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आंध्रप्रदेशएवंतेलंगाना/ Andhra Pradesh & Telangana,
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F.No. PR.CCIT/AP & TS/PRO/Guest-House-Rules/2021

Dated: 28-10-2021

MEMORANDUM

Sub: Circulation of revised Guest House Allotment Rules for allotment of Guest House at Hyderabad and General Allotment Rules for Mehdimanzil Lawn, Community Centre, Dining Hall and other facilities at Income Tax Guest House Complex at Hyderabad – Reg.

Ref: CBDT's Guest House Policy in F.No. DIT(Infra)/U-II/PM28/2013-14/2771, dated 24-01-2019.

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The Central Board of Direct Taxes (CBDT) vide order in F.No. DIT(Infra)/U-II/PM28/2013-14/2771, dated 24-01-2019 has notified the Guest House policy for setting up / up-gradation & maintenance, caretaking and allotment / booking of Guest House.

The revised allotment rules approved by the Pr.CCIT, AP & TS, Hyderabad for allotment of Guest House at Hyderabad and General Allotment rules for Mehdimanzil Lawn / Community Centre (Amaravathi) / Dining Hall with Kitchen (Amaravathi) and other facilities at Income Tax Guest House Complex at Hyderabad is circulated as enclosed Annexure.

Enclosures:

1. Part-I: ALLOTMENT RULES FOR I.T. GUEST HOUSE AT HYDERABAD
(Page No. 01 to 03).
2. Part-II: GENERAL ALLOTMENT RULES FOR MEHDI MANZIL LAWN
/ AMARAVATHI COMMUNITY CENTRE / DINING HALL WITH KITCHEN
/ SAMUDRA / BAITHAK (Page No. 04- to 07)

(MERIGA SATISH)

Additional Commissioner of Income Tax (Hqrs)(Admin)
Hyderabad

PART-I

ALLOTMENT RULES FOR I.T. GUEST HOUSE AT HYDERABAD

1. The Central Board of Direct Taxes (CBDT) vide order in F.No. DIT(Infra)/U-II/PM28/2013-14/2771, dated 24-01-2019 has notified the Guest House policy for setting up / up-gradation & maintenance, caretaking and allotment / booking of Guest House and other necessary compliances etc effective from immediate effect.
2. In addition to the above, for administrative convenience, following additional rules are hereby made for managing booking / allotment and stay in income tax guest houses at Hyderabad and the same form part of rules in force.
3. Rules framed for the guest-house shall be followed strictly by all stakeholders i.e. Guests including visitors (if any), officers / officials of the Department and the staff of the service provider.
4. Standard rules for booking / allotment of Guest House.
 - i. The officer / official is required to submit an application to the Pr.CCIT, AP & TS, Hyderabad through ITO (Hqrs)(PR) by hand or e-mail (hyderabad.ito.hq.pro@incometax.gov.in) .
 - ii. The booking / allotment will be confirmed subject to availability of rooms on particular date.
 - iii. The officers / officials i.e. guests in Guest House shall strictly adhere to the Guest House Rule / guidelines along with 'Dos and Don'ts'.
 - iv. The allotment shall be done strictly in compliance with para 1(10) of 'Guidelines for setting up, upgradation, maintenance and allotment of Guest Houses in the Income Tax Department' in F.No.DIT(Infra.)U-II/PM-28/2013-14 circulated by Directorate of Infrastructure, CBDT, New Delhi vide F.No.DIT(Infra.)/U-II/PM28/2013-14/2771 dated 24-01-2019.
 - v. **Room entitlement for various categories of officers / officials is as under:**

S. 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. Deluxe Room with attached toilet / bath room.
3	Group-B Officers	A.C. Room with attached toilet / bath room.

4	Group-C Executive and Ministerial Officials and	Dormitory / Air Cooled Room with attached toilet / bath room.
5	Officials of other Central / State Governments / PSUs	A.C. Room with attached toilet / bath room.

- vi. Retired officers / officials of the Income Tax Department will be charged as the rates applicable to serving Departmental Officers / Officials on private visit.
- vii. Room charges of Department Guest Houses:

S. No.	Type of Accommodation	Officers/ Officials of Income Tax Department		Officers/ Officials of Central / State Govt. / PSUs		Family members of Departmental Officers / Officials	
		Official Visit	Private Visit	Official Visit	Private Visit	Official Visit	Private Visit
1	A.C. Suite with ante room and attached toilet / bath room	650	700	950	950	800	800
2	A.C. Deluxe Room with attached toilet / bath room	525	575	800	800	675	675
3	A.C. Room with attached toilet / bath room (Three A.C. Rooms at Amaravathi G.H. and rooms in Type-D flats)	375	425	675	675	525	525
4	Air Cooled Room with attached toilet / bath room (in Type- C, B & A Flats)	280	305	550	550	400	400

- viii. The above room charges do not include charges for food and others services availed by Guests.
- ix. **Order of Priority for allotment of rooms** to officers / officials shall be as under:
- First priority to officers / officials of the Income Tax Department on duty.
 - Second priority to the serving officers / officials of the Income Tax Department on private visit.



- c) Third priority to the officers / officials on duty, of other offices who provide their guest house facility to the Income Tax Department.
- d) Fourth priority to retired department officers / officials.
- e) Fifth priority to family members of department officers / officials.

Note: The lady officers / officials will be given preference in allotment.

5. Payment of Room Charges and other payments:

- i. Guests are required to pay **Room Rent in Bharatkosh (Annexure-V)**. Food Charges & other miscellaneous charges (if any) is required to be paid to the Service provider before check-out.
- ii. The contractor / service provider shall provide duly signed and signed stamped bills in respect of all payments to the Guests without fail. The contractor / service provider shall not collect any amount without issue of proper bill to the guests.
- iii. For lodging any complaint, guests may send an e-mail at hyderabad.ito.hq.pro@incometax.gov.in / enter in complaint register.
- iv. Guests may ask for feedback form ~~from~~ the service provider and can fill-in the feedback form in respect of his / her experience on stay, cleaning, housekeeping, service and food quality etc and drop the same in the feedback box fixed at reception.
- v. Guests can also drop the complaint in feedback form, if not willing to disclose his / her particulars.



PART-II

GENERAL ALLOTMENT RULES FOR MEHDI MANZIL LAWN / AMARAVATHI COMMUNITY CENTRE / DINING HALL WITH KITCHEN / SAMUDRA / BAITHAK

(AT INCOME TAX GUEST HOUSE COMPLEX, ROAD NO. 12, BANJARA HILLS, HYDERABAD)

1. Mehdi Manzil Lawn / Amaravathi Community Centre / Dining Hall With Kitchen / Samudra / Baithak are to be allotted for Departmental events and functions of Departmental employees and their family members. **Family for the purpose of above allotment includes** spouse, children, parents and unmarried sisters and brothers.
2. Above facilities will be allotted to government organizations and others after approval of competent authority.
3. Process of booking:
 - i. Request for booking is required to be submitted to the Pr.CCIT, AP & TS, Hyderabad through ITO(Hqrs)(PR) by written application / e-mail to 'hyderabad.ito.hq.pro@incometax.gov.in' sufficiently in advance of function.
 - ii. After approval of competent authority, pre-booking letter will be issued by ITO(Hqrs)(PR) intimating the required charges to be paid for bookings of required above facility.
 - iii. After receipt of above pre-booking communication, the proposed allottee is required to submit proof of necessary payments along with the required undertaking in **Annexure-III** through e-mail (hyderabad.ito.hq.pro@incometax.gov.in) or by hand at PR section, Ground Floor, Income Tax Towers, Hyderabad.
 - iv. After receipt of booking charges, confirmation letter will be issued by O/o Pr.CCIT, AP & TS, Hyderabad and booking will be confirmed.
 - v. Before two days of scheduled function, the allottee is required to co-ordinate with ITO(Hqrs)(PR) for any clarification and is required to submit proof of caution deposit.



- vi. Thorough inspection of existing infrastructure to be done by the allottee / persons concerned and shall submit an undertaking in prescribed format for proper usage of such facilities with care before booking / occupation of such facilities and inform the officer-in-charges about the existing damages, if any.
 - vii. The allottee is required to co-ordinate with official-in-charge of the event for solving of any issue regarding the event.
 - viii. After completion of event the allottee is required to submit NOC (Annexure-II) to O/o Pr.CCIT, AP & TS, Hyderabad through ITO(Hqrs)(PR) to get back the caution deposit.
4. Booking will be confirmed only after receipt of payment in duplicate along with **Undertaking (Annexure-III)** & Identity Card and other necessary particulars like proof of relation (if any) to ITO(Hqrs)(PR).
 5. In case of cancellation by allottee the amount paid towards booking charges shall not be refunded. However, if the allotment is cancelled by the competent authority, the booking amount will be returned.
 6. During any events, audio systems are to be used as per Govt. of Telangana State guidelines. Audio systems can be used till 10 P.M. only. Violation of this will be viewed seriously and suitable action may be initiated.
 7. The beauty of Mehdi Manzil Lawn and other infrastructure in I.T. Guest House Complex should not be damaged / harmed in anyway. Plants & flowers in Lawn are not to be disturbed.
 8. Cooking should be done at designated place only. Cooking area are to be properly cleaned after event / function. No food items should be left in event area or anywhere in the I.T. Guest House Complex.
 9. The Lawn is not to be digged for any purpose. Nails are not to be put on any wall / door frame / tree or in the event area anywhere in I.T. Guest House Complex. Stickers are not to be fixed at anywhere in the event area / I.T. Guest House Complex. Ribbons etc fixed (if any) are to be removed immediately on completion of event / function and shall be before requesting for NoC.
 10. The allottee is required to handover the above facilities received as it is and without making any changes or causing any damages to such facilities.

11. After handing over or vacation of such facilities, inspection will be done by the officer-in-charge and will be intimated to competent authority in the prescribed format (Annexure-IV).
12. Being Govt. Properties, all the facilities required to be used carefully by the allottee. Any damage to the property / infrastructure and any disruption to the services rendered at the Guest House Complex will be view seriously and maintenance cost for restoration / replacement will be recovered from the allottee. Any damage to heritage property may cause initiation of disciplinary proceedings.
13. Damaged cost will be recovered at actual market cost or the cost as estimated by competent authority.
14. Booking and electricity charges to be paid in Bharatkosh. The security / caution deposit, cleaning and water charges are to be paid in the Bank Account maintained by O/o Pr. Chief Commissioner of Income Tax, AP & TS, Hyderabad. The refund of security / caution deposit will be done after grant of approval of competent authority.
15. In case of any violation, penalty of Rs. 10,000/- would be recovered from the allottee.
16. Event-wise booking charges for various facilities viz., Community Centre along with Dining Hall, Mehdimanzil Lawn, Amaravathi Samudra and Mehdimanzil Baithak are as follows (in Rs.):

A. For Employees (including retired employees) of Income Tax Department and their family members:

S.N.	Types of charges	Community Centre (Amaravathi)	Dining Hall with Kitchen (Amaravathi)	Lawn (Mehdimanzil)	Baithak ** (Mehdimanzil)	Samudra (Amaravathi)
1	Booking charges	25,000	7,500	7,500	2000	1200
2	Cleaning charges	3,000	5,000	5,000	-----	-----
3	Electricity charges	Actual charges on the basis of meter reading.				
4	Water charges	2000	2000	2000	-----	-----
5	Security / Caution Deposit (Refundable)	25,000	7,000	7,000	-----	-----

** Allotment of Biathak will be only after prior approval of Pr.CCIT, AP & TS, Hyderabad.

B. Government Organizations other the Income Tax Department (in Rs.):

S.N.	Types of charges	Community Centre (Amaravathi)	Dining Hall with Kitchen (Amaravathi)	Lawn (Mehdimanzil)
1	Booking charges	40,000	25,000	25,000
2	Cleaning charges	7,500	7,500	5,000
3	Electricity Charges	Actual charges on the basis of meter reading.		
4	Water charges	2,500	2,500	2,500
5	Parking charges	2,000	2,000	2,000
6	Security / Caution Deposit (refundable)	35,000	12,000	10,000

C. For others (persons not covered above) and after approval of competent authority (in Rs.):

S.N.	Types of charges	Community Centre (Amaravathi)	Dining Hall with Kitchen (Amaravathi)	Lawn (Mehdimanzil)
1	Booking charges	1,50,000	50,000	50,000
2	Cleaning charges	7,500	7,500	7,500
3	Electricity Charges	Actual charges on the basis of meter reading.		
4	Water charges	5,000	3,000	5,000
5	Parking Charges	5,000	5,000	5,000
6	Security / Caution Deposit (refundable)	50,000	25,000	15,000

Annexure-I

CHECK-IN REGISTRATION FORM

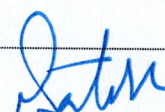
Name & Designation		
Mob. No. & E-mail		Mob. No., E-mail.....
Type of visit (Please tick ✓)		Official / Private
Date and time of check-in		Date: Time:
Allotted Room Number / Name (Please tick ✓)		(Mehdimanzil/ Amaravathi / Type-D..... / Type-C..... / Type-B / Type-A..... Room No. Room Name
Period of Stay		From to
If allottee is departmental person		Departmental Id. No. Designation Name of office
If allottee is non- departmental person	Particulars of allottee	Identity card no. of allottee: Name of Identity Card (please check ✓): Aadhar / Voter Id/ PAN Card / Address of allottee:
	Particulars of Departmental reference	Name of officer / official Designation Name of office

Date:

(Name and Signature of allottee)

(Signature of Guest House Manager)

N.B. The Guest House Manager is required to verify above details & maintain check-in register in prescribed format and shall keep this check-in registration form along with copy of Identity Card of the Guest in the office file for records.



Annexure-II

FEEDBACK FORM

The Guests / Allottees are requested put tick (✓) mark against respective service.

Period of Stay	From to
	Room No. Name

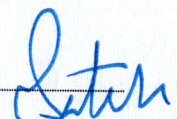
S. No.	Particulars	Poor	Satisfactory	Good	Very good	Excellent
1	Cleanliness of rooms & living area					
2	Cleanliness of washroom					
3	Behavior of staff during stay					
4	Quality of food					
5	Maintenance of Ambience & Amenities at Guest House					
6	Suggestions / Remarks					

Date:

(Signature of allottee)

Name of Allottee:

Mob. No.:



UNDERTAKING BY ALLOTTEE

FOR ALLOTMENT OF AMARAVATHI COMMUNITY CENTRE / MEHDIMANZIL

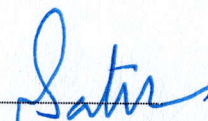
LAWN / DINING HALL WITH KITCHEN / SAMUDRA / BAITHAK

(AT INCOME TAX GUEST HOUSE COMPLEX, HYDERABAD)

Name & Designation		
Name of Event & Date		
Office Address		
Residential Address		
Facilities allotted	From (Date / Time)	To (date / Time)
I. Community Centre		
II. Mehdimanzil Lawn		
III. Dining Hall With Kitchen		
IV. Baithak		
V. Samudra		

I am hereby giving this undertaking that:

1. I have physically verified the allotted facilities at Income Tax Guest House Complex at Hyderabad before taking possession of the same for conducting the event / function as mentioned above.
2. I will compensate the cost of damages as estimated by the competent authority.
3. In case of any damages caused (intentionally or unintentionally) to any of the heritage properties (i.e. MehdiManzil Guest House) situated at Income Tax Guest House Complex, Hyderabad, the cost of restoration as decided by competent authority shall be compensated by me.
4. The beauty of MehdiManzil Lawn and other infrastructure in I.T. Guest House Complex will not be damaged / harmed in anyway. Plants & flowers in Lawn will not to be disturbed.



5. I will not put tandoor / hot utensils on grass of the lawn. The Tandoor and other cooking work will be done at designated place. I will ensure that the cooking area is properly cleaned after event / function & No food items left in event area or anywhere in the I.T. Guest House Complex.
6. The Lawn will not be digged for any purpose. Nails will not be put on any wall / door frame / tree or in the event area anywhere in I.T. Guest House Complex. Stickers will not to be fixed at anywhere in the event area / I.T. Guest House Complex. Ribbons etc fixed (if any) will be removed immediately on completion of event / function.
7. During events, audio systems will be used as per Govt. of Telangana State guidelines and I will ensure that Audio systems will be used till 10 P.M. only.
8. I will handover above allotted facilities received as it is and without making any changes or causing any damages to such facilities.
9. Any cost imposed towards damages or any penalty will be deducted from the security / caution money deposited by me.
10. In case of any violation, a penalty of Rs. 10,000/- will be imposed on me.

I hereby declare that above undertaking is signed by me (full name) after thoroughly going through the revised Guest House Allotment Rules for allotment of Guest House at Hyderabad and General Allotment Rules for Mehdimanzil Lawn, Community Centre, Dining Hall and other facilities at Income Tax Guest House Complex at Hyderabad Rules, dated 28-10-2021.

Signature of allottee:

Date:

Name of allottee:

Place:

Designation:

Office / Residence address:

** In case allottee is not an employee of Income Tax Department, the details of referrer / relative (i.e. Officer / Official of Income Tax Department) in whose behalf booking is made.

DEPARTMENTAL REFERENCE

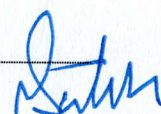
Name:

Designation:

Office address:

Date:

(Name & Signature of Departmental Reference)



NO OBJECTION CERTIFICATE – CIUM – POST EVENT INSPECTION REPORT

Name of allottee & Designation		
Name of Event & Date		
Office Address of allottee		
Residential Address of allottee		
Facilities allotted	From (Date / Time)	To (date / Time)
I. Community Centre		
II. Mehdimanzil Lawn		
III. Dining Hall With Kitchen		
IV. Baithak		
V. Samudra		

Inspection is done by Shri / Smt. (Name & Designation of inspecting Officer / Official)
..... of the above facilities allotted to the allottee and the following observations are made:

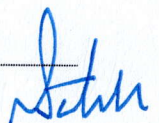
I. There is no damage caused to the facilities allotted to the allottee.

II. Community Centre (Amaravathi):

- a)
- b)
- c)
- d)
- e)

III. Mehdimanzil Lawn:

- a)
- b)



- c)
- d)
- e)

IV. Dining Hall with Kitchen (Amaravathi):

- a)
- b)
- c)
- d)
- e)

V. Baithak (Mehdimanzil):

- a)
- b)
- c)
- d)
- e)

VI. Samudra (Amaravathi):

- a)
- b)
- c)
- d)
- e)

VII. The event area has been cleaned properly and there is no dues pending towards cleaning charges.

VIII. There are no dues pending towards water charges.

IX. There are no dues pending towards electricity charges.

X. There are no dues pending towards other charges (if any).

(Signature & Name of Allottee):	(Signature & Name of Inspecting Officer / Official):
Designation & Office / Residence Address:	Designation & Office:
Date:	Date:

