



Government of India
Ministry of Finance,
Department of Revenue
Directorate General of Human Resource Development
Indirect Taxes & Customs
C-4, Ground Floor, IRCON Building, West Wing,
District Centre Saket,
New Delhi-110017



F.NO.712/171/HRD/WF/18

Dated: .11.2019

To

The Pr. Chief Commissioners/ Pr. Directors General (All)
The Chief Commissioners/ Directors General (All)
The Pr. Commissioners / Pr. Additional Directors General (All)
The Commissioners / Additional Directors General (All)

Sir/Madam,

Subject: Revised guidelines for setting up/ refurbishing of Departmental Guest Houses under CBIC - regarding.

The Governing Body constituted to administer the Customs and Central Excise Welfare Fund has approved the Revised guidelines for setting up/ refurbishing of Departmental Guest Houses under Customs & Central Excise Welfare Fund.

2. The amount of financial assistance granted for setting up/ refurbishing of Guest Houses under the revised guidelines have been substantially enhanced and new energy efficient/ environment friendly items of latest technology have been added to the list of approved items. A copy of the revised guidelines for setting up/ refurbishing of Departmental Guest Houses is enclosed herewith. **The revised guidelines for setting up/ refurbishing of Departmental Guest Houses have come into effect from 18.11.2019.**

3. The jurisdictional Commissioners/Additional Directors General may hereafter forward their proposals as per these revised guidelines alongwith the Minutes of the Advisory Committee recommending the proposal and the relevant documents as detailed in the Checklist for consideration of the Governing Body of Customs & Central Excise Welfare Fund.

Yours faithfully,

(Anice Joseph Chandra)

Addl. Director General (I&W)&

Member-Secretary, Governing Body (Welfare Fund)

Encl: As above

Copy for information to:-

- (iii) Director General, C.E.I.B / Chief Commissioner, Authority for Advance Rulings / Competent Authority, SAFEMA / Commissioner, Settlement Commission / The Joint Secretary (Admn.), CBIC, New Delhi with a request to forward applications / nominations of the officials borne on the strength of Customs and Central Excise and presently working under their jurisdiction/charge.
- (iv) **Web master @ cbic.gov.in** : With a request to put this letter on the Departmental website. Mention may also be made of the scheme in the headlines being flashed.

GUIDELINES FOR SETTING UP/ REFURBISHING OF DEPARTMENTAL GUEST HOUSES

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 sparability 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 3 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 on-line booking of accommodation in the guest houses/holiday homes under Directorate of Estates, MoHUD. The on-line booking of guest house accommodations is to be implemented by all jurisdictional Commissioners/ HoDs latest by 31.03.2020.

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/ lay out plan of proposed accommodation should also be forwarded along with the proposal.

11. Refurbishing/ Up-gradation of existing Guest Houses:

- (i) Proposal for up-gradation 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 (upto Rs.) 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 (Rs.) Say (Rs.) (per suite/room)		Rs. 3,30,000/-

(B) Drawing Room/ Dining Hall

S. No.	Items	Qty.	Amount (upto Rs.) per Unit/Set
1.	Air Conditioners	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.	Item	Qty.	Amount (upto Rs.) 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 Rs. 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 utilized 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/ care taking 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.

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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 Govt. 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/ lay out 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/care taking 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.

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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 3 years.
2. Whether Utilization 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 Utilization Certificate in respect of the previous financial assistance has not submitted).
3. Whether justification for additional requirement of guest house is given?
4. Where guest house is proposed to be set up?
5. For Govt. 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-ear marked 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 lay out 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.

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12. Whether a Committee has been formed for running/ maintenance/ care taking 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/ up gradation thereafter. Mention whether Utilization 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.

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(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 3 years.
2. Whether Utilization 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 Utilization Certificate in respect of the previous financial assistance has not 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/care taking 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.

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