

CIRCULAR

Sub:- Departmental Guest House at CGST & Central excise department at Ludhiana-Reg.

1. It is for the information of all the concerned that the rent/rates per day for the Departmental Guest House, located at **H.No 1 , GST BHAWAN - F Block, Rishi Nagar, Ludhiana** are revised and fixed as under:

| Officers /Guests | AC Rooms | |
|--|-------------------------------|---------------------------|
| | Charges/Rent/Fee per day(Rs.) | |
| | On duty | On private visit/personal |
| Department Officers | 300/- | 400/- |
| Other officials of Central/State Govt /PSU/Public Sector Banks etc | 400/- | 500/- |
| Guest of departmental officers | - | 500/- |

The above charges are inclusive of charges of Water, Electricity, Air Conditioner, Geyser etc but do not include charges of food/meals. The Rates will come into force with effect from 20.08.2018.

2. Food Tariff:

| Sr no | Item | Amount in Rs |
|-------|----------------------------------|--------------|
| a. | Breakfast | 100/- |
| b. | Tea | 20/- |
| c. | Coffee | 20/- |
| d. | Milk with Cornflakes or Porridge | 25/- |
| e. | Lunch/Dinner | 200/- |

For Lunch/Dinner , advance notice of four hours to the caretaker is necessary. The Rates will come into force with effect from 20.08.2018.

3. **Application for allotment of room** : Request for allotment of the Guest House may be made in writing to the Commissioner , CGST & Central Excise, Ludhiana. The availability or any information regarding the Guest House may be inquired from the Superintendent, Headquarters, GST Commissionerate Ludhiana. Requests should ordinarily be sent to the allotting authority (Commissioner, CGST Ludhiana) at least 7 days prior to the date on which the guest house accommodation is required. In case of urgent visits and emergencies, the allotting officer may exercise his discretion in allotting the guest house. The Commissioner CGST & Central Excise, Ludhiana reserves the right to cancel booking at any time and without any intimation in the event of any exigency

4. **Allotment shall 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

The Commissioner CGST & Central Excise, Ludhiana reserves the right to change the sequence of priority in the event of any exigency.

5. The allotting authority may allot the accommodation three days prior to the intended date of stay. In cases where requests are received at the same time from two officials of the same category, priority of allotment will be given to the senior officer. In the event of the seniority being the same priority will be given to the officer whose application is received first.

6. **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 max. of 3 days; Extension for further 2 days may be given on request if there is no demand for accommodation;

In case of medical treatment at out-stations, departmental officials or their dependent family members may be allowed to stay for period of treatment.

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

7. An officer will 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. In case of returning from leave, guest house accommodation may be provided for a period not exceeding seven days.

8. **Scale of Accommodation:**

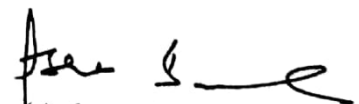
| Sr no | Category of Official | Type of Accommodation |
|-------|--|---|
| 1. | Officers in the rank of Commissioner and above | A.C. suite with ante room and attached toilet/bath room |
| 2. | Other Group-A officers | A.C. room with attached toilet/bath room |
| 3. | Group-B officers | A.C. room with attached toilet/bath room |

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. The Commissioner CGST & Central Excise, Ludhiana reserves the right to change the scale of accommodation in event of any exigency.

9. Running of Guest House

- (i) A Committee of the below mentioned officers has been formed for running/maintenance/ care taking of guest house:
 - a) DC(Admin), CGST Commissionerate, Ludhiana.
 - b) Supdt (Hqrs), CGST Commissionerate, Ludhiana.
 - c) Insp(Hqrs), CGST Commissionerate, Ludhiana.
- (ii) Receipts from room charges shall be used for meeting recurring and maintenance expenses of guest house.
- (ii) 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.

10. Feedback / Suggestion diary is available in guest house with the caretaker.


(Ashutosh Baranwal)

Commissioner

1-22(2) Super. Hqs/GH Booking / 2013 / 10307-16

Copy forwarded for information to:

dt- 21/3/18

1. The Chief Commissioner, CGST & Central Excise, Chandigarh.
2. The Commissioner, Customs Preventive Commissionerate, Amritsar.
3. The Commissioner, Customs Commissionerate, Ludhiana.
3. The Commissioner, CGST Commissionerate Jalandhar
4. The Commissioner Audit Commissionerate, Ludhiana.
5. The Commissioner (Appeals), Ludhiana.
6. ADG, DGRI Ludhiana .
7. Addl. Director DGGSTI Ludhiana.
8. The Additional Commissioner, Sub Commissionerate, Mohali.
9. Deputy Commissioner (Systems) for uploading on Commissionerate's website.

(Amanjit Singh)

Deputy Commissioner (Admin)