



भारत सरकार **GOVERNMENT OF INDIA**
वित्त मंत्रालय **MINISTRY OF FINANCE**
राजस्व विभाग **DEPARTMENT OF REVENUE**

सीमा शुल्क आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CUSTOMS
सीमा शुल्क गृह, विल्लिंगटन आईलैंड, कोच्चिन-682009
CUSTOM HOUSE, WILLINGDON ISLAND, COCHIN-682009

Sevottam Compliant



An IS 15700 certified Custom House

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F. No. S44/ 14/ 2017 -18 Admn. Cus.

Dated: 19/02. 2018

PUBLIC NOTICE

The Departmental Transit Guest House facility at Custom House, Willingdon Island Cochin can be made available to the Departmental Officers, Other Officials of Central/ State Govt, PSU/ Public Sector Bank, Guests of Departmental Officers. The Guest House presently consists of 3 AC Rooms and 1 non AC Room (Room No. 1,2, 3 & 4), situated at about 600 meters away from the Custom House, Cochin. Allotment of the same is as per the guidelines stipulated below:

For the allotment norms and facilities available in the said Guest House (Room No. 1, 2, 3 & 4) guide lines decided by the Committee with the approval of the Commissioner, is produced as under. The instructions are to be followed strictly, as mentioned below:-

1. The instructions are to be followed for Departmental Guest Houses (Central Excise, Customs & Service Tax) of Cochin Custom House.
2. The instructions shall come into force on the 14th day of February, 2018 till further orders.
3. In these instructions, unless the context otherwise requires:
 - (a) "Guest House" includes Guest House (Room No. 1, 2, 3 & 4) situated at about 600 meters away from Custom House, Cochin.
 - (b) "Competent Authority" means any Officer deputed as such by an office Order issued by Commissioner of Customs, Cochin.
 - (b) "Department" means 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. Gazetted Officers and staff of the department may occupy the guest house while on official tour.
6. Officer of the Central Government/State Governments and local administrations may also be permitted by the competent authority to occupy the guest house when these can be spared without inconvenience to the personnel of the department. But their stay will be

limited to a maximum period of 5 days at a time. The guest houses 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 occupy the Guest House situated at his own Headquarters, except that when an officer of the department is transferred to or from a station or is returning from long leave to a station where there are guest houses, he may occupy those for a period not exceeding 7 days, provided in the case of officers returning from long leave, the guest house is not required by any other officers of the department on government duty. The period of seven days may, however, be extended with the prior approval of the competent authority.
8. Rooms entitled for various categories of officers shall be as stipulated under:

Sl. No.	Category of Officials	Type of accommodation
1	Officers in the rank of Commissioner and above	A.C. Suite with ante room and attached toilet/ bath room
2	Other Group –A Officers	A.C. room with attached toilet/ bath room
3	Group –B Officers	A.C. room with attached toilet/ bath room
4	Group–C Officers	Air cooled rooms with attached toilet/ bath rooms #
5	Other Officers	Air cooled rooms/ dormitory preferably with attached toilet #

subject to availability of accommodation.

- (ii) Application for allotment should ordinarily be sent to the competent authority at least 7 days prior to the date on which the guest house accommodation is required**. In case of urgent visits and emergencies, the controlling officer may exercise discretion in allotment.
- (iii) Order of priority: Allotment should be made in the following order of priority:
- First priority to the officials on departmental duty;
- Second priority to the serving departmental 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;
- (iv) The allotting authority shall allot the accommodation three days prior to the intended date of stay strictly according to the order of priority as above and the date of receipt of applications irrespective of rank. In cases where requests are received at the same time from two officials of the same category, priority of allotment should be given to the senior officer. In the event of the seniority being the same priority may be given to the officer who application is received first.***
- (v) 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 max. 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 HRA admissible.
 - (iii) Stay beyond 3 months may not be allowed.
 - (d) 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: For a maximum of 3 days.

- (vi) An officer shall not be permitted to occupy the 'guest house' situated at his/her own HQ except when the officer is on transfer or returning from long leave (more than 1 month). In case of returning from leave, guest house accommodation may be provided for a period not exceeding 7 days.
- (vii) In case of an accommodation being vacant, an officer may be allotted accommodation of one level higher. Similarly subject to willingness of the officer he may be allotted any lower level accommodation.

(viii) Room Charges: Room charges for the Guest House shall be as follows:

Officers/ Guests	Type of accommodation					
	A.C. Suite		A.C. Room		Non A.C. Room	
	Charges/ Fee Per day (Rs)		Charges/ Fee Per day (Rs)		Charges/ Fee Per day (Rs)	
	On duty	On private visit	On duty	On private visit	On duty	On private visit
Departmental Officers	200	250	200	250	100	150
Other Officials of Central/ State Govt. PSU/ Public Sector Bank	200	250	350	450	150	200
Guest of Departmental Officers	200	250	200	250	125	175


N.B. The proposed rates are inclusive of Service charge, charges for Air-conditioners, Heaters, Geyser etc., but do not include charges for breakfast/ meals.

9. 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, rent due and paid etc.
10. The occupants are required to pay the room charges and other charges in cash without fail, to the officer-in-charge, the rent and other charges due, before they vacate the guest house. For the purpose of recovery of rent, a caretaker or watchman may be authorized to collect the rent and other dues if any which will be duly brought to account by the officer-in-charge every month. In case of failure on their part to do so, it should be brought to the notice of the competent authority. A note should be made by the officer-in-charge in the register showing the date of remittance of money to Government account.

11. The officer-in-charge should also maintain a list of furniture and other articles in the guest house and a copy thereof should be displayed in the guest rooms.
12. Persons occupying the guest houses shall be responsible for any damage caused by them to the buildings, fittings, furniture etc. No part of guest house should be used for any other purpose for which it is not intended.
13. The register maintained by the officer-in-charge of the guest house should be put up monthly to a gazetted officer nominated by the competent authority. It will also be subject to scrutiny during their visit to the station for inspection purposes.
14. The stock of furniture, utensils, fittings, crockery, cutlery etc. should be physically verified on 1st April every year.
15. All complaints regarding guest houses should be addressed to the competent authority.
16. These rules should be prominently exhibited in the guest houses for the information and guidance of occupants.
17. The competent authority shall issue such administrative instructions as considered necessary for proper administration, maintenance and up keep of the guest house.
18. Any damage to furniture, crockery, fixture or fittings caused by a guest shall be charged separately in addition to the rent. In case of dispute, decision of the Head of the Department shall be final.
19. 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 fire.
20. Person suffering from infectious or contagious disease should not be allowed to occupy the rooms in the guest house.

Booking can be made at the following address :

Superintendent of Customs (Preventive) [General]
Public Relations Department
Office of the Commissioner of Customs,
Custom House, Willingdon Island,
Cochin- 682 009.
Phone: 0484- 2 667 794, 0484- 2 669 466
Fax No. 0484- 2 668 468.


(Sumit Kumar, I.R.S)
Commissioner of Customs 19/02/18

Copy to: The Chief Commissioner
Central Excise & Customs, Service Tax
C. R. building, I. S. Press Road,
Cochin-18