


| | |
|---|--|
|  | <p style="text-align: center;">कार्यालय प्रधान आयुक्त (लेखापरीक्षा) OFFICE OF THE PRINCIPAL COMMISSIONER (AUDIT) सी.जी. एस. टी. सेंट्रल टैक्स, सीमा शुल्क एवं केन्द्रीय उत्पाद शुल्क, CGST, CENTRAL TAX, CUSTOMS & CENTRAL EXCISE 48, प्रशासनिक क्षेत्र अरेरा, हिल्स, होशंगाबाद रोड, भोपाल-462011 48, ADMINISTRATIVE AREA, ARERA HILL, HOSHANGABAD ROAD, BHOPAL (M.P.)-462011</p> |
| Phone No. 0755-2559461 | Email : cgstadt-bpl@gov.in |

Bhopal, Date: 12.06.2024

Circular

A new Departmental Guest House located at HB-60, NRI Colony, Koh-e-Fiza, Bhopal within the jurisdiction of CGST & Central Excise Commissionerate, Audit Bhopal has become operational w.e.f 01.06.2024 . The guest house comprises of five AC rooms (2 AC Suite rooms and 3 AC room).

2. Application for allotment should ordinarily be sent through online mode in prescribed format on cgstadt-bpl@gov.in 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 authority may exercise discretion in allotment. Allotment of the Guest House shall be made by the Additional Commissioner (P&V), CGST & Central Excise, Audit Bhopal.

3. The operation of the Guest House shall be governed by the Departmental Guest House (Indian Customs and Indirect Taxes) Rules, 2019 issued by DGHRD, CBIC, New Delhi. The said rule, inter alia, provides for period of stay and room charges as under: -

A. 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:
 - (i) For stay up to one month at normal rates as per the guidelines.
 - (ii) For stay exceeding one month but up to 3 months; 50 % of HRS admissible.
 - (iii) Stay beyond 3 months may not be allowed.
- (II) Other Officers: For a maximum of 3 days.

B. Room charges-

| S.No. | 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 |
| 1 | Departmental Officials | 350 | 500 | 250 | 300 |
| 2 | Other Officials of Central/State Govt/PSU/PSB | 800 | | 600 | |
| 3 | Guests of Departmental Officers | 500 | | 400 | |

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

4. A register is being maintained 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 shall be required to collect receipt from Officer-in-charge/Caretaker of the guest house. To ensure identity of the guest, it is desirable that the occupants should provide a copy of Departmental ID proof to the caretaker while making entry in the register of the Guest House.

(R.S.Maheshwari)
Principal Commissioner

Copy to:

1. The Chief Commissioner, CGST & Central Excise (Bhopal Zone), Bhopal.
2. The ADG, DGHRD, New Delhi for information.
3. The Administrative Officer (DDO), CGST Audit Bhopal.
4. The WebMaster, CBIC with a request to upload the circular on CBIC portal.
5. Notice Board.
6. Guest House.

| FORMAT FOR BOOKING OF GUEST HOUSE | | |
|-----------------------------------|--|--|
| 1. | Name of the Guest(s) | |
| 2. | Contact details (Mobile No. & E-mail address) | |
| 3. | Name of the Officer making the booking | |
| 4. | Designation and Present posting of the Officer | |
| 5. | Relation of the Officer with the guest | |
| 6. | Date of Arrival | |
| 7. | Date of Departure | |
| 8. | Type of Accommodation sought | |
| 9. | Purpose of the Visit | |