



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.712/377/HRD/WF-I/2010 (Pt.)

Date 19th December 2016

To

The Directors General / Chief Commissioners (All)

The Commissioners / Additional Directors General (All)

The CDR, CESTAT, New Delhi

Sir/Madam,

Subject: Framing of guidelines for setting up and Allotment of Departmental Hostel Accommodation facilities under CBEC - regarding.

45
in Section

The Governing Body constituted to administer the Customs and Central Excise Welfare Fund has approved the guidelines for setting up and Allotment of Departmental Hostel Accommodation facilities under CBEC. The proposal for setting up of Hostel Accommodation facilities in CBEC was under consideration of the Governing Body to provide relief to Department's employees who are unable to arrange a regular accommodation at the new place of posting or who have to bear the burden of double establishment when they find it difficult to shift their families to the new place of postings on transfer for reasons of children's education/ working spouse/ elderly parents etc. A copy of guidelines for setting up and Allotment of Departmental Hostel Accommodation facilities under CBEC -2016 is enclosed herewith. The guidelines may be given wide publicity to provide relief to the eligible staff under your jurisdiction.

2. The jurisdictional Commissioners/Additional Directors General may forward the proposals as per the guidelines being forwarded herewith alongwith the Minutes of the Advisory Committee recommending the proposal and the relevant documents as detailed in the checklist (to be circulated shortly) for consideration of Governing Body of the Customs & Central Excise Welfare Fund.

Yours faithfully,

- Encl: (i) CBEC Hostel Accommodation (Setting up & Allotment) Guidelines- 2016
- (ii) Annexure-I
- (iii) Annexure-II

Satyajit Singh
19/12/2016 (Satyajit Singh)
Addl. Director General (I&W)&
Member-Secretary, Governing Body (Welfare Fund)

केंद्र वीमे उत्पाद भुलके आयुक्तालय : : -चंडीगढ़ - I (Speed Post)
क्र.सं I-21(02) Admn./Hqrs./Hostel Accomo./2017/81-86 दि. 23/12/17

उपरोक्त विषय पर सभी मांडलों आयुक्त/सहायक आयुक्त, वृद्धा/मांडल अधिकारी
-चंडीगढ़ व दिल्ली के सूचना व Jurisdictional Staff में Wide Publicity व Demand
Survey करके या Willingness के आधार पर उचित Report तुरंत मुख्यालय में भेजने व
अवकाश के लिए Higher formation DG,HRD, New Delhi को Approval हेतु भेजा सके।

इस अनुरोध का प्रतिक्रमा
1. आरक्षण (System) for uploading for publicity
2. नॉटिस बोर्ड पर सूचनाएं।

Satyajit Singh
23/12/17
प्रशासनिक अधिकारी (30)

CBEC HOSTEL ACCOMMODATION (SETTING UP & ALLOTMENT) GUIDELINES 2016

1. Short Title and commencement:

- (a) These guidelines will be called CBEC Hostel Accommodation (Setting up & Allotment) Guidelines, 2016.
- (b) The Guidelines shall come into force on the date of their issuance.

2. Definitions: - In these rules, unless the context otherwise requires,

- (a) **'Ministry'** means the Ministry of Finance, Government of India.
- (b) **'IFU'** means Integrated Finance Unit, Ministry of Finance, Government of India.
- (c) **'Department'** means Central Board of Excise & Customs and the word departmental shall be construed accordingly.
- (d) **'HOD'** means the Head of the Department of the office which controls and administers the relevant Hostel Accommodation.
- (e) **'Welfare Fund'** means the Customs & Central Excise Welfare Fund.
- (f) **'Damage Charge'** means damage/ breakage of furniture/fixtures, electrical appliances/gadgets etc. beyond fair wear/tear shall be recovered at the book value of items from the allottee. The amount so recovered shall be remitted to the Welfare Fund.
- (g) **'Nodal Authority'** means the DGHRD, CBEC, shall be the Nodal Authority for administration of these Guidelines. DGHRD shall issue such instructions as may be necessary from time to time for administration, maintenance and up keep of Hostel Accommodation.
- (h) **'Hostel Accommodation'** means to provide transit/alternate accommodation to staff and officers of the department on their postings to a new place or on fresh posting where Government accommodation is not easily available.
- (i) **'Governing Body'** means the centrally administered Body consisting of the following members has been constituted :-

- | | | |
|---|-------|-------------------|
| 1. Chairman, CBEC | | Convener |
| 2. All members of the CBEC | | Members |
| 3. Financial Adviser | | Member |
| 4. Commissioner (Logistics) now
Additional Director General (I&W)
Wing ; DGHRD,CBEC | | Member-Secretary; |

The Governing Body is vested with the overall authority for administering the Customs & Central Excise Welfare Fund

S. No.	Furnishing area (part)	Maximum amount per suite in Rs.	
		Single room with kitchen (Type-I accommodation)/ Single suite with kitchen (Type-II accommodation)	Double suite with kitchen (Type-III accommodation)
1	Room (s)	1,57,000	2,68,000
2	Kitchen	23,000	23,000
3	Toilet/bath room	10,000	10,000
	Total	Rs. 1,90,000/- plus taxes (Annexure-1)	Rs. 2,90,000/- plus taxes (Annexure-2)

After the sanction and disbursement of financial assistance by the Governing Body of the Welfare Fund, the items would be procured by the concerned HOD by following the provisions of the General Financial Rules 2005.

11. The staff and officers of CBEC who are posted at the station where the Hostel Accommodation is located would be eligible for allotment of hostel accommodation. The Grade Pay for allotment of various types of Hostel Accommodation will be as follows:

S. No.	Type of Hostel Accommodation	Eligibility *
1	Type-I Flat (Single room with kitchen)	All Departmental officials across all Grade Pays
2	Type-II Flat (Single suite with kitchen)	
3	Type-III Flat (Double suite with kitchen)	

***Subject to the availability and the willingness of the allottee to let the License Fee and User Fee be deducted as per rates applicable to the upgraded accommodation.**

12. License fee shall be charged from the allottees of Hostel Accommodation at the rates specified for the time being by the Directorate of Estates, Ministry of Urban Development, Government of India for allotment of Hostel Accommodation. Explanation:- At present the rates specified by Directorate of Estates, Ministry of Urban Development, Government of India vide O.M. No. 18011/1/2009-Pol III dated 28-04-2011 are as follows:

S. No.	Type of Transit Accommodation	License fee per month
1	Type-I Flat (Single room with kitchen)	Rs. 280/-
2	Type-II Flat (Single suite with kitchen)	Rs. 400/-
3	Type-III Flat (Double suite with kitchen)	Rs. 550/-

This license fee is subject to revision as per instructions issued by Directorate of Estates, Ministry of Urban Development, Government of India.

The amount of License fee shall be deposited in the Government account as per rules.

ANNEXURE-1

**List of Items and indicative prices that may be sought as financial assistance from
Customs & Central Excise Welfare Fund
(Single room with kitchen/Single suite with Kitchen)**

S. No.	Item (Rooms/ Kitchen/ Toilets (washrooms))	Qty.	Estimated unit cost/ price up to (in Rs.)	Amount upto (in Rs.)
A	Room			
1	Air- conditioner (window/ split) as suitable	1	35,000	35,000
2	Double-bed with side tables	1	22,000 (lump sum)	22,000
3	Cupboard	1	7,500	7,500
4	Sofa set with center table	1	40,000	40,000
5	Dressing table	1	7,000 (lump sum)	7,000
6	Study table	1	7,000 (lump sum)	7,000
7	Study chair	1	3,000 (lump sum)	3,000
8	Mattresses with pillows (Double bed)	1 (set)	12,500 (lump sum)	12,500
9	Curtains/ blinds	2 sets (1+1)	7,500 each set	15,000
10	Ironing Board	1	5,000 (lump sum)	5,000
12	*Ceiling fans	1	2,000	2,000
13	*Tube lights with fittings	2	500 each	1,000
	Sub-Total A (room)			1,57,000
B	Kitchen			
1	Refrigerator	1	20,000	20,000
2	Hot plate	1	2,000 (lump sum)	2,000
3	Electric kettle	1	1,000 (lump sum)	1,000
	Sub-Total B (Kitchen)			23,000
C	Toilet/Wash room			
1	*Geyser	1	7,000	7,000
2	*Exhaust fan	1	2,000	2,000
3	Buckets and mugs	As reqd.	750 (lump sum)	750
	Sub-Total C (Toilet/ bath room)			9,750
	TOTAL [Sub-Totals A + B + C]			1,90,000/- plus taxes

* If ceiling fans & tube lights and geyser & exhaust fan not provided by CPWD/Formation.
** Telephone/ Internet to be provided on payment basis.

Notes:

- i) The prices are indicative only.
- ii) Prices of new items are prevalent market prices.
- iii) Prices of new items need no revision.
- iv) The prices of individual items may vary from the indicative prices.

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ANNEXURE-II

**List of Items and indicative prices that may be sought as financial assistance from
Customs & Central Excise Welfare Fund**

(Double room with Kitchen)

S. No.	Item (Rooms/ Kitchen/ Toilets (washrooms))	Qty.	Estimated unit cost/ price (up to Rs.)	Amount up to (in Rs.)
Room				
1	Air-conditioner (window/ split) as suitable	2	35,000 each	70,000
2	Double-bed with side tables	2	22,000 each	44,000
3	Cupboard	2	7,500 each	15,000
4	Sofa set with center table	1	40,000	40,000
5	Dressing table	1	7,000 (lump sum)	7,000
6	Study table	1	7,000 (lump sum)	7,000
7	Study chair	1	3,000 (lump sum)	3,000
8	Mattresses with pillows (Double bed)	2 (set)	12,500 each set	25,000
9	Curtains/ blinds	4 sets (2+2)	7,500 each set	30,000
10	Ironing stand	1	4,000 (lump sum)	4,000
11	Mosquitoes net (Double bed)	2	3,000 each	6,000
12	*Ceiling fans	2	2,000 each	4,000
13	*Tube lights with fittings	4	500 each	2,000
Sub-Total A (room)				2,57,000
Kitchen				
1	Refrigerator	1	20,000	20,000
2	Hot plate	1	2,000 (lump sum)	2,000
3	Electric kettle	1	1,000 (lump sum)	1,000
Sub-Total B (Kitchen)				23,000
Toilet/Wash room				
1	*Geyser	1	7,000	7,000
2	*Exhaust fan	1	2,000	2,000
3	Buckets and mugs	As reqd.	750 (lump sum)	750
Sub-Total C (Toilet/ bath room)				9,750
TOTAL[Sub-Totals A + B + C]				2,90,000 plus taxes

* If ceiling fans & tube lights and geyser & exhaust fan not provided by CPWD.

** Telephone/ Internet to be provided on payment basis.

(1+1). 1 set in use and 1 set under washing. has been proposed for items, like towels, bed sheets, blankets/ quilts and curtains which require regular washing.