



कार्यालय आयुक्त, केन्द्रीय वस्तु एवं सेवाकर,
OFFICE OF THE COMMISSIONER CENTRAL GOODS & SERVICES TAX,
जी-105 न्यू जोधपुर औद्योगिक क्षेत्र, जोधपुर-342 003
G-105, NEW JODHPUR INDUSTRIAL AREA, JODHPUR-342003
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C.No. I-(21)1/Admn./JDR/2019/

Date- 24.06.2020

CIRCULAR

The guidelines for the Departmental Guest House situated in the jurisdiction of Central Goods & Service Tax Commissionerate, Jodhpur to be followed are mentioned below:

1. The Instructions are for Departmental Guest House at **G-105, NEW JODHPUR INDUSTRIAL AREA, JODHPUR.**
2. The guidelines shall come into force on the 01.07.2020 till further orders.
3. In these instructions unless the context otherwise requires:
 - (a) Guest House as per para 1 above
 - (b) Competent Authority means Additional Commissioner, CGST Commissionerate, Jodhpur
 - (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.
6. Eligible Officer of the Central Government/State Government and Local Administrations may 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 03 days at a time. The room occupied by these officers will have to be vacated at 24 hours notice if required by the officer of the Department on duty.
7. No one is permitted to stay in the Guest House situated at his/her own headquarter, except when an officer of the Department is transferred from outside station or is returning from long leave. 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 competent authority in prescribed format on (i) email commcexjodh@rediffmail.com or Fax No. 0291-2740081 preferably 3 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 allotting guest house.
9. Order of priority : Allotment to be made in the following order of priority, as far as possible:
 - First priority to the officer on Departmental duty;
 - Second priority to the Departmental officers on private visit;
 - Third priority to the guests of Departmental officials;
 - Fourth priority to officers of other offices;

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10. The competent authority shall allot the accommodation preferably two day prior to the intended date of stay according to the order of priority as above and as per the date of receipt of application, as far as possible.

11. Period to stay:

- (I) For serving /retired Departmental official:
 - (a) On official tours, for the duration of the tour;
 - (b) On private visits, up to 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 medical treatment at out stations, Departmental officials or their dependent family members may be allowed to stay for the period of treatment;
- (II) Other officers or the guests of the Departmental officers- For a maximum of 3 days.

12. Room Charges for the Guest House shall be as follows:

Type of accommodation & Charges/Fee per day		
AC Room	Charges/Fee per day	
	Official visit	Personal visit
Departmental officers	250	300
Other officials of Central/State Govt./PUC/public sector Bank (room charges double the rates applicable to Departmental officials on duty)	800	
Guests of Departmental officers (Room Charges 50% extra of rates applicable to Departmental officials on private visits)	600	

NB. : The proposed rates are inclusive of Service Charge, Charges for Air-conditioners, Heaters, Geyser ect. but do not include charges for breakfast.

13. Visiting guest 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, designation, headquarters, residential address, date and time of arrival and departure, rent due and paid etc. while leaving the guest house, may be collect receipt from officer –in – charge/ Caretaker of the guest house. To ensure identity 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 rental charges. In case of dispute, decision of the HOD shall be final.

17. The occupants are required to pay in cash without fail, rent and other charges due, before they vacate the guest house. All payment 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 deposits 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 no. 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 <http://cgstjaipur.gov.in> for the information and guidance of occupants.
22. The competent authority shall issue such administrative instruction as considered necessary for proper administration, maintenance and up keep of the guest house from time to time.

This issues with the approval of the Commissioner of Central Goods & Service Tax Commissionerate, Jodhpur.


(RAMKESH MEENA)

ADDL. COMMISSIONER (P&V)

Copy to :

1. The Chief Commissioner of CGST &CX (Jaipur Zone) Jaipur.
2. The Commissioner, CGST /Audit/ Appeals- Jaipur, Audit/Appeal-Jodhpur CGST-Udaipur/ Alwar, Customs -Jaipur, ADG (NACIN), Jaipur.
3. Assistant Commissioner (A.E.) CGST Commissionerate, Jodhpur
4. Assistant Commissioner CGST Division -A,B,C-Jodhpur/D,E, -Pali/ F,G-Bikaner/ H,I- Srigangannager
5. Superintendent (Hqrs)/ Inspector (Hqrs) CGST Commissionerate, Jodhpur
- ✓6. Departmental Website <http://cgstjaipur.gov.in>
7. Notice Board.