



कार्यालय आयुक्त,

OFFICE OF THE COMMISSIONER,

केन्द्रीय वस्तु एवं सेवाकर आयुक्तालय, जयपुर

CENTRAL GOODS & SERVICES TAX COMMISSIONERATE, JAIPUR

नव केन्द्रीय राजस्व भवन, स्टेच्यू सर्किल, सी-स्कीम, जयपुर-302005

N.C.R. BUILDING, STATUE CIRCLE, C-SCHEME, JAIPUR – 302005

(HQ/Sevottam/PRO)

F. No. II-36(4) HQRS/JPR/2019/

Date:- .09.2020

CIRCULAR

The guidelines for the Departmental Guest Houses situated in the jurisdiction of Central Goods & Services Tax Commissionerate, Jaipur to be followed are mentioned below:-

1. The Instructions are for (1) Group "A" Guest House, Central Revenue Colony, Jayoti Nagar, Jaipur (2) Departmental Guest House, A-139 & A-140, Staff Colony, Gole Market, Jawahar Nagar, Jaipur.
2. The guidelines shall come into force on the 01.10.2020 till further orders.
3. In these instructions, unless the context otherwise requires:
 - (a) 'Guest House' includes all the Guest Houses as per para 1 above
 - (b) 'Competent Authority' means Additional Commissioner (P&V), CGST Commissionerate, Jaipur for Group "A" Guest House, Central Revenue Colony, Jyoti Nagar, Jaipur and for Departmental Guest House, A-139 & A-140, Staff Colony, Gole Market, Jawahar Nagar, Jaipur.
 - (c) 'Department' means Central GST, Central Excise and Customs Department.
4. The Guest House will be directly under control of the competent authority or any such other officer as may be nominated by the competent authority.
5. All officers (serving or retired) of the department may book the Guest House while on official tour. However, the Guest House situated at Central Revenue Colony, Jayoti Nagar, Jaipur can be booked strictly by Group 'A' Officers only.
6. Eligible Officers of the Central Government/State Government and Local Administrations, PSU and Public sector Bank may also be permitted by the Competent Authority to book the Guest House when the rooms can be spared without inconvenience to the personnel of the department. But their stay will be limited to a maximum period of 3 days at a time. The rooms occupied by these officers will have to be vacated at 24 hours notice if required by the officers of the department on duty.
7. No one is permitted to stay in the Guest house situated at his/her own headquarters, except when an officer of the department is transferred to or from a station or is returning from long leave to a station where there is Guest House. He/she may stay in Guest House in such a situation for a period not exceeding 7 days.
8. Application for allotment should ordinarily be sent to the allotting authority through online mode in prescribed format on email gstguesthousejaipur@gmail.com or fax No. **0141-01412385324** at least 7 days prior to the date on which the guest house accommodation is required. In case of urgent visits and emergencies, the competent authority may exercise discretion in allotment.
9. Order of priority: Allotment to be made in the following order of priority, as far as possible:
 - First Priority:** to the officials on departmental duty;
 - Second Priority:** to the serving 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.

10. Period Stay:

- (I) For serving departmental officials:
- On official tours, for the duration of the tour.
 - On private visits up to a maximum of 3 days. Extensions for further 2 days may be given on request if there is no demand for accommodation.
 - In case of transfers room charges will be as under:
 - For stay up to one month at normal rates as per guidelines
 - For stay exceeding one month but up to 3 months: 50% of HRA admissible
 - Stay beyond 3 months may not be allowed.
- (II) Other Officers: For a maximum of 3 days.

11. Room charges for the Guest house shall be as follows:

S. No.	Type of accommodation	Charges /Fee per day (Rs.)a
1	Departmental Officials (Serving or retired) Official Visit	350
2	Departmental Officials (Serving or retired) Personal Visit	400
3	Other officials of Central/State Govt./PSU/Public Sector Bank (room charges double the rates applicable to departmental officials on duty)	800
4	Guests of departmental officers (room charges 50% extra of rates applicable to departmental officials on private visits)	600

Note: Rates are inclusive of service charge, charges for Air-conditioners, Heaters, Geyser etc., but do not include charges for breakfast/meals.

12. Food charges shall be as follows:


1	Break fast Paratha (2), Dahi, Achaar, Tea or Poha, Dahi, Achaar, Tea or Omelette (2eggs), toasts (2), Tea or Idli (2), Sambhar Bada (2), Tea or Idli (2), Uttipam (1), Tea * additional quantity would be charged separately	Rs. 100/-
2	Tea	Rs. 15/-
3	Coffee/Milk	Rs. 20/-
4	Milk With Cornflakes	Rs. 25/-
5	Lemonade	Rs. 20/-
6	Lunch/Dinner (1 Dal, 2 Sabji, Chapati, Raita, Salad, Papad)	Rs. 200/-

Note: No room service, but for tea/coffee/cold drink. For lunch and dinner, advance notice of four hours is necessary

13. Visiting guests are required to intimate in their application, the approximate time of arrival and departure in the guest house for the sake of convenience of other guests.
14. A register will be kept at the guest house, in which all the occupants shall be required to enter the names, designations, headquarters, residential address, date and time of arrival and departure, Room charges due and paid etc. while leaving the guest house, all guests may please collect receipt from Officer-in-charge/Caretaker of the guest house. To ensure identify of the guest, it is desirable that the occupants also provide a copy of ID proof to the caretaker while making entry in the register of the Guest House.
15. Persons occupying the guest house shall be responsible for any damage caused by them to the building, fittings, furniture, crockery etc. no part of guest house should be used for any other purpose except for intended normal stay.
16. Any damage to furniture, crockery, fixture or fittings caused by a guest shall be charged separately in addition to the rentals food charges. In case of dispute, decision of the HOD shall be final.

17. The occupants are required to pay in cash without fail, the room charges and other charges due, before they vacate the guest house. All payments are required to be made to the caretaker in cash and cash memo /bill/voucher as per guest entry register should be insisted and obtained by guest. Every officer/guest has to deposit Rs. 500/- as advance at the time of arrival and the advance deposit shall be adjusted/ refunded at the time of departure and the total amount paid for stay and food shall be recorded in the guest house register just above the signature of the guest at the time of departure with receipt number so issued.
18. Electricity points (lights/fans/air conditioners, geyser etc.) should be switched off when the room is not in use to conserve energy and also to avoid any accidental fire.
19. Use of tobacco/alcohol is prohibited in the guest house.
20. All complaints regarding guest house should be addressed to the competent authority.
21. These guidelines should be prominently exhibited in the guest house as well as departmental website www.cgstjaipur.gov.in for the information and guidance of occupants.
22. The competent authority shall issue such administrative instructions as considered necessary for proper administration, maintenance and up keep of the guest house from time to time.

This issue with the approval of the Commissioner of Central Goods & Service Tax Jaipur.


(Manzoor Ali Ansari)
Additional Commissioner (P&V)

Copy to:

1. The Chief Commissioner of CGST & CX (Jaipur Zone), Jaipur
2. The Commissioner, CGST/Audit/Appeal/Customs-Jaipur, CGST/Audit/Appeal, Jodhpur, CGST Udaipur, CGST-Alwar, ADG (NACIN)-Jaipur, ADG DGGSTI-Jaipur
3. The Additional/Joint Commissioner (P&V), CGST/Audit/Appeal/Customs-Jaipur, CGST/Audit/Appeals/Customs-Jodhpur, CGST- Alwar, CGST-Udaipur.
4. The Deputy/Assistant Commissioner, CGST Division A to I, Jaipur
5. The Deputy Commissioner, CGST Division J & K, Ajmer
6. The Deputy/Assistant Commissioner, CGST, AE/P&V/Tech/Adj/Review/Legal
7. Sevottam/ Rajbhasha/ Vigilance/TRC/CERA Audit Jaipur
8. Chief Account Officer/Administrative Officer (H), CGST, Jaipur
- ✓ 9. Departmental Website
10. Notice Board
11. Guest House


(Manzoor Ali Ansari)
Additional Commissioner (P&V)

FORMAT FOR ONLINE BOOKING OF GROUP 'A' GUEST HOUSE SITUATED AT
CENTRAL REVENUE COLONY, JYOTI NAGAR, JAIPUR (2) DEPARTMENTAL GUEST
HOUSE, A-139 & A-140, STAFF COLONY, GOLE MARKET, JAWAHAR NAGAR,
JAIPUR.

E-mail: Fax No. 0141-.....

Name of Officer/Guest visiting	
Designation	
Contact details (Phone No./Mobile No./e-mail address)	
Present Posting	
Days/Dates for booking required	
Expected time of arrival and departure	
No. of persons	
Relation of the officer with guest	
Accommodation required (No. of rooms)	
Purpose of visit (please tick one)	Official purpose/Private visit
<p>Note:-</p> <ol style="list-style-type: none"> 1. Accommodation is available for Group 'A' officers for himself and companion in the guest house of Group "A" Guest House, Central Revenue Colony, Jyoti Nagar, Jaipur 2. Accommodation is available for Group A to C officers for himself and companion in the guest house situated at A-139 & A-140, Staff Colony, Gole Market, Jawahar Nagar, Jaipur. 3. Application may be sent on email/fax only. 4. Detailed guidelines for stay are available on website www.cgstjaipur.gov.in 	

Signature of the Officer with full name