, if any, as mentioned at 2 above.
- (3) Where Guest House is proposed to be set-up?
- (4) For Government owned office building give justification if accommodation is not in building plan.
- (5) For rented office building enclose copy of Ministry's permission and mention period of rent lease (from to.....).
- (6) For residential colony, in case of conversion of non-earmarked flats for Guest House, enclose copy of permission from allotment authority and certify the period since when the said flat(s) have been lying vacant and there will be no adverse effect for allotment of said flats, as a Guest House
.....
.....
- (7) For accommodation purchased/leased for Guest House, mention location, area, address etc.
- (8) Enclose pen sketch/layout plan of proposed Guest House accommodation been enclosed?
- (9) Mention type and number of suites/rooms available in the proposed set-up.
- (10) Mention authority for allotment of accommodation in Guest House. Give address, telephone number etc. of the concerned officer selected for allotment.
- (11) Whether a Committee has been formed for running/maintenance/caretaking of the Guest House? Mention its members (must be headed by an officer not below the rank of Additional Commissioner).
- (12) Indicate arrangements made for running of Guest House on self-sustaining basis.
- (13) Mention if the proposal has been recommended by the Advisory Committee formed as per Directorate's letter no..... dated.....
- (14) Whether amount of financial assistance sought is based on competitive rates as per GFR-2017 rules? Enclose copies of quotations/rate list for items to be purchased.

(B) FOR ADDITIONAL GUEST HOUSE:

- (1) Give following details of existing Guest Houses in the same town/city. (i) Address, (ii) Date since when established, (iii) Amount of previous financial assistance, (iv) Type-wise number of different suites/rooms available, (v) Occupancy position during last three years.
- (2) Whether Utilisation Certificate of previous sanction has been furnished and balance amount, if any, refunded to the Welfare Fund? (No financial assistance shall be granted in case the Utilisation Certificate in respect of the previous financial assistance has not been submitted).
- (3) Whether justification for additional requirement of Guest House is given?
- (4) Where Guest House is proposed to be set-up?
- (5) For Government owned office building, give justification if accommodation is not in building plan.
- (6) For rented office building, enclose copy of Ministry's permission and mention period of rent lease (from to.....).
- (7) For residential colony, in case of conversion of non-earmarked flats for Guest House, enclose copy of permission from allotment authority and certify the period since when the said flat(s) have been lying vacant and there is no demand for allotment of said flats.
- (8) For accommodation purchased/leased for Guest House, mention location address.
- (9) Has pen sketch layout plan of Guest House accommodation been enclosed?
- (10) Mention Type and number of suites/rooms proposed to be set-up.
- (11) Mention authority for allotment of existing accommodation in Guest House. Give address, telephone number etc. of the concerned officer for allotment.
- (12) Whether a Committee has been formed for running/ maintenance/ caretaking of the existing Guest House? Mention its members (must be headed by an officer not below the rank of Additional Commissioner).
- (13) Indicate arrangements made for running of existing Guest House on self-sustaining basis.
- (14) Mention if the proposal has been recommended by the Advisory Committee formed as per Directorate's letter no..... dated.....
- (15) Give details of previous sanctions for setting up and refurbishing/upgradation thereafter. Mention whether Utilisation Certificates have been furnished to the Directorate and unspent amount, if any, has been refunded.
- (16) Whether amount of financial assistance sought is based on competitive rates as per GFR-2017 rules? Enclose copies of quotations/rate list for items to be purchased.

(C) FOR REFURBISHING OF EXISTING GUEST HOUSE:

- (1) Give following details of existing Guest House and rent-free accommodation in the same town/city. (i) Address, (ii) Date since when established, (iii) Amount of previous financial assistance, (iv) Type-wise number of different suites/rooms available, (v) Occupancy position during last three years.
- (2) Whether Utilisation Certificate of previous sanction has been furnished and balance amount, if any, refunded to the Welfare Fund? (No financial assistance shall be granted in case the Utilisation Certificate in respect of the previous financial assistance has not been submitted).
- (3) Mention authority for allotment of existing accommodation in Guest House. Give address, telephone number etc. of the concerned officer for allotment.
- (4) Whether a Committee has been formed for running/maintenance/caretaking of the existing Guest House? Mention its members (Must be headed by an officer not below the rank of Additional Commissioner).
- (5) Indicate arrangements made for running of existing Guest House on self-sustaining basis.
- (6) Whether list of items to be replaced has been enclosed?
- (7) Mention if the proposal has been recommended by the Advisory Committee formed as per Directorate's letter no..... dated.....
- (8) Whether amount of financial assistance sought is based on competitive rates as per GFR-2017 rules? Enclose copies of quotations/rate list for items to be purchased.

Accommodation arrangements with Hotels:

- (i) To meet sudden demands, in Commission rates on account of conferences/meetings involving wider participation or at places of tourist attraction, arrangements for rent-free accommodation in Hotels may be made.
- (ii) Such arrangements be made with hotels/ guest houses/ rest houses/ tourist places run by Centre/ State Government/ PSUs in all such places where such facility is available.
- (iii) Hiring of rooms in private hotels by deposit of refundable interest-free lumpsum amount with hoteliers in routine manner shall not be considered.
- (iv) Arrangements with private hotels be explored only when Central / State Government / PSUs are not able to cater to the needs of the Department.
- (v) Commissioners should look into the possibility of hiring Guest Houses/ acquiring land for building departmental holiday homes.

[Ref: 712/378/HRD/WF-I/10 dated 04.08.2011]

- (vi) The number of room nights contracted shall be estimated so that expected utilisation is in the range of 80% to 90%. Hotel should agree to provide two rooms at any point of time and five rooms on requisition seven days in advance from the date of occupancy. Rooms selected for hiring should be comfortable. Luxurious rooms should not be selected for hiring.
- (vii) The Scheme for making advance deposits with the hotels should be considered only for state owned hotels. The amount of interest-free deposit shall be estimated on the basis of interest that will accrue to the hotel from the prevailing interest rate on fixed deposit. The amount of interest accruable divided by the number of room nights i.e. notional room rent per room night should be reasonable compared to the room rents prevailing in the city. Alternatively, it may also be considered that instead of depositing money with a private hotel, the agreed amount may be kept in a fixed deposit, in the name of the concerned Commissioner of Central Excise, or Customs as the case may be, and payment towards rent may be made on quarterly basis from the interest accrued on such fixed deposit. Regarding payment of rent, scale of entitlement for the type of room to be allotted may be kept in mind.
- (viii) In case of hotels run by private groups payment of rent in quarterly installments should be preferred. Rent for a quarter can be deposited in advance subject to getting a Bank Guarantee of the same amount.
- (ix) Discount on food should also be sought while making the arrangements.
- (x) Rent free accommodation shall be selected by inviting tenders/quotations following GFR-2017. Agreement for rent free accommodation shall be reviewed yearly for continuation/renewal on the basis of occupancy position.

Any of the guidelines proposed may be relaxed by the Governing Body on merit in deserving cases.

3.2 CBIC Hostel Accommodation (Setting up & Allotment) Guidelines 2016 (w.e.f. 19.12.2016)

Hostel Accommodation is set-up as a Welfare measure to provide relief to Department's employees who are unable to arrange for regular accommodation at the new place of posting or who have to bear the burden of double establishment when they find difficult to shift their families to a new place of postings on transfer for reasons of children's education/ working spouse/ elderly parents etc. At the same time setting up of Hostel Accommodation will help the Department to utilise vacant residential assets in a manner that will promote the welfare of its employees. The guidelines for setting up and allotment of CBIC Hostel Accommodation facilities have been issued vide F.No. 712/377/HRD/WF-I/10 dated 19.12.2016

(1) Short Title and commencement:

- (a) These guidelines will be called CBIC Hostel Accommodation (Setting up & Allotment) Guidelines, 2016.
- (b) The Guidelines shall come into force on the date of their issuance.

(2) Definitions: - In these rules, unless the context otherwise requires,

- (a) **'Ministry'** means the Ministry of Finance, Government of India.
- (b) **'IFU'** means Integrated Finance Unit, Ministry of Finance, Government of India.
- (c) **'Department'** means Central Board of Indirect Taxes & Customs and the word departmental shall be construed accordingly.
- (d) **'HOD'** means the Head of the Department of the office which controls and administers the relevant Hostel Accommodation.
- (e) **'Welfare Fund'** means the Customs & Central Excise Welfare Fund.
- (f) **'Damage Charge'** means damage/ breakage of furniture/fixtures, electrical appliances/gadgets etc. beyond fair wear/tear shall be recovered at the book value of items from the allottee. The amount so recovered shall be remitted to the Welfare Fund.



- (g) **‘Nodal Authority’** means the DGHRD, CBIC, shall be the Nodal Authority for administration of these Guidelines. DGHRD shall issue such instructions as may be necessary from time-to-time for administration, maintenance and up keep of Hostel Accommodation.
- (h) **‘Hostel Accommodation’** means to provide transit/alternate accommodation to staff and officers of the department on their postings to a new place or on fresh posting where Government accommodation is not easily available.
- (i) **‘Governing Body’** means the centrally administered Body consisting of the following members has been constituted:-

Chairman, CBIC	Convener
All Members of the CBIC	Members
Financial Adviser	Members
Additional Director General (I&W) Wing ; DGHRD,CBIC	Member-Secretary

The Governing Body is vested with the overall authority for administering the Customs & Central Excise Welfare Fund

- (3) Hostel Accommodation shall be set-up as a Welfare measure to provide relief to Department’s employees who are unable to arrange for regular accommodation at the new place of posting or who have to bear the burden of double establishment when they find difficult to shift their families to a new place of postings on transfer for reasons of children’s education/ working spouse/ elderly parents etc. At the same time setting up of Hostel Accommodation will help the Department to utilise vacant residential assets in a manner that will promote the welfare of its employees.
- (4) The Hostel Accommodation shall be of the following three types-
- Single room with kitchen- equivalent to regular Type-I accommodation.
 - Single suite with kitchen- equivalent to regular Type-II accommodation.
 - Double suite with kitchen- equivalent to regular Type-III accommodation.



- (5) Hostel Accommodation will be set-up in place where the existing regular departmental residential accommodation or the General Pool accommodation provided by the Directorate of Estates, Ministry of Urban Development, Government of India is not sufficient to meet the residential needs of staff and officers of the Department.
- (6) Hostel Accommodation will be set-up by conversion of the existing vacant Departmental residential flats, particularly, Type-I, Type-II or Type-III flats, lying vacant continuously for three years or more.
- (7) The number of different types of Hostel Accommodation to be created at a station will be based on proper demand assessment. The assessment in turn can be based either on a demand survey or the waiting list for various types of departmental house over the preceding three years. Whenever any such proposal is submitted to IFU, the demand survey reports may be submitted along with proposal.
- (8) Hostel Accommodation will be furnished to provide the basic amenities/facilities to the allottees. For furnishing of the Hostel Accommodation financial assistance will be provided from the Welfare Fund.
- (9) The list of items that can be provided from the Welfare Fund for furnishing the Hostel Accommodation is given at Annexure-I and Annexure-II to these Guidelines. The procedure for sanction of financial assistance from the Welfare Fund would be as per the rules governing the administration of the Welfare Fund.
- (10) The maximum amount of financial assistance that can be provided from Customs & Central Excise Welfare Fund for furnishing of the Hostel Accommodation determined on the basis of approved list of items is as follows:-

S. No.	Furnishing area (part)	Maximum amount per suite in ₹	
		Single room with kitchen (Type-I accommodation)/ Single suite with kitchen (Type-II accommodation)	Double suite with kitchen (Type-III accommodation)
1	Room(s)	1,57,000/-	2,68,000/-
2	Kitchen	23,000/-	23,000/-
3	Toilet/bath room	10,000/-	10,000/-
	Total	1,90,000/- plus taxes (Annexure-I)	2,90,000/- plus taxes (Annexure-II)



After the sanction and disbursement of financial assistance by the Governing Body of the Welfare Fund, the items would be procured by the concerned HOD by following the provisions of the General Financial Rules 2005.

- (11) The staff and officers of CBIC who are posted at the station where the Hostel Accommodation is located would be eligible for allotment of Hostel Accommodation. The Grade Pay for allotment of various types of Hostel Accommodation will be as follows:

S. No.	Type of Hostel Accommodation	Eligibility *
1	Type-I Flat (Single room with kitchen)	All Departmental officials across all Grade Pays
2	Type-II Flat (Single suite with kitchen)	
3	Type-III Flat (Double suite with kitchen)	

***Subject to the availability and the willingness of the allottee to let the License Fee and User Fee be deducted as per rates applicable to the upgraded accommodation.**

- (12) License fee shall be charged from the allottees of Hostel Accommodation at the rates specified for the time being by the Directorate of Estates, Ministry of Urban Development, Government of India for allotment of Hostel Accommodation. Explanation:- At present the rates specified by Directorate of Estates, Ministry of Urban Development, Government of India vide O.M. No. 18011/1/2009-Pol III dated 28.04.2011 are as follows:

S. No.	Type of Hostel Accommodation	License fee per month (₹)
1	Type-I Flat (Single room with kitchen)	280/-
2	Type-II Flat (Single suite with kitchen)	400/-
3	Type-III Flat (Double suite with kitchen)	550/-

This License fee is subject to revision as per instructions issued by Directorate of Estates, Ministry of Urban Development, Government of India.

The amount of License fee shall be deposited in the Government account as per rules.



- (13) With a view to recover part of the cost of amenities provided through financial assistance from the Welfare Fund, a User fee will be charged from the allottees. The User fee will be credited back to the Welfare Fund. The monthly User fee shall be charged from the occupants at the following rates:

S. No.	Type of Hostel Accommodation	User fee per month (₹)
1	Type-I Flat (Single room with kitchen)	1,750/-
2	Type-II Flat (Single suite with kitchen)	1,750/-
3	Type-III Flat (Double suite with kitchen)	2,500/-

The amount of User Fee collected from the allottees shall be refunded to the Welfare Fund.

- (14) HRA shall not be admissible to the allottee from the date of occupation. For areas where benefit of two HRAs is available to Central Government employees in terms of the instructions issued by Department of Expenditure, Ministry of Finance, Government of India, the same would be applicable to allottees of Hostel Accommodation located in such areas.
- (15) The allottee shall maintain the general up-keep of residence, premises, furniture, furnishings, electric gadgets etc. fitted/provided in the residence.
- (16) Electricity, water, telephone and internet/broadband charges, if any, as per actuals shall be payable by the allottee. Modalities for the apportionment and collection of these charges from the allottees will be decided by HOD.
- (17) Damages/breakage of furniture, fixtures, electrical appliances/gadgets etc. beyond fair wear/tear shall be recovered at the book value of items from the allottee. The amount so recovered shall be remitted to the Welfare Fund. The order of recovery will be passed by the HOD after following normal principles of natural justice. An appeal against the said order would lie with the jurisdictional Chief Commissioner/Director General.
- (18) The DGHRD, CBIC, shall be the Nodal Authority for administration of these Guidelines. DGHRD shall issue such instructions as may be necessary from time-to-time for administration, maintenance and up keep of Hostel Accommodation.
- (19) The Governing Body of Customs & Central Excise Welfare Fund may relax all or any of the provisions under these Guidelines.

**List of items and indicative prices that may be sought as financial assistance from
Customs & Central Excise Welfare Fund
(Single room with kitchen/Single suite with Kitchen)**

S. No.	Item (Rooms/ Kitchen/ Toilets (washrooms))	Qty.	Estimated unit cost/price up to (₹)	Amount up to (₹)
A	Room			
1	Air- conditioner (window/split) as suitable	1	35,000/-	35,000/-
2	Double-bed with side tables	1	22,000/- (lump sum)	22,000/-
3	Cupboard	1	7,500/-	7,500/-
4	Sofa set with center table	1	40,000/-	40,000/-
5	Dressing table	1	7,000/- (lump sum)	7,000/-
6	Study table	1	7,000/- (lump sum)	7,000/-
7	Study chair	1	3,000/- (lump sum)	3,000/-
8	Mattresses with pillows (Double bed)	1 (set)	12,500/- (lump sum)	12,500/-
9	Curtains/blinds	2 sets (1+1)	7,500/- each set	15,000/-
10	Ironing Board	1	5,000/- (lump sum)	5,000/-
11	*Ceiling fans	1	2,000/-	2,000/-
12	*Tube lights with fittings	2	500/- each	1,000/-
	Sub-Total A (Room)			1,57,000/-
B	Kitchen			
1	Refrigerator	1	20,000/-	20,000/-
2	Hot plate	1	2,000/- (lump sum)	2,000/-
3	Electric kettle	1	1,000/- (lump sum)	1,000/-
	Sub-Total B (Kitchen)			23,000/-



S. No.	Item (Rooms/ Kitchen/ Toilets (washrooms))	Qty.	Estimated unit cost/ price up to (₹)	Amount up to (₹)
C	Toilet/Wash room			
1	*Geyser	1	7,000/-	7,000/-
2	*Exhaust fan	1	2,000/-	2,000/-
3	Buckets and mugs	As reqd.	750/- (lump sum)	750/-
	Sub-Total C (Toilet/Bath room)			9,750/-
	TOTAL [Sub-Totals A + B + C]			1,90,000/- plus taxes

* If ceiling fans & tube lights and geyser & exhaust fan not provided by CPWD/Formation.

** Telephone/Internet to be provided on payment basis.

Notes:

- (i) The prices are indicative only.
- (ii) Prices of new items are prevalent market prices.
- (iii) Prices of new items need no revision.
- (iv) The prices of individual items may vary from the indicative prices.
- (v) The indicative prices are exclusive of taxes applicable.
- (vi) Any other item, not included in the indicative list of items, may be considered by the Governing Body on merit.
- (vii) Split/Window type air conditioner may be provided as per suitability.

**List of items and indicative prices that may be sought as financial assistance from
Customs & Central Excise Welfare Fund
(Double room with Kitchen)**

S. No.	Item (Rooms/ Kitchen/ Toilets (washrooms))	Qty.	Estimated unit cost/price up to (₹)	Amount up to (₹)
A	Room			
1	Air-conditioner (window/split) as suitable	2	35,000/- each	70,000/-
2	Double bed with side tables	2	22,000/- each	44,000/-
3	Cupboard	2	7,500/- each	15,000/-
4	Sofa set with center table	1	40,000/-	40,000/-
5	Dressing table	1	7,000/- (lump sum)	7,000/-
6	Study table	1	7,000/- (lump sum)	7,000/-
7	Study chair	1	3,000/- (lump sum)	3,000/-
8	Mattresses with pillows (Double bed)	2 (set)	12,500/- each set	25,000/-
9	Curtains/ blinds	4 sets (2+2)	7,500/- each set	30,000/-
10	Ironing stand	1	4,000/- (lump sum)	4,000/-
11	Mosquitoes net (Double bed)	2	3,000/- each	6,000/-
12	*Ceiling fans	2	2,000/- each	4,000/-
13	*Tube lights with fittings	4	500/- each	2,000/-
	Sub-Total A (Room)			2,57,000/-
B	Kitchen			
1	Refrigerator	1	20,000/-	20,000/-
2	Hot plate	1	2,000/- (lump sum)	2,000/-
3	Electric kettle	1	1,000/- (lump sum)	1,000/-
	Sub-Total B (Kitchen)			23,000/-



S. No.	Item (Rooms/ Kitchen/ Toilets (washrooms))	Qty.	Estimated unit cost/price up to (₹)	Amount up to (₹)
C	Toilet/Wash room			
1	*Geyser	1	7,000/-	7,000/-
2	*Exhaust fan	1	2,000/-	2,000/-
3	Buckets and mugs	As reqd.	750/- (lump sum)	750/-
	Sub-Total C (Toilet/Bath room)			9,750/-
	TOTAL [Sub-Totals A + B + C]			2,90,000/- plus taxes

* If ceiling fans & tube lights and geyser & exhaust fan not provided by CPWD.

** Telephone/Internet to be provided on payment basis.

(1+1), 1 set in use and 1 set under washing, has been proposed for items, like towels, bed sheets, blankets/quilts and curtains which require regular washing.

Notes:

- (i) The prices are indicative only.
- (ii) Prices of new items are prevalent market prices.
- (iii) Prices of new items need no revision.
- (iv) The prices of individual items may vary from the indicative prices.
- (v) The indicative prices are exclusive of taxes applicable.
- (vi) Any other item, not included in the indicative list of items, may be considered by the Governing Body on merit.
- (vii) Split/Window type air conditioner may be provided as per suitability.



3.3 Rules for Allotment Guest Houses under CBIC

The guest houses shall be governed by the Departmental Guest House (Indian Customs and Central Excise) Rules, 2019.

DEPARTMENTAL GUEST HOUSE (INDIAN CUSTOMS AND INDIRECT TAXES) RULES, 2019

(1) Definitions:

- (i) These rules may be called the Departmental Guest House (ICIT) Rules, 2019.
- (ii) They shall come into force immediately on issuance.
- (iii) In these rules unless the context otherwise requires:-
 “Department” means the CBIC and its attached/ subordinate offices;
- (iv) Allotment of the Guest House shall be made by an allotting authority specified by the Chief Commissioner in whose jurisdiction the Guest House is set up. In case of difficulty where the guest house(s) is in jurisdiction of more than one Chief Commissioner the matter may be decided amongst the Chief Commissioners.
- (v) The Guest House shall remain under control of the Estate Officer or the Head of office in charge of the building in which they are situated.
- (vi) The Directorate General of Human Resource Development entrusted with the welfare function shall be the overseeing authority for administration of Guest Houses. The Directorate shall issue such administrative instructions as considered necessary for proper administration, maintenance and up keep of guest house.
- (vii) Room entitlement for various categories of officers shall be as follows:

S.No.	Category of Officials	Type of accommodation
1	Group- A Officers	A.C. suite with ante room and attached toilet/bath room
2	Group- B & C Officers	A.C. room with attached toilet/bath room

- (viii) To bring swiftness and transparency in booking of accommodation in departmental guest houses, in-line with procedure of on-line booking of accommodation in the guest houses/ holiday homes under Directorate of Estates, the Allotting Authority should make arrangements for online booking of guest house accommodations through making necessary provisions including showing real-time vacancy position in its website. The process of implementing the on-line booking system is to be completed latest by 31.03.2020.

(ix) Application for allotment should ordinarily be sent to the allotting authority through online mode at least seven days prior to the date on which the guest house accommodation is required. In case of urgent visits and emergencies, the controlling officer may exercise discretion in allotment.

(x) **Order of priority:** Allotment should be made in the following order of priority:

First priority to the officials on departmental duty;

Second priority to the serving departmental officials on private visit;

Third priority to officers on duty of other offices who provide their Guest House facility to our department;

Fourth priority to retired departmental officials;

Fifth priority to guests of departmental officials.

(xi) **Procedure for allotment:** The allotting authority shall allot the accommodation three days prior to the intended date of stay strictly according to the order of priority as above and the date of receipt of applications irrespective of rank and convey the confirmation to the applicant. In cases where requests are received at the same time from two officials of the same category, priority of allotment should be given to the senior officer. In the event of the seniority being the same priority may be given to the officer whose application has been received first. However one third of the rooms in a particular category may be allotted earlier on receipt of request to enable the officers' plan their journeys. Where a facility is set up primarily as a holiday home the advance booking may be extended to two third of the total number of rooms available.

(xii) **Period of stay:**

(I) For serving departmental officials:

(a) On official tours, for the duration of the tour.

(b) On private visits up to a maximum of three days. Extension for further two days may be given on request if there is no demand for accommodation.

(c) In case of transfers room charges will be as under:

(i) For stay up to one month at normal rates as per the guidelines.

(ii) For stay exceeding one month but up to three months: 50% of HRA admissible.

(iii) (a) *In case of request for extension of stay in a guest house beyond the stay of three months by a serving officer other than jurisdictional Pr. CC/ CC, the same shall be considered on a case to case basis by Pr. Chief Commissioner/ Chief Commissioner for a period not more than 3 months at a time subject to two extensions of 3 months each. Any extension beyond this period (9 months) will require the approval of Member (Admn), CBIC. Extension beyond three months will attract payment of an amount equal to 100% of the HRA.

(b) *In case of request for extension of stay in a guest house beyond the stay of three months by jurisdictional Pr. CC/ CC, the same shall be considered on a case to case basis by Member (Admn) CBIC. Extension beyond three months will attract payment of an amount equal to 100% of HRA.

(*Inserted vide 2nd Addendum dated 28.05.2021)



(II) Other Officers: For a maximum of three days.

- (xiii) An officer shall not be permitted to occupy the guest house situated at his/her own HQ except when the officer is on transfer or returning from long leave (more than 1 month). In case of returning from leave, guest house accommodation may be provided for a period not exceeding seven days.
- (xiv) If on compassionate grounds the competent authority allows the departmental official, his/ guest or retired official or his family to stay in the departmental guest house, double of normal tariff shall be charged beyond the stay of 15 days and market rate of rent shall be charged beyond the stay of one month. Stay beyond three months may not be allowed.
- (xv) In case of an accommodation being vacant, an officer may be allotted accommodation of one level higher. Similarly subject to willingness of the officer he may be allotted any lower level accommodation.
- (xvi) *Any of the conditions given herein may be relaxed by the Governing Body in deserving cases, as per merits of individual case.

(* Inserted vide 1st Addendum dated 24.12.2020)

(2) Room Charges: Room charges for staying in the Guest House shall be as follows:

Officers/Guests		Type of accommodation			
		AC Suite		AC Room	
		Charges/Fee per day (₹)		Charges/Fee per day (₹)	
Departmental Officials		Official visit	Personal visit	Official visit	Personal visit
	A-1/ Metro cities and Pilgrimage and tourist places	450/-	600/-	350/-	400/-
	Other Cities	350/-	500/-	250/-	300/-
Other Officials of Central/ State Govt./PSU/ public sector Bank (room charges double the rates applicable to departmental officials on duty)	A-1/ Metro cities and Pilgrimage and tourist places	1000/-		800/-	
	Other Cities	800/-		600/-	
Guests of departmental officers (room charges 50 % extra of rates applicable to departmental officials on private visits)	A-1/ Metro cities and Pilgrimage and tourist places	750/-		600/-	
	Other Cities	500/-		400/-	

Note: Rates are inclusive of Service charge, charges for Air-conditioners, Heaters, Geyser etc., but do not include charges for breakfast/meals.



(3) Records to be maintained:

The following details should be maintained in the records of Allotment Register:

- (i) Name & Designation,
- (ii) Commissionerate/Office,
- (iii) Place of posting,
- (iv) Telephone numbers (office/residence/mobile)
- (v) Official/private visit,
- (vi) Date of arrival,
- (vii) Date of departure,
- (viii) Period of stay,
- (ix) Type and number of rooms,
- (x) Room charges/fee per day,
- (xi) Room charges/fee paid,
- (xii) Receipt number,
- (xiii) Signature of visitor.

In case of dependent/guest of a departmental official, mention name, relationship, address (office and residence), telephone number, and purpose of visit of dependent/guest also.

(4) Internal Audit:

Internal audit should be carried out yearly (financial year) and report to be sent to Directorate of General of Human Resource Development by 30th April every year.



Provision of Activities at the Work Place:

3.4 Norms/Guidelines for Grant of Financial Assistance for Setting up Canteens/Kitchenettes

As a welfare measure, the financial assistance is granted from the Welfare Fund for setting up/ refurbishing of Canteens/Kitchenettes to make available to the Departmental officials hygienically prepared meals, snacks and beverages at in the offices premises during the working hours at reasonable rates. The revised guidelines have come into effect from 27.08.2019 (F.No. 712/172/HRD/WF-I/18).

(A) For setting up new canteens

- (1) The minimum staff strength requiring a canteen facility should be 50 (including all categories of staff). For a staff strength of less than 50, Kitchenette can be provided.
- (2) No funds will be sanctioned for Canteens in makeshift buildings or buildings on short term rental basis. The lease period left should not be less than three years at the time of requesting the financial assistance.
- (3) Cases where other Central Government officers not having any canteen are housed in the same building will be given priority to ensure running of a Canteen and its profitability.
- (4) Proposal shall be accompanied with a sketch layout plan of the accommodation where proposed canteen is to be set-up.
- (5) No post shall be sanctioned for running the Canteen.
- (6) No funds shall be sanctioned either from the Welfare Fund or in the regular budget for meeting recurring expenditure such as consumables or wages salary of manpower/staff for running the Canteen. The Canteen should be self-supporting.
- (7) Complete details as to how Canteen will be run (i.e. whether by outsourcing or run by the Commissionrate's existing Canteen staff) should be provided along with the proposal.



- (8) A Committee consisting of Commissionerate's staff/officials representing different categories should be formed to supervise/monitor running of Canteens for their smooth/ efficient/ profitable functioning.
- (9) The proposals in respect of the concerned should be forwarded by the Commissioner/HOD. For this purpose, an Advisory Committee comprising the Commissioner/officers of equivalent rank in the department and one representative each of Group 'A' to 'D' be nominated in each Commissionerate/ Directorate. The decisions arrived at by the Advisory Committee on each proposal should be forwarded to the Governing Body with full details/justifications for further consideration and sanction.

(10) Amount of financial assistance

S. No.	Total staff strength	Max. Financial assistance (up to in ₹)
i	250 and above	15,00,000/- or actual whichever is less
ii	100 to less than 250	10,00,000/- or actual whichever is less
iii	50 to less than 100	5,00,000/- or actual whichever is less
iv	Less than 50	2,00,000/- or actual whichever is less

Apart from this, financial assistance for special equipments like mechanised vegetable cutter, Dish washing machine, mechanised Floor cleaning equipment, Steam cooking system etc., that may become available in market and will be helpful in reduction of manual labour and time consumed in handling large quantities, fuel efficiency and hygienic cooking, and water conservation etc. will be considered on case-to-case basis on merits. Apart from the mentioned amount, the requirement of formations which have higher staff strength like major Custom Houses, where the footfall is substantial including those from the trade, will be considered on merits by the Governing Body without ceiling.

Any of the above conditions may be relaxed by the Governing Body in deserving cases, as per merits on a case-to-case basis.



(B) For refurbishing of existing Canteens

The items provided at the time of setting up of a new Canteen are subject to wear and tear. These items require replacement after years. **Replacement of equipment/ Refurbishing may be consider after the supervising committee review for replacement of equipment/crockery/ utensils.**

The following guidelines are proposed for refurbishing of existing Canteens.

- (1) All applications must be accompanied with details of expenditure incurred in refurbishing of the Canteen from Welfare Fund and sources other than Welfare Fund during the last five years.
- (2) Financial assistance for refurbishing of a Canteen shall be considered after five years or more of the initial setting up of the Canteen. Subsequent refurbishing shall be considered after five years or more after the previous sanction.
- (3) No funds shall be sanctioned either from Welfare Fund or in the regular budget for meeting recurring expenditure such as consumables or wages/salary of manpower/staff for running the Canteen.
- (4) A Committee consisting of Commissionerate's staff/officials representing different categories should be in existence to supervise/monitor running of Canteens for their smooth/efficient/profitable functioning. The Committee should be headed by an official of rank not below Additional Commissioner.
- (5) The proposals in respect of the concerned should be forwarded by the Commissioner/HOD. For this purpose, an Advisory Committee comprising the Commissioner/officers of equivalent rank in the department and one representative each of Group 'A' to 'D' be nominated in each Commissionerate/ Directorate. The decisions arrived at by the Advisory Committee on each proposal should be forwarded to the Governing Body with full details/justifications for further consideration and sanction.

(6) Amount of financial assistance:

S. No.	Total staff strength	Max. Financial assistance (up to in ₹)
i	250 and above	7,50,000/- or actual whichever is less
ii	100 to less than 250	5,00,000/- or actual whichever is less
iii	50 to less than 100	2,50,000/- or actual whichever is less
iv	Less than 50	1,00,000/- or actual whichever is less



Apart from this, financial assistance for special equipments like mechanised vegetable cutter, Dish washing machine, mechanised Floor cleaning equipment, Steam cooking system etc., that may become available in market and will be helpful in reduction of manual labour and time consumed in handling large quantities, fuel efficient and hygienic cooking, and water conservation etc. will be considered on case-to-case basis on merits. Apart from the mentioned amount, the requirement of formations which have higher staff strength like major Custom Houses, where the footfall is substantial including those from the trade, will be considered on merits by the Governing Body without ceiling.

Any of the above conditions may be relaxed by the Governing Body in deserving cases, as per merits on a case-to-case basis.

(C) Guidelines for Kitchenettes at Offices (for staff strength of less than 50)

- (1) There should not be any Canteen facility in the same building or in the vicinity. There should be suitable accommodation available for sitting arrangements for staff.
- (2) No post shall be sanctioned for running such arrangement.
- (3) No funds shall be sanctioned either from Welfare Fund or in the regular budget for meeting recurring expenditure such as consumables or wages/salary of manpower/staff or for raw materials for running such arrangements.
- (4) Such arrangements should be run on self-sustaining basis including expenses on replacement of crockery.
- (5) Officer-in-charge of office shall be responsible for smooth running of the arrangement and inventory of items provided.
- (6) Replacement of items other than crockery only shall be considered after five years or more after the previous sanction.



Indicative Estimation of cost of items for Kitchenettes at Offices (for staff strength of less than 50)

S. No.	Items	Approx. Cost per unit (up to in ₹)
1	Fridge	40,000/-
2	Gas Connection	10,000/-
3	Gas Stove	10,000/-
4	Microwave Oven/Hot case	20,000/-
5	Cooking utensils	10,000/-
6	Crockery	10,000/-
7	Tables /Chairs	30,000/-
8	Misc. Items (Any other item)	50,000/-
	TOTAL	1,80,000/-
	Max. Ceiling	2,00,000/-

- The above mentioned list is indicative and not exhaustive. However, adequate justification is to be given by the Advisory Committee for consideration of any other item except from the above list.
- Cross-utilisation of the unspent/remaining amount:- The unspent/remaining amount sanction for a particular item(s) can be utilised for purchase of another item mentioned in the list, only after the purchase of the item(s) for which the sanction has been given. The Utilisation Certificate for the amount sanctioned to be sent to DGHRD within three months of sanction order's date.

Indicative Estimation of cost of items for setting up a new Canteen

S. No.	Items	Quantity/ Size	Approx. Cost per unit (up to in ₹)
1	Fridge/Freezer	As per: 1. Size/Strength of the Canteen (Staff Strength: 50-99; 100-249; 250 and above) 2. Regional food habits/ requirements. 3. Any other specific requirement	40,000/-
2	Gas Connection		10,000/-
3	Burner Cooking Range		30,000/-
4	Hot Case/Oven		20,000/-
5	Grinder		10,000/-
6	Mixer		10,000/-
7	Working Table/Board (Kitchen)		10,000/-
8	Water Cooler & Aqua Guard		20,000/-
9	Water storage containers/tank		5,000/-
10	Cooking utensils		10,000/-
11	Idli steamer		10,000/-
12	Dosa plate		10,000/-
13	Electric water boiler/Tea/coffee vending machine.		10,000/-
14	Cutleries		5,000/-
15	Plates, spoons, bowls, etc.		500 per set (set of a sectional plate, tumbler, spoon and fork)
16	Cups/ serving bowls/other utensils		20,000/-
17	Service Counter/ Coupon Counter		As per actuals 55,000/-
18	Cupboards		10,000/-
19	Tables & Chairs		30,000/-
20	Exhaust chimney		15,000/-
21	Fire Extinguisher		15,000/-
22	Insect Killer		5,000/-
23	AC		50,000/-
24	LED/Smart TV		40,000/-
25	Wall Clock, Painting, Other Decorative items & Table Accessories		10,000/-
26	CCTV		20,000/-
27	Any other Misc. item		As per actuals

- The above mentioned list is indicative and not exhaustive. However, adequate justification is to be given by the Advisory Committee for consideration of any other item except from the above list.



- **Cross-Utilisation of the unspent/remaining amount:-** The unspent/remaining amount sanctioned for a particular item(s) can be utilised for purchase of another item mentioned in the list, only after the purchase of the item(s) for which the sanction has been given. The Utilisation Certificate for the amount sanctioned to be sent to DGHRD within three months of sanction order's date.

SUMMARY- FINANCIAL ASSISTANCE FOR CANTEENS

Staff strength	Canteen/Tiffin Room or Kitchenette	Max. financial assistance for setting up (₹)	Max. financial assistance for refurbishing (₹)
250 and above	Canteen	15,00,000/- or actual whichever is less	7,50,000/- or actual whichever is less
100 to 249	Canteen	10,00,000/- or actual whichever is less	5,00,000/- or actual whichever is less
50 to 99	Canteen	5,00,000/- or actual whichever is less	2,50,000/- or actual whichever is less
Less than 50	Kitchenette	2,00,000/- or actual whichever is less	1,00,000/- or actual whichever is less

CHECK LIST FOR CANTEENS/KITCHENETTE

(A) For setting up a new Canteen/Kitchenette:

- (1) Date of establishment of office
- (2) Number of staff strength
- (3) Whether building where facility is required is department's owned building or rented on long term lease?
- (4) Details of departmental offices and others with their staff strength in the same Building/Block or in the immediate vicinity.
- (5) Is there some other Canteen/Tiffin room functioning in the immediate vicinity or in the same Building/Block?
- (6) Whether suitable accommodation is available for setting up of new Canteen/Tiffin room?
- (7) Sketch layout plan of the accommodation where facility is proposed.
- (8) What is the present arrangement of catering?
- (9) What are the pressing reasons that the present arrangement cannot be continued?
- (10) If there is any change in the sanctioned strength or relocation of other offices in the same Building/Block?
- (11) Details of arrangements how facility will be run. Whether by outsourcing or by Commissionerate's own arrangements?
- (12) Whether a Committee has been formed for running/supervision of the facility? If so, details to be given.
- (13) What is the one time expenditure required to open the Canteen or Tiffin room/Kitchenette?
- (14) What is the estimated recurring expenditure and how it is proposed to be met?
- (15) Whether cost of items is competitive based on Gem Rates/quotations/tenders? Copies of quotations/tenders to be enclosed.
- (16) What are safety measures/fire-fighting arrangements?



(B) For refurbishing of existing Canteens/Kitchenette

- (1) Date of establishment of existing Canteen
- (2) Details of previous sanction(s) from Welfare Fund and/or from other fund:
 - (a) Amount of sanction,
 - (b) Date of sanction,
 - (c) List of items/gadgets purchased from the Welfare Fund or regular budget,
 - (d) List of items available presently.
- (3) Whether Utilisation Certificate of earlier sanction(s) has been forwarded and unspent amount, if any, refunded?
- (4) Whether performance report on functioning/utilisation of facility enclosed?
- (5) Whether Internal Audit/CAG Audit of the facility carried out? If yes, a copy of report to be enclosed.
- (6) Whether refurbishing has been approved/recommended by the Canteen Committee and Advisory Committee?
- (7) Whether List of items with their date of purchase which are proposed for replacement for refurbishing has been enclosed? If any special gadget is included in the list and justification for the same has been furnished?
- (8) Increase in number of staff strength, if any, from the time the present Canteen was established.
- (9) Whether cost of items is competitive based on Gem Rates/quotations/tenders? Copies of quotations/tenders to be enclosed.
- (10) What are safety measures/fire-fighting arrangements?

CHECK LIST FOR AUDITORS FOR INTERNAL AUDIT OF CANTEENS SET-UP/REFURBISHED BY GRANTS FROM WELFARE FUND:

- (1) Whether Utilisation Certificate of earlier sanction, if any, has been sent? Yes / No / Not applicable.
If yes, attach a copy. If not, reason for delay.
- (2) Whether purchase/procurement procedure has been as per GFR, 2017.
- (3) Whether an official has been made officer-in-charge for receipt/accounting/custody of goods and materials purchased for Canteen? If Yes, mention name and designation of the official in the report.
- (4) Whether a separate dead stock register for fixed assets such as furniture, fixtures etc. purchased for Canteen from sanctioned amount from Welfare Fund or from other funds is maintained?
- (5) Whether a record of items of perishable nature like crockery etc. is being entered separately in the dead stock register?
- (6) Whether the physical stock available in the Canteen tallies with the records? Mention the discrepancies, if any, in the audit report.
- (7) Disposal of goods: Has any item been declared surplus or obsolete or unserviceable in the audit year? If Yes, manner in which they were disposed off.
- (8) Figure of total sales of food items and beverages during the year.
Whether the facility is under-utilised/optimally utilised or whether the facility is inadequate to cater to all members?
- (9) A descriptive para on overall functioning/performance of the Canteen and suggestions for bringing further improvement.
- (10) Any other comments/matter required to be brought to the notice.
- (11) Copy of Internal Audit Report to be sent to Directorate General of Human Resource Development by 31st March every year, the abstracts of which will be included in the Annual Report on the performance of Welfare Funds being submitted to the Governing Body.



3.5 Norms/Guidelines for Grant of Financial Assistance from Welfare Fund for setting up of Crèche Facilities:

The financial assistance is granted from Welfare Fund for setting up of new Crèche, refurbishing or upgradation of existing Crèches to provide daycare services to the children of departmental officials. The revised guidelines come into effect from 11.10.2019 (F.No.712/67/HRD/WF-I/19).

It is mandatory in offices with more than 50 employees to provide for Crèche facilities for working mothers and offices having significant women strength. The Crèche facility may be extended to cover eligible male staff/employee and should cover regular, temporary, daily wage, consultant and contractual employees.

*For running of Crèche at offices, **National Minimum Guidelines for setting up and running Crèches under Maternity Benefit Act 2017** may be adhered to.*

Crèche Centre will provide daycare services for the children of departmental women officer/staff. Norms for age group of children, number of children, accommodation/space, facilities to be created, caretaking and safety/security of children, monitoring/supervision of running of Crèche amount of financial assistance for setting up of new Crèche, refurbishing or upgradation of existing Crèches are proposed as under:

(a) Age Group and minimum number of children:

- (1) Crèche facility should be set-up for children in age group of 90 days to 10 years.
- (2) Number of children requiring Crèche in the age group as given at point no. 1 above should be five or more.

(b) Accommodation/space:

- (1) The Crèche should be established within the work premises and should be on the ground floor. Accommodation where Crèche is proposed to be set-up should be appropriate for number of children needing Crèche facility. Crèche Centre should have a minimum space of 6-8 sq. ft. per child to ensure that they can play, rest, and learn without any hindrance.



- (2) The Centre should be well lighted with adequate ventilation.
- (3) The Centre should have clean toilet and sanitation facility for small children.
- (4) There should be adequate safe play area outside the Centre.
- (5) The Centre should have a safe and regular drinking water arrangement.
- (6) There should be a small kitchen or cooking area for warming/preparation of food for children. Kitchen/cooking area must be located at a place which is away from the activity area of the children to avoid accidents.

(c) Facilities for children:

- (1) There should be sleeping facilities for children.
- (2) Essential play material and teaching and learning material must be available to meet the needs of pre-school children.
- (3) The Centre must be equipped with basic First Aid kit containing pediatric medicines for common ailments like fever, vomiting etc. and ointments, disinfectants, band aids, cotton wool etc. for minor injuries.

(d) Caretaking/security/safety of children:

- (1) There should be proper arrangements for trained or experienced Ayahs for taking care of children.
- (2) The Centre should have a chowkidar for safety and security of the children.
- (3) Responsibility should be assigned to a designated staff/officer to maintain stock/record of the equipments/items provided to Crèche. Arrangements for annual verification of equipments/items should also be in place.

(e) Monitoring/supervision/running of Crèche:

- (1) A Committee having a representative from the women employees requiring Crèche facility should be formed for supervision and smooth running of the Crèche.



- (2) *Visits of the employees to the Crèche at workplace should be fixed. For a child less than 15 months old, additional visits can be permitted in line with the **National Minimum Guidelines for setting up and running Crèches under Maternity Benefit Act 2017.***
- (3) Crèche should be run on self-sustaining basis. A monthly fee may be charged from the employees availing the Crèche facility for meeting the running expenses.
- (4) Along with the proposal for setting up of a Crèche, Commissioner should specify fee to be charged in terms of number of children to meet running expenses. Possibility of entering into contract with a Service provider may also be explored following due procedure.
- (5) *The caretaker of the children should have completed the Crèche training program from a recognised institution.*

(f) Financial assistance:

(i) For setting up a Crèche:

- An illustrative List of items to be provided for setting up a Crèche at an approximate estimated cost shall be as given in the List of items.
- For setting up a Crèche, amount of financial assistance shall be decided according to number of items and type of item to be provided as per number of children.
- No financial assistance from Welfare Fund or from regular budget for paying wages of Ayahs and Chowkidar and any other miscellaneous expenses shall be admissible for running the Crèche.
- No funds shall be provided for Civil/Electrical works for setting up a Crèche.
- Apart from items mentioned in Annexure-II any other item necessary may be considered on merit on case-to-case basis.

(ii) For upgradation of existing Crèche:

- (1) Request for financial assistance for upgradation (enhancing the capacity) shall be considered depending on the utilisation and demand in terms of number of children.



(iii) For refurbishing of an existing Crèche:

Items like Crockery, Utensils, Soft carpets, Toys, Mosquitoes net, mattresses, Bed sheets, Pillows, Towels, Toys, tricycles, Baby Walker etc. get worn out or broken over a period of time. Such items are required to be replaced after some time of their use. A period of three years is considered appropriate for replacement of such items.

For replacement of other items such as Refrigerator, Colour TV, Washing Machine, Air Conditioner a period of seven years is considered appropriate.

- (1) Financial assistance for refurbishing shall be considered after 3/7 years or more of setting up the Crèche depending on the items required for replacement.
- (2) Amount of financial assistance shall be 50% of the sanctioned amount of items provided for setting up or actual, whichever is less.
- (3) The details of expenditure, if any, made during the years after setting up of Crèche from any other source/regular budget will be taken into account while considering financial assistance for refurbishing. Such details should be furnished while seeking financial assistance for refurbishing.



(g) For all purchases, procedure prescribed under GFR-2017 and CVC guidelines must be followed.

S.No.	Item	Unit cost (Approx.) (₹)	Scale at which items to be provided
1	Color TV	40,000/-	1
2	Music System	20,000/-	1
3	Refrigerator	30,000/-	1
4	Water Cooler with water filter	20,000/-	1
5	Washing Machine (Fully automatic)	30,000/-	1
6	LPG gas connection and Gas stove	10,000/-	1
7	Microwave Oven	30,000/-	1
8	Fire fighting gadgets	20,000/-	As required up to ₹ 10,000/-
9	Crockery, Utensils, Thermos Flask etc.	30,000/-	As required up to ₹ 10,000/-
10	Air Conditioner (Split type)	50,000/-	As required depending on size of accommodation
11	Room Heaters	5,000/-	As required depending on size of accommodation
12	Inverter	30,000/-	As required
13	Soft Carpet	10,000/- per 100 sq. ft.	As required depending on size of accommodation
14	Cradle	15,000/-	1 each per child up to age of 1 year
15	Children Cot with Mosquitoes net	15,000/-	1 each per child for age group 1 to 12 years
16	Mattresses, Bed sheets, Pillows, Towels, Blanket	15,000/-	2 (1+1) sets for each child
17	Cupboards	10,000/-	As required
18	Wooden shelf, Table, Chairs, Shoe Rack etc.	40,000/-	As required
19	Toys, Books, tricycles, Baby walker etc.	30,000/-	As required
20	Vacuum Cleaner	20,000/-	1
21	First Aid Box	5,000/-	1
22	CCTV	20,000/-	As required
	TOTAL	4,95,000/- rounded off to 5,00,000/-	

CHECK LIST FOR SETTING UP/REFURBISHING OF CRÈCHE FACILITIES

(A) For setting up a new Crèche:

- (1) Date of establishment of office.
- (2) Number of women employee.
- (3) Number of children in age group of 90 days to 10 years.
- (4) Whether building where facility is required is department's owned building or rented on long term lease?
- (5) Whether minimum space at the scale of 6 to 8 sq.ft. per child is available?
- (6) Whether accommodation has proper provision for light and ventilation?
- (7) Whether facility of toilet and sanitation facility for small children is available?
- (8) If adequate safe play area outside the centre is available?
- (9) Whether adequate regular arrangement for supply of safe drinking water is available?
- (10) Whether kitchen facility is available? If yes, whether it is away from activity area of children?
- (11) How arrangements for Ayahs and Chowkidars for taking care of children and their safety are proposed to be made?
- (12) Whether a Committee formed for running/monitoring/supervision of the facility having a representative of each category includes at least one women employee?
- (13) What are the proposed arrangements for running of the facility on self-sustaining basis? Indicate monthly fee to be charged from employee.
- (14) Whether a list of items along with cost, proposed to be purchased enclosed?
- (15) Whether above list is as per the requirement of number of children?
- (16) Whether costs of items are competitive based on quotations/tenders? Copies of quotations/tenders to be enclosed.
- (17) Details of departmental offices and others with their staff strength in the same Building/Block or in the immediate vicinity.
- (18) Is there some other Crèche functioning in the immediate vicinity or in the same Building/Block?
- (19) Sketch layout plan of the accommodation where facility is proposed.
- (20) What is the one time expenditure required to set-up the facility?
- (21) What is the estimated recurring expenditure and how it is proposed to be met?
- (22) What are safety measures/fire-fighting arrangements?

(B) For upgradation/refurbishing of existing Crèche:

- (1) Details of previous sanction(s)
 - (a) Amount of sanction,
 - (b) Date of sanction,
 - (c) List of items/gadgets purchased from the Welfare Fund or regular budget,
 - (d) List of items available presently.
- (2) Whether Utilisation Certificate of earlier sanction has been forwarded?
- (3) Whether Feedback report on assessment of functioning/utilisation of facility enclosed?
- (4) Whether Internal Audit/CAG Audit of the facility carried out? If yes, a copy of report to be enclosed.
- (5) Increase in number of children, in case of upgradation.
- (6) Whether a list of items along with cost, proposed to be purchased enclosed?
- (7) Whether above list is as per the requirement of increase in the number of children, in case of upgradation?
- (8) Whether cost of items are competitive based on quotations/tenders? Copies of quotations/tenders to be enclosed.

CHECK LIST FOR AUDITORS FOR INTERNAL AUDIT OF CRÈCHE SET-UP/ REFURBISHED BY GRANTS FROM WELFARE FUND

- (1) Whether Utilisation Certificate of earlier sanction, if any, has been sent? Yes / No / Not applicable.
If yes, attach a copy. If not, reason for delay.
- (2) Whether purchase/procurement procedure has been as per GFR, 2005.
- (3) Whether an official has been made officer-in-charge for receipt/accounting/custody of goods and materials purchased for Crèche? If Yes, mention name and designation of the official in the report.
- (4) Whether a separate dead stock register for fixed assets such as furniture, fixtures etc. purchased for Crèche from sanctioned amount from Welfare Fund or from other funds is maintained?
- (5) Whether a record of items of perishable nature like Bed sheets, Towels etc. is being entered separately in the dead stock register?
- (6) Whether the physical stock available in the Crèche tallies with the records. Mention the discrepancies, if any, in the Audit Report.
- (7) Disposal of goods: Has any item been declared surplus or obsolete or unserviceable in the audit year? If yes, manner in which they were disposed off.
- (8) Whether a register is maintained for charging of fee from parents of children and receipts of fee being charged issued?
- (9) Whether the facility is under-utilised/optimally utilised or whether the facility is inadequate to cater to number of children?
- (10) A descriptive para on overall functioning/performance of the Canteen and suggestions for bringing further improvement.
- (11) Any other comments/matter required to be brought to the notice.
- (12) Copy of Internal audit report to be sent to DGHRD by 31st March every year, the abstracts of which will be included in the Annual Report on the performance of Welfare funds being submitted to the Governing Body.
- (13) Internal Audit Report should contain a para on overall functioning/performance of the Crèche indicating total number of children who availed the facility during the year and suggestions for bringing further improvement.



3.6 (I) Guidelines/Norms for Setting Up/Refurbishing of Gymnasium/ Recreation/Sports Facilities (w.e.f. 29.05.2020)

The Gymnasium facilities at workplaces and residential complexes, is more accessible for the employees to live a healthier lifestyle. These facilities help in improving the energy levels, ability to focus and overall wellbeing of the departmental officials. Keeping this in mind the financial assistance is granted from the Welfare Fund for setting up/ refurbishing of the Gymnasiums/ Recreation/ Sports facilities at workplaces and residential complexes. The revised Guidelines/Norms have been issued vide F.No.712/173/HRD/WF-I/18 dated 11.06.2020.

- (1) Advisory Committee formed in Commissionerates for recommending financial assistance from Welfare Fund should make a survey and satisfy themselves and certify that adequate number of users availing different equipment/gadget/machine/games, particularly cost intensive, to be provided under the facility proposed to be set-up will be available for a period of five years or more to ensure that the such infrastructure created does not fall into disuse or idle, consequent to their creation.
- (2) The Advisory Committee formed for recommending financial assistance from Welfare Fund should be headed by the Commissioner/HOD and should have at least one representative each from Group- 'A' to 'C' category of officials, including one official from uniformed Group 'C' category (erstwhile Group-D officials). The decisions arrived at by the Advisory Committee should be forwarded to the Governing Body as Minutes of Meeting.
- (3) Staff and/or their dependents should be registered individually for membership to avail one or more of the facilities separately (each indoor/outdoor games/sports and Gymnasium).
- (4) Appropriate membership fee for availing each facility should be charged on monthly/quarterly/half-yearly/ yearly basis.
- (5) For running of a Gymnasium, arrangements for using Gymnasium equipment/gadgets under supervision of a qualified Trainer should be made to avoid/prevent and accidental injury to users who are not trained.
- (6) Arrangements for maintenance/repair of equipment particularly Gymnasium should be made.

- (7) Running of Sports/Recreational/Gymnasium Centre should be on self-sustaining basis.
- (8) For better utilisation by staff and their family members, staff residential complexes/colonies should be given first priority for setting up Gymnasium/Recreation/Sports facilities to the extent possible.
- (9) In Commissionerates or other places where there is no staff residential colony Gymnasium/Recreation facility may be set-up in departmental buildings or in buildings on a long terms lease.
- (10) Sufficient suitable space/accommodation must be available for setting up a Gymnasium/Recreation facility.
- (11) No funds will be sanctioned for creating facilities in makeshift buildings or buildings on short terms rental basis.
- (12) No funds shall be sanctioned for any civil/electrical works in connection with site preparation for the proposed facility.
- (13) No funds shall be sanctioned for meeting recurring expenditure such as consumables, maintenance of equipment/gadgets, or wages salary of manpower/staff for the facility.
- (14) Refurbishing/upgradation of the facility shall be considered after five years or more from the date of previous sanction. However in special circumstances, this can be relaxed by the Governing Body.
- (15) Details of amount received and spent during last five years, if any, from regular budget or/and from DOPT/CRSB/or any other agency/organisation to be given.
- (16) Proposals for setting up of facilities like Lawn Tennis Courts, Swimming Pool, etc., involving substantial expenditure, in department's large residential complexes having flats more than 200 and where land is available for setting up such facility, shall be considered by the Governing Body on case-to-case basis on merit. For such proposals, the cost ceiling mentioned in part (III) would not be applicable.
- (17) For all purchases, procedure prescribed under GFR-2017 and CVC guidelines must be followed.
- (18) Future expansion needs of the concerned office should be taken into consideration before a Gymnasium is set-up in the office so as this does not result into space crunch in the office.
- (19) Gymnasium timing may be made flexible with strict action if anyone is found using the services during office hours except lunch time.
- (20) Yoga facility will be an essential part of the Gymnasium.

Any of the above conditions may be relaxed by the Governing Body in deserving cases, as per merits of individual case.



3.6 (II) Guidelines/Norms for Setting Up/Refurbishing of Open Air Gymnasium/Outdoor Fitness Equipment (w.e.f. 29.05.2020)

- (1) All the Outdoor Fitness Equipment shall be complied with the specified standards as per the indicative designs/layouts defined. All the Outdoor Fitness Equipments shall be suitable, safe & durable and to be designed to withstand outdoor intense use and meeting all the relevant specifications, certifications, and shall be assembled & installed as per the manufacturer's specifications/guidelines.
- (2) Outdoor Fitness Equipment shall be as per DIN/ 10 ASTM/ European Standard/ BIS.
- (3) Outdoor Fitness Equipments shall be manufactured by Fitness Equipments / outdoor playing equipments manufacturer ISO: 9001 / ISO: 14001 certified company.
- (4) Third Party Certification, if required, shall be done by reputed Agency such as 10 IPEMA, TUV, CPSC, and QCI for independent testing and certification.
- (5) The locations where the Outdoor Fitness Equipments are to be placed will be finalised by the respective Advisory Committee.
- (6) The quality of Outdoor Fitness Equipments and its foundation shall be of very high standards and sound enough and it should not spoil the look/aesthetics of the projected site.
- (7) After installation of the Outdoor Fitness Equipments, a safety certificate is to be issued by the Third Party Quality Assurance Agency or reputed approved Agency for certification for safely installation of Outdoor Fitness Equipment for Open area for departmental use and the equipments are installed as per the required standard/specifications of the manufacturer. Third Party Quality Assurance Agency may be specified by the manufacturer for their products/equipments.
- (8) Providing, Fabricating and fixing one instructional sign (Information Sign) board is to be fixed in cement concrete block foundation at location where the equipment needs to be fixed/installed.
- (9) One Instructional Sign (Information Sign) Board showing the detailed specification of each Outdoor Fitness Equipment, safe user age, safety precaution, QR Code, Emergency Contact Name & Number etc. has to be fixed at location and it shall be easily readable, in good printing, in English language and regional language with Contrast visible colour.

- (10) The Instructional Sign Board is to be made ultra violet printing on ACM (Aluminum Composite Metal) sheet or equivalent sound sheet, fixed on MS table frame of minimum size 25 x 25 x 2 mm with bracing of same MS tube, supported on two nos. Mild Steel (MS) post of size 80 x 40 x 2 mm with bottom plate, height about 2.72 m and printing, powder coating weather resistance paint finish. The instructional sign board is to be embedded in suitable cement concrete block foundation in M20 Grade concrete in accordance with the standard specification as per the satisfaction of the Engineer-in-Charge.
- (11) The Advisory Committee formed for recommending financial assistance from Welfare Fund should be headed by the Commissioner/HOD and should have at least one representative each from Group- 'A' to 'C' category of officials, including one official from uniformed Group 'C' category (erstwhile Group-D officials). The decisions arrived at by the Advisory Committee should be forwarded to the Governing Body as Minutes of Meeting.
- (12) Finances for setting up of open Gymnasiums in residential colonies of the departmental official may be arranged from the respective State Government/local bodies, etc. before proposal(s) is forwarded for financial assistance from the Welfare Fund.
- (13) No fund will be sanctioned for open air Gymnasium facility to be set-up in hired building as equipments are fixed to the ground.

3.6 (III) List of items for Gymnasium/Recreation/Sports facilities and their costs

S. No.	Items	Amount (up to in ₹)
1	Stepper	24,000/-
2	Treadmill (motorised)	1,60,000/-
3	Spin Bike	15,000/-
4	Adjustable Bench	7,000/-
5	Weight Lifting Rod	16,000/-
	Chest Rod (8 ft)	
	Shoulder Rod (5 ft)	
	Bicep Rod (3-4ft)	
	Curl Rod	
6	Dumbbell	10,000 (₹ 50/Kg)
	2.5 Kg (1 Set)	
	05 Kg (2 Set)	
	7.5 Kg (1 Set)	
	10 Kg (2 Set)	
	12.5 Kg (1 Set)	
	15 Kg (1 Set)	
	20 Kg (1 Set)	
	25 Kg (1 Set)	
7	Dumbbell Rack	8,000/-
8	Squat Rack	5,000/-
9	Free Weights (plates) (250 Kg @ ₹ 50/Kg)	12,000/-

S. No.	Items	Amount (up to in ₹)
10	Multi Gymnasium/ station (6-8 Station)	1,50,000/-
11	Bench	3,000/-
12	Adjustable bench	10,000/-
13	Height/Weight measuring equipment	4,000/-
14	Seated Rowing	16,000/-
15	Flat Bench with support	10,000/-
16	Weight Lifting Rod	16,000/-
17	Dumb bell	4,000/-
18	Bench Press	20,000/-
19	Z-Bar	2,000/-
20	Vertical Knee (raise & dipping)	10,000/-
21	Wrist curl	14,000/-
22	Punching Bag (Qty 1)	5,000/-
23	Weight Lifting Belt (Qty 2)	3,500/-
24	Skipping Rope (Qty 2)	1,000/-
25	Sit up Bench	3,500/-
26	Yoga Mattress (Qty 3)	2,500/-
27	High Let-pull down	20,000/-
28	Rubber sheet	30,000/-
29	Table-Tennis table	40,000/-
30	Billiard Table	2,00,000/-
31	Carrom, Chess Board etc.	20,000/-
32	Badminton Set	10,000/-
33	Volley Ball	10,000/-
34	Basket Ball with Hoop	20,000/-
35	Cards Table & Chairs	20,000/-
36	Swings	20,000/-
37	Slides	40,000/-
38	Music System	20,000/-
39	TV/LED	40,000/-
40	Air Conditioner	50,000/-
41	Water Purifier/RO	20,000/-
42	CCTV	25,000/-
43	Security Locks	2,000/-
44	Lockers	15,000/-
45	Water Cooler	20,000/-
46	Miscellaneous	50,000/-
	Total	12,03,500/- rounded off to 12,00,000/-

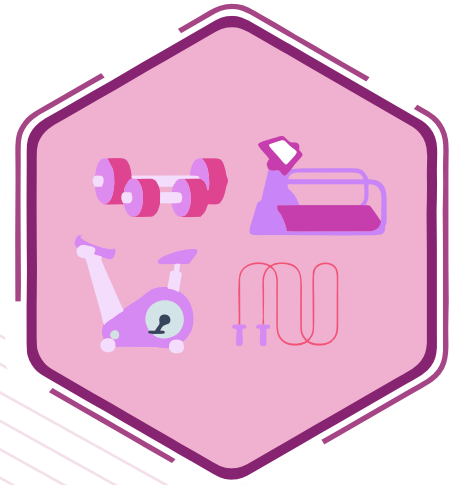
Amount of financial assistance

Purpose	Amount (up to) (₹)
For setting up	10,00,000/- or actual whichever is less
For refurbishing/upgradation after 5 years or more	5,00,000/- or actual whichever is less

Note:- The price list mentioned above is indicative and all out efforts should be made to get the lowest possible price. However for reasons to be recorded in writing and in exceptional cases with approval of the committee, the purchases can be made above the price list mentioned above. However, at no point of time the overall ceiling of ₹ 10 lakh and ₹ 5 lakh will be breached.

List of items for Open Air Gymnasium/Outdoor Fitness Equipments

S.No	Name of Equipment	Amount
1	Air Walker/ Health walker	As available on GeM
2	AB crunch	As available on GeM
3	Waist Twister for two person	As available on GeM
4	Big Shoulder wheeler spinner	As available on GeM
5	Double Leg Press	As available on GeM
6	Pull Down Challenger- Double	As available on GeM
7	Knee hip raise on parallel bar/Push up and DIP Station	As available on GeM
8	Rowing/self weighted rower	As available on GeM
9	Seated chest press double chair	As available on GeM
10	Leg Stretch	As available on GeM
11	HD Mini Ski	As available on GeM
12	HD Hanging Wheels	As available on GeM
13	Bicycle	As available on GeM
14	Cross Walker	As available on GeM
15	Leg Press	As available on GeM
16	Arm and Leg Strengthen	As available on GeM
17	Rowing Station	As available on GeM
18	Twister Tripple	As available on GeM
19	Power Rider (Kids)	As available on GeM
20	Air Walker (Kids)	As available on GeM



- (4) The place within the office premise where Gymnasium would be set-up must have a carpet area of at least 500 sq.ft. for up to 1000 employees and 1000 sq.ft. for more than 1000 employees. However, Governing Body may consider lesser area depending on the needs. The place should be clean, well-lighted with adequate ventilation. Fans/ACs for summer should also be installed. The place must also have clean toilet and sanitation facility nearby. There should preferably be adequate space for moving around within the Gymnasium. The safety norms including fire-fighting should be strictly adhered to.
- (5) In case of existing Gymnasium, individual Commissionerate/Directorate may consider upgradation/ replacement of the existing equipment. A period of five years is considered appropriate for replacement of equipment.
- (6) The Commissionerate/Directorate may at its discretion decide on the functioning of the Gymnasium. However, trained and experience Gymnasium Instructor need to be engaged for guiding the users and teaching them how to use various equipment installed in the Gymnasium. Remuneration to be paid to instructor may be decided by individual Commissionerate/Directorate. The payment may be made from their own budgetary provision or from the fees charged from users, if any. For women employees a separate time slot should be fixed for their exclusive use and Women Instructor would need to be engaged.
- (7) The use of Gymnasium facilities by employees may be allowed after office hours. The Gymnasium should be run on self-sustaining financial model.
- (8) For effective running of the Gymnasiums, individual Commissionerate/Directorate shall monitor the Gymnasiums under them at periodic interval and ensure that all basic elements of the Scheme reach the beneficiaries. A committee under Additional Commissioner/Additional Director who is in-charge of the Administration should be formed (comprising of officer/staff from all grades) for supervision and smooth running of the Gymnasium. The Committee should have a representative from the women employees using the Gymnasium facility.

CHECK LIST FOR GYMNASIUM/RECREATION/SPORTS CENTRE

(A) For setting up a new Gymnasium/Recreation/Sports Centre

- (1) Date of establishment of office.
- (2) Total staff strength. Number of staff who will avail the facility at least for five years or more.
- (3) Whether facility is proposed to be set-up in Office/Residential Complex?
- (4) In case of office building, whether building where facility is required is department's owned building or rented on long term lease (period of lease)?
- (5) Details of departmental offices and others with their staff strength in the same Building/Block or in the immediate vicinity.
- (6) Is there some other such facility functioning in the immediate vicinity or in the same Building/Block?
- (7) Whether suitable accommodation/space is available for setting up of facility?
- (8) Enclose a sketch layout plan of the accommodation/space where facility is proposed.
- (9) What is the present arrangement for such facility?
- (10) What are the pressing reasons that the present arrangement cannot be continued?
- (11) If there is any change in the sanctioned strength or relocation of other offices in the same Building/Block, or increase in number of staff quarters/number of occupants, in case of upgradation?
- (12) Details of arrangements how facility will be run. Whether by outsourcing or by Commissionerate's own arrangements?
- (13) Whether a Committee has been formed for running/supervision of the facility? If so details to be given.
- (14) What is the one time expenditure required to set up the facility?
- (15) What is the estimated recurring expenditure and how it is proposed to be met?
- (16) What are safety measure/fire-fighting arrangements?
- (17) What are the arrangements proposed for supervision of a qualified trainer?
- (18) How the maintenance/repair of machines/gadgets will be taken care of?



(B) For upgradation/refurbishing of existing Gymnasium/Recreation/Sports Centre

- (1) Details of previous sanction(s)
 - (a) Amount of sanction,
 - (b) Date of sanction,
 - (c) List of items/gadgets purchased from the Welfare Fund or regular budget,
 - (d) List of items available presently.
- (2) Whether Utilisation Certificates of earlier sanction has been forwarded?
- (3) Whether Feedback report on assessment of functioning/utilisation of facility enclosed?
- (4) Whether Internal Audit/CAG Audit of the facility carried out? If yes, a copy of report to be enclosed.
- (5) Increase in number of users, in case of upgradation.
- (6) Whether a list of items along with cost, proposed to be purchased enclosed?
- (7) Whether above lists is as per the requirement of increase in the number of users, in case of upgradation?
- (8) Whether cost of items is competitive based on quotations/tenders? Copies of quotations/tenders to be enclosed.

Points to be covered during internal audit of Gymnasium/ Recreation/ Sports Centre set-up/refurbished by grants from Welfare Fund

- (1) Whether Utilisation Certificate of earlier sanction. If any, has been sent? Yes/ No/ Not applicable. If yes, attach a copy. If not, reason for delay.
- (2) Whether purchase/procurement procedure has been as per GFR, 2017.
- (3) Whether an official has been made officer-in-charge for receipt/ accounting/ custody of goods and materials purchased? If no, an official may be designated so for this purpose.
- (4) Whether a separate dead stock register for fixed assets such as furniture, fixtures, gadgets etc. purchased for Gymnasium/ Recreation/ Sports Centre from sanctioned amount from Welfare Fund or from other funds is maintained? If No, a separate dead stock registers to be made.
- (5) Whether a record of items of perishable nature is maintained in a separate register? If No, a separate register for perishable shuttle cocks/balls etc. items should be made.
- (6) Whether inventory for fixed assets is being verified at least once in a year? If Yes, whether goods/ material found in good conditions during physical verification and deficiencies/surpluses, if any, noticed? Deficiencies/surpluses investigated and brought to account? Copy of physical verification report carried out previously should be forwarded with the Internal Audit Report. If No, system of physical verification should be started.
- (7) Disposal of goods: If any item declared surplus or obsolete or unserviceable? If Yes, how disposal of the same has been done? Any amount recovered by way of auction/sale of obsolete/surplus items should be refunded to the Welfare Fund.
- (8) A membership register should be maintained and receipts of fee being charged issued?
- (9) Whether the facility is underutilised/optimally utilised or the facility over stressed due to high/over utilisation?
 - (a) In case of under-utilisation, for continuation of the facility what measures are proposed to be taken to improve utilisation of the existing facility?
 - (b) If the continuation of the existing facility is being reviewed? If so, when report of review is likely to be ready?
 - (c) In case the facility is over stressed due to high/over utilisation what steps need to be taken upgradation/capacity enhancement for easing the stress on the facility?
- (10) Any other comments/matter required to be brought to the notice.
- (11) Internal Audit Report should contain a para on overall functioning/performance of the Gymnasium/ Recreation/ Sports Centre including total number of members who availed the facilities during the year and suggestions for bringing further improvement.
- (12) Copy of Internal Audit Report to be sent to Directorate General of Human Resource Development by 31st March every year for inclusion in the Annual Report on the performance of Welfare Funds being submitted to the Governing Body.

APPENDIX

APPENDIX-A

LIST OF DEPARTMENTAL GUEST HOUSES

Commissionerate/City & Address	No. of Rooms/ Facility (Tea/ Meal)	Reservation In-charge & Tel.
AHMEDABAD CGST ZONE		
Ahmedabad South Commissionerate A-901 & 902, Sarjan Towers, Near Subash chowk, Behind Manav mandir, Memnagar, Ahmedabad-380 054.	01 Suite Room 01 AC Room with attached bathroom 03 AC Rooms with common bathroom YES	Sachin Gusia, JC, (Admin.), CGST Ahmedabad South Tel: 079-26300533 Fax: 079-26309997
Rajkot, Commissionerate Type V/20, Central GST & Customs Colony, Race Course Ring Road, Rajkot-360001.	02 AC Room with attached bathrooms NO	R. K. Chandan, Addl. Commr. CGST, Rajkot Tel: 0281-2433295 Mob: 9586614909
BENGALURU CGST ZONE		
Central Tax Staff Quarters, No. M1 & M2, BTM II Stage; Behind Silk Board Madiwala, Bengaluru-560068. Tel: 080-26681054	02 Rooms (VIP) 03 Double Rooms (AC) 01 Double Room (AC)-attached YES	Jt. Commr. (Preventive) Bengaluru South. Supdt. (Preventive), Bengaluru South Tel: 080-22869007 Fax: 080-22863449 Fax: 080-22864170
517 & 524, 5th Floor, 'B' Godavari Block, National Games Village, Koramangala, Bengaluru-560047. Tel: 080-25713632	02 Double Rooms (AC) (VIP) 02 Double Rooms (AC)-Non attached 01 Single Room (AC)-Non attached YES	Jt. Commr. (Preventive) Bengaluru South. Supdt. (Preventive), Bengaluru South, Tel: 080-22869007 Fax: 080-22863449 Fax: 080-22864170
BHOPAL CGST ZONE		
CGST & Central Excise, NRI Colony, HB-65, Bhopal	03 Rooms (AC) YES	Addl. Commr. (Prev) Tel: 0755-2560504
Indore Comrnissionerate Customs and CGST & Central Excise, Neardaly Collage, Indore. Tel: 07312702143	08 Rooms (AC) YES	Jt. Commr. Tel: 0731-2476426 Fax: 0731-2470898
Raipur Commissionerate GST Bhawan Tikrapara, Raipur	06 Rooms (AC) YES	Rajesh Kumar, Supdt. Mob: 09424214474 prerentrpr@gmail.com
Ujjain Commissionerate 29, Bharatpuri Administrative Zone, Ujjain	02 Rooms (AC) YES	Ghanshyam Singh Khati, AC Mob: 07342527093, 09408221100

Commissionerate/City & Address	No. of Rooms/ Facility (Tea/ Meal)	Reservation In-charge & Tel.
BHUBANESWAR CGST ZONE		
Bhubaneswar Commissionerate Adjacent to Central Revenue (C.R.) Building (GST Bhawan), Rajaswa Vihar, Near Vani Vihar, Bhubaneswar, Dist: Khurda, Odisha, PIN-751007	01 VIP Suite 03 Rooms (AC) (Double bed) YES	AC (CCO) & Supdt. (CCO) Tel: 0674-2589160 Fax: 0674-2589938
Bhubaneswar Commissionerate, GST & Central Excise Holiday home, Near Indian Metereological Department Office, Sea Beach Road, Puri- 752001, Odisha	02 VIP Suites 07 Rooms (AC) (Double bed) YES	Asst. Commr. (CCO) & Superintendent (CCO) Tel: 0674-2589160 Fax: 0674-2589938
CHANDIGARH CGST ZONE		
Customs & GST Guest House, H.No. 2343. Sector-29-C, Chandigarh. Tel: 0172-2653279	03 Rooms(AC) YES	Pr. Commissioner Tel: 0172-2721602 Fax: 0172-2721607
Customs & GST Guest House, H.No. 4093-A & 4094-A, Sector- 37-C, Chandigarh. Tel: 0172-2625303	04 Rooms (AC) NO	Superintendent (Hqrs.) Tel: 0172-270237 Fax: 0172-2721607
Central Goods & Service Tax , Ground & First Floor, Commercial Parking Complex, Shimla -171002. C-4/C-5/ J-2/J-4, Nigam Vihar, Knollswood, Shimla-171002.	01 Room VIP (Non AC) 03 Double Bed Rooms (Non AC) YES	Hir Bhagat Negi (Commr.) Prinjal (Inspr., Hqrs.) Mob: 7015573384
Ludhiana Commissionerate GST Bhawan, F- Block , Rishi Nagar, Ludhiana	01 AC Suite with ante room and attached toilet/bathroom 02 AC rooms with attached bathroom YES	Deputy Commr. (Admin.) Tel: 0161-2679403 Mob: 9465322707
Ludhiana Commissionerate O/o The Deputy Commissioner, Goods & Service Tax Division, Patiala - I Near Radio Station, Phase-III, Urban Estate, Patiala- 147002 (Punjab)	03 Rooms (AC) with attached toilet/ bathroom	Deputy Commr. Tel: 0175-2280612
CHENNAI CGST ZONE		
O/o the Principal Commissioner of GST & Central Excise (GST Bhawan), 26/1 Mahatma Gandhi Road, Nungambakkam, Chennai-600034	02 Suites 06 Rooms (AC) YES	N. Balasundar, Superintendent Tel: 044-28335021 Fax: 044-28331033 Mob: 09994155751

Commissionerate/City & Address	No. of Rooms/ Facility (Tea/ Meal)	Reservation In-charge & Tel.
DELHI CGST ZONE		
ICE Club, 518/519, Hawa Singh Block, Asiad Village Complex, New Delhi.	06 Rooms (VIP Suite) YES	Superintendent (Hqrs.) Tel: 011-23370115 Tel: 011-23378983 Fax: 011-23370648
B-21, Hill Side Road Pusa, Near by Rajender Nagar, New Delhi	03 Rooms (AC) YES	Superintendent (Hqrs.) Tel: 011-23370115 Tel: 011-23378983 Fax: 011-23370648
Flat A-13A, Vatika Apartment, Mayapuri, New Delhi	06 Rooms (AC) YES	Superintendent (Hqrs.) Tel: 011-23370115 Tel: 011-23378983 Fax:011-23370648
GUWAHATI CGST ZONE		
Guwahati Commissionerate, Barak Guest House Brahmaputra Apartment, Narengi, Pathar Quarry, Guwahati- 781171	03 AC Rooms with attached bathrooms 03 AC Rooms with common bathrooms 01 Non-AC Room with common bath room	Rounak A. Sangma, Inspector/ APRO, Mob: 9706351913 PRO: 0361-297 2057 I/C: 60018 58366
Guwahati Commissionerate, Majuli guest House 6th Floor, GST Bhawan, Kedar Road, Machkhowa, Guwahati-781001.	04 VIP AC Suites 03 double bed AC Rooms 03 twin bed AC Rooms	PRO: 0361-297 2057 I/C: 60018 58366
Guwahati Commissionerate, Customs Housing Complex, Nilamoni Phukan path, Guwahati-781005	03 VIP Rooms AC 03 Standard Rooms AC 13 bedded Non-AC room	PRO: Tel: 0361-2340703 Tel: 0361-2340566 Fax: 0361-2340510
Shillong Customs (P) Commissionerate, Shillong Custom House, 110 MG road, Shillong- 793001	02 AC Rooms 2 Non-AC Rooms	PRO: Tel: 0364-2210103 Tel: 0364-2229005
Dibrugarh, East milan nagar, VIP Guest House	02 Rooms (Training cell building) 03 Rooms (Audit building)	PRO: Guest house/I/C/Control Room Tel: 0373-2314078
HYDERABAD CGST ZONE		
Hyderabad Commissionerate VBG Gardens, Navodaya Colony, Mehdipatnam, Hyderabad-500028	03 Rooms (AC) NO	Superintendent (PRO) Tel: 040-29801026
Hyderabad Commissionerate Ground Floor, GST Bhavan, Opposite LB Stadium, Basheerbagh, Hyderabad-500004	03 Rooms (AC) NO	Superintendent (PRO) Tel: 040-29801026

Commissionerate/City & Address	No. of Rooms/ Facility (Tea/ Meal)	Reservation In-charge & Tel.
JAIPUR CGST ZONE		
Jaipur Commissionerate VIP Guest at Quarter No. 1, Central Revenue Colony, Jyoti Nagar, Jaipur-302001	04 Rooms (AC) YES	Pr. Commr. Mob.-7080334455
Alwar Commissionerate Central GST & Central Excise Commissionerate building, Surya Nagar, Alwar-301001	01 AC Room with attached bathroom 01 AC room with attached bathroom YES	Commissioner, GST & CX Alwar, Tel.-0144-2371484 Fax-0144-2371487
Alwar Commissionerate Division-C, Alwar Bypass Road, Near Ashiana Bagicha, Bhiwadi-301019	02 Rooms (AC)with attached bathroom YES	Commissioner, GST & CX Atwar, Tel.-0144-2371484 Fax-0144-2371487
Udaipur Commissionerate 142-B, Hiran Magri, Sector-11, Udaipur-313002	01 AC Suite 03 AC Rooms YES	Commissioner, GST & CX Udaipur Tel.-0294-2690000 Fax-0294-2483648
Jaipur Audit Commissionerate Flat No. 1 to 4, C-1 Block, Sector-7, Central Excise & Customs Colony, Vidhyadhar Nagar, Jaipur-302039	07 AC Rooms 01 Non-AC Room YES	Pr. Commissioner, GST & CX Audit Jaipur, Mob. - 7080334455 Mangi Lal Meena, Supdt., Mob.-9414494242
KOLKATA CGST ZONE		
Kolkata North Commissionerate Flat No. 0305, Central Excise and Customs Residential Complex, 179, Shantipally, Kolkata-700107 (W.B)	04 AC Suites NO	DC/AC (Hqrs.) Tel: 033-244100521
Howrah Commissionerate 4th Floor, Block-A, MS Apartment, (ONGC Tower), Nr. TV Centre, 18/2, Uday Shankar Sarani, Golf Green, Kolkata - 700095	05 Rooms (AC) double bedded Suites 10 Rooms (AC) Double Bedded YES	Commissioner Tel: 033-244100521 Fax: 033-2243-5752
Haldia Commissionerate Andaman & Nicobar CGST Division, Port Blair Guest House, Kamraj Marg (VIP road), Near Guru Mandir, Port Blair-744103	01 VIP Suite 04 double bedded AC Rooms NO	Supdt. (Hqrs. Pool) Tel: 0353-2520427 Fax: 0353-2523146
Bolpur Commissionerate 3rd Floor of Office Building Nanoor Chandidas Road, PO Sian, Bolpur, Dist. Birbhum, West Bengal-731204.	01 VIP Suite (AC) 07 Rooms (AC Double Bed) YES	AC (P&V), Tel: 03463-221561 Fax: 03463-221565
Bolpur Commissionerate O/o Deputy Commissioner of CGST & Central Excise, Durgapur-I Division, 3rd Floor of Office Building, Satyajit Ray Sarani, City Centre, Durgapur-713216	02 Rooms (AC) (Double Bed) YES	AC, Durgapur-1 Div., Tel: 0343-2545905

Commissionerate/City & Address	No. of Rooms/ Facility (Tea/ Meal)	Reservation In-charge & Tel.
LUCKNOW CGST ZONE		
Allahabad Commissionerate 38-MG Marg, Civil Lines, Allahabad	05 AC Rooms YES	Commissioner, Tel: 0532-2407 455 Inspector (Hqrs.), Tel: 0532-2404028
Kanpur Commissionerate, Type V-15, Income Tax & Central Excise Colony, Laxmanbagh, Kanpur	03 AC Rooms YES	Jt. Commr. (P&V) Tel: 0512-2217077 Fax: 0512-2215196
Lucknow Commissionerate, Flat No. 102 & 103, Rahal Apartment, 608, Prag Narain Road, Lucknow	04 AC Rooms YES	Commissioner Tel: 0522-2233123 Fax: 0522-2233134
Agra Commissionerate, Customs, Central GST Colony, "Vaishali", Sector-15, Sikandara, Agra-282007	05 AC Rooms YES	AC (Preventive), Tel: 0562-2850292 Fax: 0562-2851234
MEERUT CGST ZONE		
Meerut Commissionerate, O/o Pr. Commissioner, opposite- CCS University, Mangal Pandey Nagar, Meerut-250004	02 AC Suites with attached bathroom 01 AC Room with attached bathroom NO	Supdt. (Hqrs.) Tel: 0121-2792711 Fax: 0121-2761783
Dehradun Commissionerate, E- Block, Nehru colony, Haridwar Road, Dehradun	02 VIP Suites YES	Jt. Commr. (P&V), Tel : 0135-2668668
Dehradun Commissionerate, O/o Asst. Commr., CGST, Mishra Kunj, Near LIC Office, Nainital Road, Haldwani	02 VIP Suites 02 AC Rooms YES	Supdt. (Hqrs.), Haldwani, Tel: 05946-267015
MUMBAI CGST ZONE		
Mumbai Central GST Commissionerate, Aksa Guest House, Near INS Hamla, Marve Road, Opp. Kendriya vidyalaya, Malad (W), Mumbai- 400062	03 AC Rooms YES	K. K. Srivastav Addl. Commr. Tel: 022-22077767 Fax: 022-22004592 Mob: 09930004141
Mumbai Central GST Commissionerate 6th Floor, 115, M.K. Road, Opp. Churchgate Station, Mumbai-400020	02 VIP Suites 04 Normal Suites 02 Small Suites YES	K. K. Srivastav Addl. Commr. Tel: 022-22077767 Fax: 022-22004592 Mob: 09930004141

Commissionerate/City & Address	No. of Rooms/ Facility (Tea/ Meal)	Reservation In-charge & Tel.
NAGPUR CGST ZONE		
Nagpur-I Commissionerate, Departmental Guest House at GST Bhawan, Telangkhedi Road, Civil Lines, Nagpur-440001	03 AC Rooms YES	Commissioner, CGST and Central Excise, Nagpur-I Anil Kumar, Insp. (Preventive) Mob: 8788389783
Nagpur-I Commissionerate, Departmental Guest House at Quarter No. 15 & 16, Type-IV, CGST and Customs Residential complex, Seminary Hills, Near to Balaji Temple, Nagpur-440006	04 AC Rooms YES	Commissioner, CGST and Central Excise, Nagpur-I Anil Kumar, Insp. (Preventive) Mob: 8788389783
Aurangabad Commissionerate O/o Commr. Of GST & Central Excise, N-5, Town centre, CIDCO, Aurangabad-431003	07 AC Rooms YES	Jt. Commr. (L&B) Tel. 0240-2484972/75 Fax: 0240-2483303
Nashik Commissionerate, CGST & Central Excise, Plot-155, Sector-34 NH, Jaishtha & Vaishakh CIDCO, Nashik- 422008	04 Rooms NO	Tel: 0253-2396222 Fax: 0253-2398222 Mob: 9665686434
Nashik Commissionerate CGST & Central Excise, staff quarters, Sahyadri Nagar Colony, CIDCO, Ambad, Nashik-10	02 Rooms NO	Tel: 0253-2396222 Fax: 0253-2398222 Mob: 9665686434
Nashik Commissionerate, CGST & C.Ex. Shirdi Range office, Nagarpanchayat shopping complex, Shirdi, Tal-kopargaon, Dist. Ahmednagar	02 Rooms NO	Tel: 0253-2396222 Fax: 0253-2398222 Mob: 9665686434
Pune CGST Zone		
Pune-I Commissionerate, 411A, Sassoon Road, Opp. Wadia College, GST Bhavan, Pune -411 001	06 AC Rooms YES	
Pune-I, commissionerate, ICE House Residential Complex, Building No.'F'411A, Sassoon Road, Opp Wadia College, GST Bhavan, Pune-411 001	04 AC Rooms YES	Salem N Mathew, Supdt. Mob: 9822664635, Fax: 020-26051821
Goa Commissionerate, Panaji Guest House, Opposite Customs & Indirect Taxes Museum, Near Panaji.letty/ Captain of port, Panaji, Goa - 401001 Ph. 0832-2231340	02 VIP Rooms 04 AC Rooms (01 dormitory) YES	PA to Commissioner, Tel: 0832-2437116
Goa Commissionerate, Miramar Guest House, Fermina Complex, Near Hotel Varanda do N,4or, C-2, Ground Floor, Miramar Beach, Panaji, Goa- 403002, Ph. 0A32-2465425	03 AC Rooms YES	PA to Commissioner, Tel: 0832-2437116
Goa Commissionerate, Sinquerim Guest House, Customs Outpost near Aguada Fort, Opp. Kolphin Jetty, Candolim, Goa- 403516, Ph. 0832-247947	05 AC Rooms YES	PA to Commissioner, Tel: 0832-2437116

Commissionerate/City & Address	No. of Rooms/ Facility (Tea/ Meal)	Reservation In-charge & Tel.
RANCHI CGST ZONE		
Patna-I Commissionerate 1st Floor, C.R. Annexe Building, Bir Chand Patel Path, Patna-800001	01 Deluxe Suite 02 AC Rooms YES	Commissioner, Tel: 0612-250591 Fax: 0612-2504388 Supdt. (In-charge) Tel: 0612-2504038 Mob: 9431015694
Patna-I Commissionerate VI/2, C. R. Colony, Salimpur Dumrah, Ashiana-Digha road, Patna-800025	02 Deluxe Rooms 02 AC Rooms YES	Commissioner, Tel: 0612-250591 Fax: 0612-2504388 Supdt. (In-charge) Tel: 0612-2504038 Mob: 9431015694
Patna-II Commissionerate O/o Asst. Commr, 1st Floor, Near Maripur Overbridge, Imalichatti, Muzaffarpur	02 AC Rooms YES	Gitesh Kumar, AC Tel: 0621-2212403 Fax: 0621-2220124 Mob: 08368539500
Jamshedpur Commissionerate GST Bhawan, Outer Circle Road, Bistupur, Jamshedpur-831001.	02 Suites 05 AC Rooms NO	DC/AC (Welfare)
THIRUVANANTHAPURAM CGST ZONE		
Customs Commissionerate Customs Departmental Guest House, Near Embarkation Jetty, North End, Wellington Island, Cochin-682009 Kerala	03 double bed Rooms (AC) NO	Superintendent (PRO) Tel: 0484-2669466 Tel: 0484-2667794 Fax: 0484-2668468
VADODARA CGST ZONE		
Vadodara-I Commissionerate, Guest House-I, 2nd Floor, GST Bhavan, Race Course, Vadodara	02 AC Suites YES	DC (Prev.) Tel: 0265-2310110
Vadodara-I Commissionerate, Guest House-II, 1st Floor, Type-IV, Central Revenue Colony, Behind GST Bhavan, Race Course Circle, Vadodara	01 AC Suite 04 AC Rooms YES	DC (Prev.) Tel: 0265-2310110
Vadodara-I Commissionerate, Guest House- III: 1st Floor, Type-IV, Central Revenue Colony, Behind GST Bhavan, Race Course Circle, Vadodara	01 AC Suite 04 AC Rooms YES	DC (Prev.) Tel: 0265-2310110

Commissionerate/City & Address	No. of Rooms/ Facility (Tea/ Meal)	Reservation In-charge & Tel.
VISAKHAPATNAM CGST ZONE		
Custom House, Visakhapatnam, New Guest House, Central revenue Qtrs. Maharani-peta, Visakhapatnam-530002.	01 VIP Suite 03 Suites 02 AC Rooms	Tel. 0891-256883
Custom House, Visakhapatnam, Old Guest House, Central revenue Qtrs. Maharani-peta, Visakhapatnam-530002.	03 AC Rooms	Tel. 0891-256883
Visakhapatnam CGST Commissionerate O/o The Deputy Commissioner, Rajamahendravaram GST Division, Srinagar, Opp. LIC Office, Morampudi Road, Rajamuhndry	02 AC Rooms	DC Tel: 0883-2475655 APRO, Div. Office Tel: 0883-2443820
Guntur CGST Commissionerate, Hqrs office, C.R. Building, Kannavari thota, Guntur-520004	02 AC Rooms with attached bathrooms	PRO, Hqrs. Tel: 0863-2235420
Guntur CGST Commissionerate Flat No. 204, vinayaghar, Brundavan Apartments, Brundhavan Colony labbipet, Vijayawada	02 AC Rooms with attached bathrooms	PRO, Hqrs. Tel: 0863-2235420
Tirupati CGST Commissionerate Cetral Tax Quarter, Greenpark, Tirupati	03 AC Rooms with attached bathrooms	P.A. to Commissioner Tel: 0877-2240606 Mob: 9290082115
BANGALORE CUSTOMS ZONE		
Manguluru Customs Commissionerate, Customs Staff Quarters, Bikarnakatta, Near Dutta Nagar, Mangalore.	02 AC Rooms 01 Non AC Room NO	Lionel Fernandes, Supdt. Tel: 0824-2407729 Mob: 9480289519
CHENNAI CUSTOMS ZONE		
Chennai-III Customs Zone 6th Floor, Ganga Block, Custom House, 60 Rajaji Salai, Chennai-600001.	04 AC Suites 02 AC Single Rooms YES	Jt. Commr. of Customs (CHS), Tel: 044-25246800

Commissionerate/City & Address	No. of Rooms/ Facility (Tea/ Meal)	Reservation In-charge & Tel.
DELHI (PREV.) CUSTOMS ZONE		
Jodhpur Commissionerate, Jaipur Guest House, A2, Customs Colony, opposite Maharaja Agarsen Hospital, Sector-7, Vidhyadhar Nagar, Jaipur-302039	03 AC Rooms YES	Manzoor Ali Ansari, Addl. Commr. Tel: 09887848173 Manish Jain, Supdt., Tel: 07689889878
Jodhpur Commissionerate, Bikaner Guest House Customs Guest House, Customs Office, Opposite Chelan Mahadeo Temple, Jaipur Road, Bikaner (Raj) Tel: 0151-2230013	02 AC Rooms NO	Mukesh Kataria, DC Fax: 0151-2232819 Tel: 09953694841 Sanjay Kumar Soni, Supdt.
Jodhpur Commissionerate Jaisalmer Guest House, Customs Departmental Guest House, Opposite B. T. Tank, Near UC Building, Jaisalmer.	03 AC Rooms 01 Non-AC Room YES	B. K. Meena, JC Tel: 9414007020 Ashok Atal, Inspector, Tel: 9460666718
Jodhpur Guest House, Jodhpur Commissionerate, Customs Guest House, Customs Colony, Near PanchBatti Circle, Air Force Road, Ratanada, Jodhpur. Tel: 0291-2512235	03 AC Rooms 01 Non-AC Room YES	B. K. Meena, JC Tel: 94140-07020 Prafful Kumar Chandora Tel: 0291-2512235 Mob: 09636777612
Amritsar Commissionarte D-4, Central Revenue Colony, Lawrence Road, Amritsar,	03 AC Room YES	Supdt. (Hqrs.), Tel: 0183-2505690
Amritsar Commissionrate Dalhousie Guest house, Customs Guest House , Good View Building, Bakhrota, Near GPO, Dalhousie.	02 Non-AC Room YES	Supdt. (Hqrs.), Tel: 0183-2505690
KOLKATA CUSTOMS ZONE		
Kolkata Customs (A&A) Commissionerate Top Floor, Customs House, 15/1, Strand Road, Kolkata-700001.	02 AC Room YES	A.R.V. Demta, DC Mob: 08334999884
Silliguri Commissionerate, Customs and CGST Residential Qtrs., Himachal Vihar, Matigara, Siliguri-734010.	01 VIP Suite 04 double bedded AC Rooms YES	Supdt. (Hqrs. Pool) Tel: 0353-2520427 Fax: 0353-2523146
MUMBAI-I CUSTOMS ZONE		
Customs (General), Commissionerate, 3rd Floor, Heritage Building, New Custom House, Ballard Estate, Mumbai -400001. Tel: 022-22757837	05 AC Room YES	Superintendent (PRO/C.H.S) Tel: 022-22757840 Tel : 022-22757841

Commissionerate/City & Address	No. of Rooms/ Facility (Tea/ Meal)	Reservation In-charge & Tel.
MUMBAI-II CUSTOMS ZONE		
Mumbai General Commissionerate 1st Floor, Jawaharlal Nehru Custom House, Nhava Sheva, Tai. Uran Dist. Raigad, Maharashtra-400707	02 AC Rooms	NA
MUMBAI-III CUSTOMS ZONE		
Preventive Commissionerate Bandra Guest House 72, Chapal Road, Bandra West, Mumbai-400050.	02 AC Rooms with attached bathrooms 03 AC rooms with common bathrooms NO	Commissioner of Customs (Preventive) Tel. 022-22620631 Fax 022-22612474
PATNA (PREV.) CUSTOMS ZONE		
Customs (Prev.), Patna O/o Asst. Commr., Ground Floor, Motihari Division, Belbanwa, Dist- East Champaran, Bihar- 845401	01 AC Room 01 Non-AC Room	Guest House Not in Use
Customs (Prev.), Lucknow, D-411, Kasmanda Regent Apartment, 2, Park Road, Lucknow. Tel: 0522-2236878	04 AC Rooms NO	Commissioner Tel: 0522-2329372 Fax: 0522-2329371
THIRUCHIRAPPALLI (PREV.) CUSTOMS ZONE		
Tuticorian Division, Kanyakumari Guest House O/o the Superintendent of Customs, Customs Preventive Unit, 6/63, Kovalam Road, Kanyakumari- 629702	01 AC VIP Room 01 AC Family Room 01 Non- AC Dormitory NO	Office of the Assistant Commissioner of Customs, Customs Division, No.66, Beach Road, Tuticorin Tel. 0461-2322214, 2322214 Fax: 0461-2325901 cusdvnttn@gmail.com
Ramnad Division O/o the Assistant Commissioner of Customs, Customs Divison, Mandapam Road, Bharthinagar, Ramanathapuram-623503	02 AC Rooms NO	O/o the Assistant, Commissioner of Customs, Customs Divison, Mandapam Road, Bharthinagar, Ramanathapuram-623503 Tel. 04567-230691, 230015 Fax: 04567-230691, 230112
Ramnad Division O/o the Superintendent of Customs, Customs Preventive Unit, Sriram Nagar, Rameshwaram-623526 Tel: 04573 -222299 Fax: 04573 -222176	02 Double bedded AC Rooms 02 Double bedded Non-AC Rooms 03 Single bedded Non-AC rooms NO	O/o the Assistant, Commissioner of Customs, Customs Divison, Mandapam, Road, Bharthinagar, Ramanathapuram-623503 Tel. 04657-230015 Fax: 04567-230691, 230112
Customs House, O/o the Commissioner of Customs, New Harbour Estate, Tuticorin-628004.	02 AC Suites YES	O/o the Commissioner of Customs, New Harbour Estate, Tuticorin - 628004 Tel. 0461-2353755 Fax: 0416-2352019

APPENDIX-B

LIST OF DEPARTMENTAL HOSTELS

Sl. No.	Controlling Commisionerate	Hostel Address
1	GST & Central Excise, Daman	Central Excise & Customs Colony, Vapi
2	CGST, Guwahati	Brahmaputra Apartment, Thimmaya Marg, Kalitakuchi, Narengi Tinali, Guwahati, Assam 781026
3	Customs (P), Shillong	Border Trade Centre, Darranga, District (BTDA), Assam
4	CGST, Vadodara-II	Central Excise & Customs Colony, Ankleshwar

APPENDIX-C

Important Details of an Individual that his family should know

Important Detail my family should know

1. Ready Reference:

Mobile / Phone (Self) : _____

		Name	Office address	Residence address	Mobile / Contact number
A	Family Doctor				
B	Specialist Doctor (if any)				
C	Tax Consultant				
D	Insurance Agent				
E	Stock Broker				

2. Document Details:

		Number	Expiry date
A	Passport		
B	Driving license		
C	Credit Cards / ATM Cards		
D	Club Membership Professional Others		
E	Vehicle Details		
F	Income Tax PAN No.		
G	Aadhar Card No.		

3. Location of Important Documents:

A. Personal Will	
B. Spouse's Will	
C. Insurance Policies	
D. Invest. Papers	
E. Property Records	
F. Birth Certificate	
G. Marriage Certificate	
H. Domicile Certificate	
I. Important Agreements	
J. Other Important Papers	

4. Insurance/ LIC Policy Details:

Sl. No.	Name/ Nominee	Policy No. / Issuing Office	Amt. Insured	Issue Date/ Maturity Date	Table & Term	Premium	Remarks
1	Nominee-	Through Mr.		Date of last payment Date of Maturity			
2	Nominee-	Through Mr.		Date of last payment Date of Maturity			
3	Nominee-	Through Mr.		Date of last payment Date of Maturity			

5. Medi- claim Policy Details:

Sl. No.	Name & Type of Policy	Policy No./ Previous Policy No.	Amt. Insured	Issue Date/ Maturity Date	Premium	Remarks
1	Floater Policy					
2						

6. Vehicle Insurance Policy Details:

Sl. No.	Name/ Vehicle	Policy No./ Issuing Office	Amt. Insured	Issue Date/ Maturity Date	Premium	Remarks
1	Reg. No. Model Name & No. Engine No. Chassis No. Mfg Yr. CC- Nominee- Agent Name & Mobile No.			Valid till		
2						
3						

7. Fire / Burglary Insurance Details:

Sl. No.	Name of the Property / Nominee	Policy No./ Issuing Office	Amt. Insured	Issue Date/ Maturity Date	Risks covered	Premium (₹)	Remarks
1							
2							

8. Bank Accounts:

Sl. No.	Bank Name	Branch	Type of Account	Operating Instructions	Nominee/s	Specimen Signature
1						
2						
3						
4						
5						
6						

9. Fixed Deposit/ Recurring Deposit/Company Deposit:

Sl. No.	Bank/ Company Name & Branch	Type of Dep. (SDR/ FDR/ RD)	FDR No.	Date of Dep	Fvg.	Amt. (₹)	Due Date	Op. Inst.	Nominee/s	Specimen Signature	Loan/ OD availed
1											
2											
3											
4											
5											
6											
7											
8											
9											

Sl. No.	Bank / Company Name & Branch	Type of Dep. (SDR/ FDR/ RD)	FDR No.	Date of Dep	Fvg.	Amt. (₹)	Due Date	Op. Inst.	Nominee/s	Specimen Signature	Loan/ OD availed
1											
2											
3											
4											
5											
6											
7											
8											
9											

10. Shares/Units/Debentures/Bonds: In own name or held jointly

Sl. No.	Company	No. of Shares	Demat A/c. No.	Demat Bank details	Demat Statement location	Held Singly/Jointly
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

11. Lockers:

Sl. No.	Bank Name & Branch	Locker No.	In the Name of	Code	Rent (₹)	Rent Renewal Date	Nominee	Contents
1								
2								
3								

12. Public Provident Fund (PPF) Account Details:

Sl. No.	Bank Name & Branch	Fvg.	PPF A/c. No.	Maturity Date	Nominee/s
1					
2					
3					

13. Pension Account Details:

SI No	1
Bank Name & Branch	
Type of Account & Pension A/c. No.	
Operating Instructions	
Pension Payment Order No.	
Nominee/s	
Due Date for Live Certificate	
Signature	

14. ATM / Debit Card Details:

Sl. No.	Name	SB A/c. No. / Bank & Branch	ATM / Debit Card No.	Issue Date	Valid Thru	CVV No.	Remarks
1							
2							
3							
4							
5							
6							
7							

15. Credit Card Details :

Sl. No.	Name	Bank's Name	ATM / Credit Card No.	Valid From	Valid Thru	CVV No.	Remarks / T-Pin
1							
2							
3							
4							
5							

16. PAN CARD Details:

Sl. No.	Name	Father's/ Husband Name	PANCARD No./Issue Dt.	Contact Details
1				
2				
3				
4				

17. Passport Details:

Sl. No.	Name	Passport No.	Issue Dt.	Expiry Date	Issuing Authority	Previous Passport Details
1						
2						
3						
4						

18. Electricity Details:

Sl. No.	Name	House Details	Meter No.	Customer No.	Deposit (₹)	Remarks
1						
2						

19. Gas Pipe Line Details :

Sl. No.	Name	House Details	Meter No/Route No	Consumer No/Khata No.	Deposit (₹)	Remarks
1						

20. Gas Cylinder Agency Details

Sl. No.	Name	House Details	Consumer No.	IOC Serial No.	Deposit (₹)	Remarks
1						

21. Land Line Phone Details:

Sl. No.	Name	House Details	Phone No.	Customer ID/Account No.	Deposit LL/ Broad Band Wi Fi (₹)	Remarks
1						

22. Mobile Phone Details

Sl. No.	Name	House Details	Phone No	Customer ID/Account No	Service provider	Remarks
1						
2						

23. Driving License Details:

Sl. No.	Name	Driving License No. /Licencing Authority	Issue Date/CDOI	Valid Details / Valid From	Valid Till	Remarks / Blood Group
1						
2						
3						
4						

24. Ration Card Details:

Sl. No.	Name	Ration Card No./Issuing] Authority	Issue Date	Remarks
1				
2				
3				
4				

25. Aadhar Card - UID Details :

Sl. No.	Name	Aadhar Card No./ Enrollment No.	Issue Date	Remarks
1				
2				
3				
4				

26. Election Identity Card - Details:

Sl. No.	Name	Father's/Husband's Name	Identity Card No.	Issue Date
1				
2				
3				
4				

27. Housing Property Details:

Sl. No.	Property Detail & standing in the name of:	How acquired (Inherited/ Loan) Bank Loan Detail: Loan Amt. Inst. Amt. O/s. Amt.	Registration No. / Share Certificate No.	Nominee if any	Property Card No. and valid upto	House Tax (₹)	Next Due Date of House Tax	Ins. Policy No., Amt. & Due Date	Risk/s covered	Mortgage with Bank Name & Branch / Place of Docs.
1										
2										
3										

28. House Tax Details:

Sl. No.	Name	House Details	Census No.	Property Identification No. (PIN)	Construction Sq. Mtrs.	Remarks
1						
2						

29. Income Tax Details:

Sl. No.	Permanent Account No.	Ward No. and Office Address	Last Return Filed	File No.
1				
2				

30. WILL:

My will is executed on : _____

Copy of the will is kept at: _____

31. POWER OF ATTORNEY:

Power of Attorney executed for Wife/Son/Others:

My Power of Attorney is:

Deed Executed on:

Details kept in File No.

32. MY DEBTS / LIABILITIES :

(a) I am guarantor of Mr.

Give complete details:

1.

2.

(b) I have borrowed from :

(Give complete details) :

(c) Other Liabilities

Courtesy : Shri R K Chopra, Bank Of Baroda -Apex Training Centre, Gandhinagar.

APPENDIX-D

Chairman's DO letter on pension dated 9th June 2021

एम. अजित कुमार
अध्यक्ष
M. Ajit Kumar
Chairman



भारत सरकार
वित्त मंत्रालय
राजस्व विभाग
केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड
नॉर्थ ब्लॉक, नई दिल्ली-११०००९
Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect Taxes & Customs
North Block, New Delhi-110001
Tel. No. +91-11-23092849, Fax : +91-11-23092890
E-mail : ajit.m@gov.in

D.O.No.InW/WF-1/Misc/6/2021-WLFR

Date: 09th June 2021

Dear Colleague

CBIC has lost a number of its serving officers and staff during the Covid pandemic, more so in the recent second wave, leaving their families, colleagues and indeed the entire organization, disconsolate and in a state of shock. We will always remember their valuable contribution, to the department and to the trade and industry, done in a spirit of service to the nation even during these challenging times.

2. Many of these deceased departmental officials were the sole breadwinners of their families. Their sudden and totally unexpected tragic departures have left families devastated and, often, facing financial issues. It is, therefore, incumbent on the Department in general, and the concerned Jurisdictional Pr.CCs/ Pr. DGs /CCs /DGs and HoD's in particular to ensure that family pension and other entitlements in respect of the deceased employees are released to their respective families expeditiously. The matter should be actively and closely followed-up and monitored by them at every stage. This would help the early completion of the process for sanction of family pension and its disbursement through banks providing some measure of solace to the bereaved kin.

3. In this regard, you should circulate, and ensure compliance with, the instructions conveyed under the Department of Pension & Pensioners' Welfare vide OM No. 1/11/2020-P&PW (E) dated 29 July 2020. The sanction of provisional family pension by the Head of Office should be accorded immediately on receipt of a claim for family pension and death certificate from the eligible family member, without waiting for forwarding of the family pension case to the Pay & Accounts Office (PAO). Rule 80-A provides for payment of provisional death gratuity by the Head of Office once the family pension/death gratuity case has been forwarded to the PAO. Rule 80-A of the CCS (Pension) Rules, 1972 which provides for payment of provisional family pension and also provisional death gratuity, pending issue of the Pension Payment Order (PPO), should be strictly adhered to.

4. Please refer to my DO letter No.67/CH(IC)/2020 dated 10/05/2021, wherein I had mentioned that to avoid inconvenience to the family of the deceased official, it is important to designate one of the volunteers in the Commissionerate/ Directorate, preferably closely known to the family, to be in touch with them and do the needful for preparation of claims, obtaining death

certificates, etc. Further, in case of families who have lost their sole bread-winner and are facing severe economic hardship, a complete application for compassionate appointment of a family member can also be obtained from the family and handed over to the office for due consideration.

5. In addition to ensuring the immediate commencement of the payment of provisional family pension, payment of provisional death gratuity may be made to the nominees/family members immediately. This should be done by the Head of Office on receipt of the claim from the eligible family member and after forwarding the case to the PAO. Simultaneously, action should be taken on priority basis for disbursement of regular family pension through the Bank and for payment of other entitlements of the family on death of the Government servant. It may be ensured that the PPO for pension purposes is issued and disbursement of regular family pension is commenced by the Bank not later than one month of the receipt of the claim for family pension.

6. I am attaching Annexure-I and II to the letter No. 1/11/2021-P & PW (E) dated 03rd June 2021 which lists the entitlements of family on death of a Government Servant during service both under the Old Pension Scheme and National Pension System for guidance and wide circulation among the officers and staff.

7. I have in my previous letters, expressed the appreciation of the Board of the tremendous work being done by many of our officers and staff in extending succor to their colleagues and their families facing the scourge of the pandemic. I am sure that, in the same spirit, you would ensure that the families of deceased colleagues are taken care of well in time in their hour of need.

With regards

Yours sincerely



(M. Ajit Kumar)

To,
The Pr. Chief Commissioners/ Pr. Directors General
The Chief Commissioners/ Directors General

(All)

(All)

ENTITLEMENTS OF FAMILY ON DEATH OF A GOVERNMENT SERVANT DURING SERVICE

(1) Entitlements of family on death of a Government servant under Old Pension Scheme A.

Family Pension:

Amount : 50% of last pay for a period of 10 years from the date following the date of death. Thereafter @ 30% of last pay.

(Enhanced family pension @50% of pay is payable for 10 years in all cases without reference to the length of service of the deceased employee, as per amended Rule 54(3))

Eligibility of family members: : Family pension will be paid to members of family in the following order:-

Sl. No.	Eligible family member	Conditions of eligibility
1	Spouse of the deceased Government servant	For life or remarriage.
2	In the absence of spouse, unmarried dependant* son or unmarried dependant* daughter below the age of 25 years. (Eldest child shall be eligible first. Other(s) will be eligible only after elder child becomes ineligible.)	Till (i)attaining the age of 25 years or (ii) marriage or (iii) start earning livelihood, whichever is the earliest
3	In the absence of (1) and (2) above, dependant** child suffering from a mental or physical disability	For life or till starts earning livelihood.
4	In the absence of (1), (2) and (3) above, dependant* unmarried/widowed/divorced daughter (without age limit) (Eldest daughter shall be eligible first)	Till (i)marriage/ re-marriage or (ii) starts earning livelihood, whichever is earlier
5	In the absence of (1), (2), (3) and (4) above, dependent* parents (Mother first)	For life or till start earning livelihood
6	In the absence of (1), (2), (3), (4) and (5) above, dependent** sibling suffering from a mental or physical disability	For life or till starts earning livelihood

*A child (other than a child suffering from a mental or physical disability) and parents shall be eligible, if their income from other sources is less than the minimum family pension (i.e. Rs. 9000/- p.m.) plus dearness relief thereon.

****A child or sibling suffering from a mental or physical disability shall be eligible if their overall income from other sources is less than the entitled family pension admissible on death of Government servant plus dearness relief thereon.**

Documents required to be submitted by the claimant for family pension:

- (i) Application in Form 14,
- (ii) a copy of death certificate,
- (iii) proof of relationship,
- (iv) proof of date of birth,
- (v) copy of first page of the Pass Book,
- (vi) copy of PAN card.
- (vii) Specimen signature and
- (viii) PP size photographs

Action to be taken By HOO:

- Sanction provisional family pension to eligible family member immediately on receipt of claim, without waiting for forwarding of case to PAO or authorisation by PAO. (Department of Pension & Pensioners' Welfare's OM No. 1/11/2020-P&PW (E) dated 29th July, 2020)
- Separately, process the case for family pension and death gratuity in Bhavishya and forward the case to PAO in Form 18 along with other documents for further processing/authorisation. (Rule 80)
- Government dues such as HBA, licence fee, etc. are to be recovered from death gratuity.

B. Death Gratuity:

Length of qualifying service	Rate of death gratuity
(i) Less than 1 year	2 times of emoluments.
(ii) One year or more but less than 5 years	6 times of emoluments.
(iii) 5 years or more but less than 11 years	12 times of emoluments.
(iv) 11 years or more but less than 20 years	20 times of emoluments
(v) 20 years or more	For life or till start earning livelihood

Maximum amount of death gratuity : ₹ 20 lakh.

Eligibility:

- Gratuity is to be paid to the family member(s)/person(s) in whose favour a valid nomination exists. If there are more than one nominee, amount of gratuity shall be shared by all nominees as specified in the nomination.
- If a nominee has pre-deceased the Government servant, then the gratuity is to be paid to the alternate nominee(s), if any, mentioned in the nomination form.
- If there is no nomination or the nomination made does not subsist, the amount of gratuity is to be equally shared among spouse, son(s), unmarried daughter(s) and widowed daughter(s).
- If none of these family members is available, the amount of gratuity is to be equally divided among other family members, i.e. father, mother, married daughters, brothers below 18 years, unmarried/widowed sisters and children of a pre-deceased son.
- Succession certificate is not to be asked for unless there is no valid nomination and also none of the family members mentioned above is available.

Documents required to be submitted by the claimant for gratuity:

- (i) Application in Form 12,
- (ii) Death certificate,
- (iii) copy of PAN card,
- (iv) copy of first page of bank pass book and
- (v) proof of relationship.

Action By HOO:

- Process the case for death gratuity (along with family pension) in Bhavishya and forward the case to PAO in Form 18 along with other documents for further processing/authorisation.
- Sanction provisional death gratuity in accordance with Rule 80-A, after forwarding the case to PAO

C. Cash equivalent of leave salary (Leave Encashment)

As per Rule 39-A of CCS (Leave) Rules, 1972, cash equivalent of leave salary for earned leave not exceeding 300 days is payable to the family. If the earned leave in the credit of the deceased Government servant is less than 300 days, half pay leave is encashed to the extent the earned leave is short of 300 days.

Eligibility:

- One of the available family members in this order -> Spouse, eldest surviving son, eldest surviving unmarried daughter, eldest surviving widowed daughter, father/mother, eldest surviving married daughter, eldest surviving brother below the age of eighteen years, eldest surviving unmarried sister, eldest surviving widowed sister; eldest child of the eldest predeceased son.

Leave encashment is processed/sanctioned by HOO on receipt of death certificate without seeking any application for this purpose.

D. Central Government Employees Group Insurance Scheme (CGEGIS)

Amount : In addition to the amount standing in the Savings Fund of CGEGIS, an amount of ₹ 1,20,000, ₹ 60,000/- and ₹ 30000/- is paid to the family of the deceased employee belonging to Group A, Group B and Group C, respectively.

Eligibility of family members:

- CGEGIS amount is payable to family member(s)/person(s) in whose favour a valid nomination exists.
- In the absence of a nomination, the amount is paid to the family members eligible as per the rules applicable for payment of death gratuity.
- The claim for CGEGIS is processed/sanctioned on receipt of death certificate without seeking any application for this purpose.

E. General Provident Fund (GPF)

- On receipt of the death certificate, the balance in the GPF account of the deceased Government is sanctioned to the family member(s)/person(s) in whose favour a valid nomination exists. In the absence of a nomination, GPF balance is paid to the family members eligible as per GPF Rules.
- As per the Deposit Linked Insurance Scheme under Rule 33-B of the GPF Rules, in addition to the GPF balance, an additional amount equal to the average balance in the GPF account during the 3 years immediately preceding the death of the Government is also paid, subject to the conditions that the balance at the credit did not, at any time during the three years preceding the month of death, fall below the limits mentioned in Rule 33-B.
- The additional amount to be paid shall not exceed Rs. 60,000/-.
- The claims for GPF/DLIS are to be processed/sanctioned by the office on receipt of death certificate.

(1) Entitlements of family on death of a Government servant under National Pension System who had opted for benefits under Old Pension Scheme or in whose case, no option was exercised and the default option is Old Pension Scheme

- **Family Pension:** Same as under Old Pension Scheme.

In addition, employee's contributions and returns thereon in the NPS pension Corpus shall also be paid to the family member. HOO will start process to sanction family pension and simultaneously close PRAN under NPS and Government contribution (and returns thereon) would be transferred into the Government account. Remaining amount would be paid in lump sum to the nominee or legal heir as per PFRDA regulations.

- **Death Gratuity:** Same as under Old Pension Scheme
- **Cash equivalent of leave salary (Leave Encashment):** Same as under Old Pension Scheme
- **Central Government Employees Group Insurance Scheme (CGEGIS):** Same as under Old Pension Scheme

(2) Entitlements of family on death of a Government servant under National Pension System:

- who had specifically opted for benefits under NPS based on accumulated pension corpus or**
- who had opted for Old Pension Scheme or in whose case default option is Old Pension Scheme but there is no family member eligible for family pension under Old Pension Scheme**

- **Benefits based on NPS Corpus:** Concerned office would take action to close PRAN under NPS of the deceased Government servant and grant benefits of lump sum (maximum 20% of accumulated pension wealth) and annuity from the remaining pension wealth to the eligible family member from annuity service provider registered with PFRDA, in accordance with PFRDA (Exits and Withdrawals under NPS) Regulations, 2015
- **Death Gratuity:** Same as under Old Pension Scheme
- **Cash equivalent of leave salary (Leave Encashment):** Same as under Old Pension Scheme
- **Central Government Employees Group Insurance Scheme (CGEGIS):** Same as under Old Pension Scheme.



DIRECTORATE GENERAL OF HUMAN RESOURCE DEVELOPMENT
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
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