



भारत सरकार, वित्त मंत्रालय,
राजस्व विभाग,
केंद्रीय अप्रत्यक्ष कर और सीमा
शुल्कबोर्ड
Government of India
Ministry of Finance,
Department of Revenue
Central Board of Indirect
Taxes and Customs



सत्यमेव जयते

आयुक्त का कार्यालय
केंद्रीय माल एवं सेवाकर, दमण आयुक्तालय
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CIRCULAR FOR GUEST HOUSE (DAMANGANGA)

The following guidelines for the Departmental Guest House issued with the approval of Commissioner, CGST & CE, Daman Commissionerate. The instructions to be followed strictly as mentioned below:

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

- 1 . The Departmental Guest House instruction 2019 is to be followed for the Guest House at GST Bhawan, Vapi under CGST & CE, Daman Commissionerate, Daman.
2. In these instructions unless the context otherwise requires: - "Department" means the CBIC and it's attached/ subordinate offices;
3. Allotment of the Guest House shall be made by an allotting authority specified by the Commissioner in whose jurisdiction the Guest House is set up.
4. 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.
5. 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.
6. Gazetted Officers and staff of the department may occupy the guest house while on official tour.
7. Officers of the Central Govt/State Govt and local administrations may also be permitted by the competent authority to occupy the guest house. But their stay will be limited to a maximum period of 5 days at a time. The guest house occupied by these officers will have to be vacated at 24 hours notice if required by the officers of the department on duty.
8. An officer shall not be permitted to occupy the guest house posted at Vapi station 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 07 days.

9. Room entitlement for various categories of officers shall be as follows:

1	Group- A Officers	A.C. suite with ante room and attached toilet/bath room
2	Group- B & C officers	AC. room with attached toilet/bath room

* Subject to the availability of accommodation at Guest house.

10. Application for allotment should ordinarily be sent to the allotting authority 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.

11. Order of priority: Allotment should be made in the following order of priority:

- (i) First priority to the officials on departmental duty;
- (ii) Second priority to the serving departmental officials on private visit;
- (iii) Third priority to officers on duty of other offices who provide their Guest House facility to our department.
- (iv) Fourth priority to retired departmental officials.
- (v) Fifth priority to guests of departmental officials.

12. **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.

13. **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:

II. For stay up to one month at normal rates as per the guidelines

III. For stay exceeding one month but up to 3 months: 50% of HRA admissible.

IV. Stay beyond 3 months may not be allowed.

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

14. 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.

15. 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.

16. 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)	
		Official visit	Personal visit	Official visit	Personal visit
Departmental officials	A- I/ 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- I/ 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 visit)	A- I/ 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.

17. A register will be kept at guest house in which all the occupants shall be required to enter the names, designation, place of posting. Telephone no. Type of visit (private/official), date of arrival and departure, period of stay, Type and number of room(s), room charge/fee per day & paid, Receipt no. and Signature of visitor etc.

18. The occupants are required to pay in cash without fail to the officer in charge before they vacate the guest house. For the purpose of recovery of rent, a caretaker or watchman may be authorized to collect the rent and other dues if any, which will be duly brought to account by the officer in charge every month.

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19. Persons occupying the guest house shall be responsible for any damage caused by them to the building, fittings, furniture etc and charged separately in addition to the rent/fee. No part of the guest house should be used for any other purpose for which it is not intended.

20. In case of dispute, decision of the Principal Commissioner/Commissioner, having the responsibility of maintenance/up keep/running of the guest house shall be final.

21. The registers maintained at guest house, dead stock register for fixed assets and perishable item will be subject to scrutiny by the competent authority or a gazetted officer nominated by the competent authority or for inspection purpose.

22. Electricity points (lights, fans, Air Conditioners, geysers etc) should be switched off when the room is not in use to conserve energy and also to avoid any fire.

23. Internal audit should, be carried out by an officer nominated by the Pr. Chief Commissioner, CGST, Vadodara Zone yearly (financial year) and report to be sent to Directorate of General of Human Resource Development by 31st March every year.

(YUDHAST KUMAR)

Joint Commissioner
Central GST & CE,
Daman