



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: Rules for Allotment of Departmental Guest Houses under CBIC - regarding.**

The Governing Body constituted to administer the Customs and Central Excise Welfare Fund has approved the Revision of Rules for Allotment of Departmental Guest Houses under CBIC.

2. **The revised Rules for Allotment Departmental Guest Houses have come into effect from 18.11.2019.** A copy of the revised Rules for Allotment Departmental Guest Houses is enclosed herewith.

3. The jurisdictional Commissioners/Additional Directors General are hereby requested to make arrangements for on-line booking of guest house accommodations through making necessary provisions including showing real-time vacancy position in their official website to ensure transparency. The Chairman, CBIC has desired that the process of implementing the on-line booking system is to be completed **latest by 31.03.2020** and a compliance report in this regard may also be submitted to DG, HRD.

4. These Rules supersede the Departmental Guest House (Indian Customs and Central Excise) Rules, 2007.

Encl: As above

Yours faithfully,

(Anice Joseph Chandra)

Addl. Director General ( I&W)&

Member-Secretary, Governing Body (Welfare Fund)

Copy for information to:-

- (i) 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.
- (ii) **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.

## 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.N.	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 on-line 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 7 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 3 days. Extension for further 2 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 3 months: 50% of HRA admissible.
  - (iii) Stay beyond 3 months may not be allowed.

(II) **Other Officers: For a maximum of 3 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 3 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.

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 (Rs)		Charges/Fee per day (Rs)	
Departmental officials		Official visit	Personal visit	Official visit	Personal visit
	A-1/ Metro cities and Pilgrimage and tourist places	<b>450</b>	<b>600</b>	<b>350</b>	<b>400</b>
	Other Cities	<b>350</b>	<b>500</b>	<b>250</b>	<b>300</b>
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	<b>1000</b>		<b>800</b>	
	Other Cities	<b>800</b>		<b>600</b>	
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	<b>750</b>		<b>600</b>	
	Other Cities	<b>500</b>		<b>400</b>	

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,
- (xiii) Receipt number,
- (xiv) 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 30<sup>th</sup> April every year.

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