

**Directorate General of Human Resource Development**  
**Infrastructure & Welfare Wing, C-4, Ground Floor, IRCON Building (West Wing),**  
**District Centre, Saket, New Delhi-110017**

F.No.712/15/HRD/WF-I/20 /1247-1567

Dated: 28 May, 2021

To,

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

Madam/Sir,

**Sub: 2<sup>nd</sup> Addendum to the Rules for Allotment of Departmental Guest House under CBIC-reg.**

Rules for Allotment of Departmental Guest House under CBIC were issued by DGHRD vide F.No. 712/171/HRD/WF/18 dated 27.11.19 under which procedure for allotment, period of stay, room charges etc are defined. 1<sup>st</sup> Addendum to the above said rules was issued vide F.No. 712/15/HRD/WF-I/20 dated 24.12.2020

2. Taking into consideration the welfare of our officers and staff it has been decided by the Governing Body to further amend these Rules and Para 1(xii)(I)(c)(iii) is replaced with the following:

*“(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.*

*(iii) (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 the HRA.”*

4. This may be given wide publicity among the departmental officials.

Yours faithfully

o/c

*Sucheta Sreejesh*  
28.5.2021

(Sucheta Sreejesh)

**Additional Director General (I &W) &  
Member –Secretary Governing Body (Welfare Fund)**

Copy to:-

(i) The Joint Secretary (Admin.), CBIC, New Delhi/Director General C.E.I.B/  
Director General, N.C.B/ Chief Commissioner, Authority for Advance Rulings/  
Competent Authority, SAFEMA/ Narcotics Commissioner, C.B.N/ Chief Controller of  
Factories/Commissioner, Settlement Commission, DG Anti-Profiteering, CDR,  
CESTAT, Enforcement Directorate for information to the officials borne on the strength  
of Indirect Taxes and Customs and presently working under their jurisdiction/ charge

(ii) Webmaster.cbic@icgate.gov.in with a request to place this letter on the CBIC's  
website. Mention may also be made of the Corrigendum in the headlines being flashed.

*Sucheta Sreejesh*  
28.5.2021

(Sucheta Sreejesh)  
Additional Director General (I &W) &  
Member –Secretary Governing Body (Welfare Fund)