



Government of India

SPEED POST

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)

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The Commissioners / Additional Directors General (All)

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The CDR, CESTAT, New Delhi

Sir/Madam,

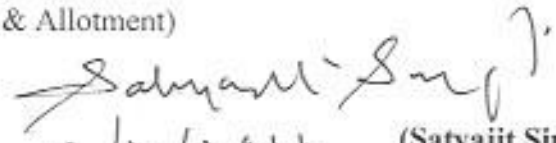
**Subject: Framing of guidelines for setting up and Allotment of Departmental Hostel
Accommodation facilities under CBEC - regarding.**

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


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

**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

3. Hostel Accommodation shall be set up as a welfare measure to provide relief to Department's employees who are unable to arrange for regular accommodation at the new place of posting or who have to bear the burden of double establishment when they find difficult to shift their families to a new place of postings on transfer for reasons of children's education/ working spouse/ elderly parents etc. At the same time setting up of Hostel Accommodation will help the Department to utilize vacant residential assets in a manner that will promote the welfare of its employees.
4. The hostel accommodation shall be of the following three types:
 - a) Single room with kitchen- equivalent to regular Type-I accommodation.
 - b) Single suite with kitchen- equivalent to regular Type-II accommodation.
 - c) Double suite with kitchen- equivalent to regular Type-III accommodation.
5. Hostel accommodation will be set up in place where the existing regular departmental residential accommodation or the General Pool accommodation provided by the Directorate of Estates, Ministry of Urban Development, Government of India is not sufficient to meet the residential needs of staff and officers of the Department.
6. Hostel accommodation will be set up by conversion of the existing vacant Departmental residential flats, particularly, Type-I, Type-II or Type-III flats, lying vacant continuously for 3 years or more.
7. The number of different types of Hostel Accommodation to be created at a station will be based on proper demand assessment. The assessment in turn can be based either on a demand survey or the waiting list for various types of departmental house over the preceding three years. Whenever any such proposal is submitted to IFU, the demand survey reports may be submitted along with proposal.
8. Hostel accommodation will be furnished to provide the basic amenities/ facilities to the allottees. For furnishing of the hostel accommodation financial assistance will be provided from the Welfare Fund.
9. The list of items that can be provided from the welfare fund for furnishing the hostel accommodation is given at **Annexure-I and Annexure-II** to these Guidelines. The procedure for sanction of financial assistance from the Welfare Fund would be as per the rules governing the administration of the Welfare Fund.
10. The maximum amount of financial assistance that can be provided from Customs & Central Excise Welfare Fund for furnishing of the Hostel accommodation determined on the basis of approved list of items is as follows:-

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.

13. With a view to recover part of the cost of amenities provided through financial assistance from the Welfare fund, a user fee will be charged from the allottees. The user fee will be credited back to the Welfare Fund. The monthly user fee shall be charged from the occupants at the following rates:

S.No.	Type of Hostel Accommodation	User fee per month
1	Type-I Flat (Single room with kitchen)	Rs. 1,750
2	Type-II Flat (Single suite with kitchen)	Rs. 1,750
3	Type-III Flat (Double suite with kitchen)	Rs. 2,500

The amount of User Fee collected from the allottees shall be refunded to the Welfare Fund.

14. HRA shall not be admissible to the allottee from the date of occupation. For areas where benefit of two HRAs is available to Central Government employees in terms of the instructions issued by Department of Expenditure, Ministry of Finance, Government of India, the same would be applicable to allottees of hostel accommodation located in such areas.
15. The allottee shall maintain the general up-keep of residence, premises, furniture, furnishings, electric gadgets etc. fitted/ provided in the residence.
16. Electricity, water, telephone and internet/ broadband charges, if any, as per actuals shall be payable by the allottee. Modalities for the apportionment and collection of these charges from the allottees will be decided by HOD.
17. Damages/ 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. The order of recovery will be passed by the HOD after following normal principles of natural justice. An appeal against the said order would lie with the jurisdictional Chief Commissioner/ Director General.
18. 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.
19. The Governing Body of Customs & Central Excise Welfare Fund may relax all or any of the provisions under these guidelines.

**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:

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

- v) The indicative prices are exclusive of taxes applicable.
- vi) **The taxes will be extra.**
- vii) Any other item, not included in the indicative list of items, may be considered by the Governing Body on merit.
- viii) Split/ Window type air conditioner may be provided as per suitability.

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.

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.
- v) The indicative prices are exclusive of taxes applicable.
- vi) **The taxes will be extra.**
- vii) Any other item, not included in the indicative list of items, may be considered by the Governing Body on merit.
- viii) Split/ Window type air conditioner may be provided as per suitability.