



प्रधान मुख्य आयकर आयुक्त का कार्यालय
Office of the Principal Chief Commissioner of Income Tax,
आंध्रप्रदेश एवं तेलंगाना/ Andhra Pradesh & Telangana,
दसवीं मंजिल, 'सी' ब्लॉक, आयकर शिखर/10th Floor, 'C' Block, Income Tax Towers,
ए सी गार्ड्स, हैदराबाद/ AC Guards, Hyderabad.
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F. No. PR.CCIT/AP&TS/HYD/PRO/GH Rules/2024-25

Dated: 25.03.2025

MEMORANDUM

- Sub: Revised Tariff for Guest Houses & other amenities and Partial Modification/Amendment in Allotment Rules for Income Tax Guest House at Hyderabad - Regarding.
- Ref: (i) Memorandum in F.No. PR.CCIT/AP & TS/PRO/Guest-House-Rules/2021 dated 28.01.2021.
(ii) Letter in F.No. PR.CCIT/AP & TS/HYD/GH-Misc/2024-25 dated 17.05.2024.

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In accordance with the guidelines issued vide letter / notification in F.No. DIT(Infra)/U-II/PM-28/2013-14 dated 03.0.2013 of the Director of Infrastructure, CBDT, Dept of Revenue, revised allotment rules approved by the competent authority for administrative convenience were circulated vide Memorandum in reference cited above. Now it is further decided to revise the tariff for Guest House and other amenities i.e., Community Centre, Lawn & Dining Hall with Kitchen tariff and also do the Partial Modification/Amendments to the revised Guest House Allotment Rules for allotment of Guest House at Hyderabad.

2. The Amendments/Partial modification to the revised Guest House Allotment Rules as approved by the Pr.CCIT, AP & TG, Hyderabad is circulated as enclosed annexure. The same will be effective from 01.04.2025.

3. This issues with the approval of the Pr. Chief Commissioner of Income Tax, AP & TG, Hyderabad.

(M. Murali Mohan)

Commissioner of Income Tax (in-situ) &
Addl. Commissioner of Income Tax (Hqrs)(Admin & Vig.),
O/o the Pr.CCIT, AP & TS, Hyderabad.

NP
25/03/25

Encl: Revised tariff for Guest House & Other amenities and Partial Modification / Amendments of Allotment Rules.

Pr.CCIT, AP&TG, Hyderabad : Revised tariff for Guest House& Other amenities and Partial Modification / Amendments of Guest House Allotment Rules:

Guest house accommodation is meant for short-term stays related to official duties, including transfer to the station, medical needs, and certain exceptional circumstances. It should not be used as a substitute for obtaining residential accommodation. The availability of guest houses is limited, and the extended stay by officers/officials, as well as other guests, reduces the accommodation options for others.

Accordingly, in continuation to the revised Guest House Allotment Rules and General Allotment Rules dated 28.01.2021 & 17.05.2024, the Guest House and Other amenities tariff structure and additional amendments/modifications are outlined as follows. These modifications will **come into effect from 01.04.2025** and will remain in force until further orders. All stakeholders, including guests (and visitors, if any), departmental officers/officials, dignitaries across India, and service provider staff, must adhere to these rules strictly. Any violation of these rules will be subject to disciplinary action, including possible debarment from future guest house allotments for a specified period.

Period of stay at guest house located at Hyderabad:

- (l) For serving departmental officers / officials:
 - (a) On official tours for the duration of the tour;
 - (b) On private visits up to a maximum of 5 days; extension for further 5 days may be given on request if there is no demand for accommodation.
 - (c) In case of medical treatment, departmental officers/officials or their family members, are allowed to stay for the period of treatment, subject to a maximum period of one month.
 - (d) In case of transfers, permissible period of stay is a period of 2 months. No extension of stay beyond 02 months is allowed. Intermittent breaks during the stay period will be taken into consideration for calculation of rate purposes so that the purpose of discouraging extended stay is served and purpose of optimal use of guest houses for all officers & officials, including retired, is met. Any further extension beyond 2 months will attract additional tariff of 100% per month. (i.e., Total Tariff at the end of 3rd Month - 200%, 4th Month- 300%, 5th Month - 400%, 6th Month& thereafter - 700%). The clause for levying additional tariff of 100% every month will not be applicable for the officer/official who is superannuating within 6 Months

of transfer into the station. Payment of HRA will be governed as per FR & SR on the subject.

(II) For other officers: for a maximum of 5 days. Extension can be allowed for another 5 days, if there is no demand for accommodation during those days.

Revised Room tariff:

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	
1.	A.C. Suite with Ante room and attached toilet/bath room	Rs.1,300	Rs.1,400	Rs. 1,900	Rs.1,900	Rs.1,600
2.	A.C. Deluxe Room with attached toilet/bath room	Rs.1,050	Rs.1,150	Rs.1,600	Rs.1,600	Rs.1,350
3.	A.C. Room with attached toilet / Bath Room (Four A.C. Rooms at amaravathi GH and rooms in Type-D Flats)	Rs.750	Rs.850	Rs. 1,350	Rs.1,350	Rs.1,050
4.	Air Cooled Room with attached toilet / bath room (in Type-C, B & A Flats)	Rs.560	Rs.610	Rs. 1,100	Rs.1,100	Rs.800

The above tariff does not include charges for food and other services availed by Guests at Guest House.

Revised Tariff for amenities i.e., Amaravati Community Centre, Dining Hall & Kitchen, Samudhara Hall & Mehdimanzil Lawn etc.

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

In Rs.

S.No	Types of Charges	Community Centre (Amaravathi)	Dining Hall with Kitchen (Amaravathi)	Lawn (Mehdimanzil)	Baithak ** (Mehdimanzil)	Samudhra (Amaravathi)
1	Booking Charges	37,500	10,000	10,000	3,000	1,800
2	Cleaning Charges	3,000	5,000	5,000	--	--
3	Electricity Charges	Actual Charges on the basis of Meter Reading				
4	Water Charges	2,000	2,000	2,000	--	--
5	Security / Caution Deposit (Refundable)	25,000	7,000	7,000	--	--

** Allotment of Baithak will be made with prior approval of Pr. CCIT, AP & TG, Hyderabad.

B. Government Organisation Other than the Income Tax Department

In Rs.

S.No.	Types of Charges	Community Centre (Amaravathi)	Dining Hall with Kitchen (Amaravathi)	Lawn (Mehdimanzil)
1	Booking Charges	60,000	37,500	37,500
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
5	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.No.	Types of Charges	Community Centre (Amaravathi)	Dining Hall with Kitchen (Amaravathi)	Lawn (Mehdimanzil)
1	Booking Charges	2,25,000	75,000	75,000
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
5	Security / Caution Deposit (Refundable)	50,000	25,000	15,000

Miscellaneous:

(i) Other terms and condition will remain applicable as per Memorandum in F.No. PR.CCIT/AP & TS/PRO/Guest-House-Rules/2021 dated 28.01.2021 and Guest House Allotment Rules vide Memorandum in F.No. PR.CCIT/AP & TS/HYD/GH-Misc/2024-25 dated 17.05.2024.

(ii) Rules framed for the Guest House Allotment shall be followed strictly by all stakeholders i.e., Guests including visitors (If any), and Officer/Officials.

Note: Booking Proforma for Guest House(s) and Amenities i.e., Community Centre, Dining Hall & Kitchen and Lawn are enclosed herewith as Annexure - I and II



BOOKING PROFORMA FOR GUEST HOUSE(S)

S.No.	Particulars	Details	
1.	Name of the Officer / Official:		
2.	Designation:		
3.	Place of Posting:		
4.	Purpose of Visit	Personal / Official	
5.	Guest House required for	Self/Others	
6.	Details of Guest(s)	1.	Name:
			Aadhaar No.:
			Relation with officer/official:
		2.	Name:
			Aadhaar No.:
			Relation with officer/official:
		3.	Name:
			Aadhaar No.:
			Relation with officer/official:
		Last four digit of Aadhaar may be quoted in place of Aadhaar No.	
7.	No. of days:		
8.	Check in Date:		
9.	Check out Date:		
10.	Date of request:		
11.	Signature of the Applicant		

NOTE:

1. Please note that the Check in & Check out time are strictly 11.00 AM & 10.00 AM respectively.
2. The guests are requested to confirm the booking from caretaker telephonically before arriving at Guest House.
3. The competent authority reserves all the right to cancel booking, refuse accommodation or change the rooms allotted to the officer(s) without assigning any reason(s) thereof. Accommodation in the Guest House(s) cannot be claimed as a matter of right.
4. All the guests are mandatorily required to display a valid ID proof at the time of check-in and required to submit the copy of the same before check-in.
5. Duly signed scanned copy of this proforma may be sent to the email. id. Hyderabad.ito.hq.pro@incometax.gov.in
6. Booking of guest house will not be entertained in advance (Beyond 15 days).
7. For any query, the o/o ITO(PR), Pr.CCIT, AP & TG, Hyderabad may kindly be contacted on landline no. 040-23425477.
8. Unauthorized person(s) along with the Guest(s) will not be permitted to stay in Guest House.
9. Priority may be given to officer(s)/Officials(s) visiting for official purpose, medical grounds and lady. Booking of Guest House may kindly be confined to the officers/officials & their family members.
10. This proforma/communication is issued under approval of the competent authority. Further, above said conditions shall be followed strictly by all stakeholders i.e., Officers/Officials/ Guests including visitors (If any).

PROFORMA FOR BOOKING REQUEST OF AMENITIES AT MEHADI MANZIL / AMARAVATI

S.No.	Particulars	Details		
1.	Name of the Officer / Official:			
2.	Designation:			
3.	Place of Posting:			
4.	Details of amenities requested along with date(s) for which allotment requisitioned	Amaravati Function Hall	Amaravati Dining Hall	Lawn at Mehdi Manzil
5.	Reasons for booking of amenities (Attach evidences, if any)			
6.	Event pertains to & relation with applicant	Self or family members/ Govt. Organization/ Others		
7.	Date of request:			
8.	Signature of the Applicant			

NOTE:

- The above said amenities are particularly meant for employees (officers/officials) of Income Tax Department and their family member (For the purpose of family, Form-III may kindly be referred). The persons who are not covered in Form-III, will be considered as others and rates will be charged accordingly.

The booking charges w.e.f. 01.04.2025 as approved by the competent authority are tabulated here under:

S.No.	Amenities booked by	Community Centre (Amaravati) (Rs)	Dining Hall & Kitchen (Amaravati) (Rs.)	Lawn at Mehdi Manzil (Rs.)
1.	(Self or Family Members) Employees (including retired Employees) of IT Dept and their Family Members	37,500/-	10,000/-	10,000/-
2.	Government Organization (Other than the Income Tax Department)	60,000/-	37,500/-	37,500/-
3.	Others (Persons not covered above)	2,25,000/-	75,000/-	75,000/-

Note: Booking Charges mentioned above in table does not include any other incidental charges i.e., Cleaning Charges, Electricity Charges, Water Charges, & Parking Charges etc. These charges will be collected by the Vendor at the counter itself.

- Duly signed scanned copy of this proforma may be sent to the email. id. Hyderabad.ito.hq.pro@incometax.gov.in to process the application.
- The competent authority reserves all the right to cancel booking, refuse allotment to the officers/officials without assigning any reason(s) thereof. Allotment of Amenities as mentioned above cannot be claimed as a matter of right.
- For any query, the o/o ITO(PR), Pr.CCIT, AP & TG, Hyderabad may kindly be contacted on landline no. 040-23425477