



केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)



जन जन के लिए भण्डारण - WAREHOUSING FOR EVERY ONE

POLICY FOR ALLOTMENT OF GUEST HOUSE ACCOMMODATION AND TRANSIT ACCOMMODATION

In the past, the terms 'Guest House' and 'Transit House' have been used as substitute erroneously. Both terms are being defined below for clarity as their purposes are different and also to prescribe separate rules/procedures for their allotment.

The following guidelines are to be followed for providing accommodation in the Guest House/Transit House of the Corporation.

Definition:

Guest House: "Guest House" is an accommodation, utilized for stay of Guests/ VIPs/employees.

Transit House : "Transit House" is an accommodation for transitory stay of employees.

Guest House accommodation

- 1.1 The allotment will be made on 'First Come First Served' basis in respect of Guest House accommodation.
- 1.2 Normally, accommodation in guest house will be provided to employees on official tour for the period of the tour. However, subject to the availability of accommodation, the employees may be allowed to stay in the Guest House while on private work by the allotting authority.
- 1.3 Guest House accommodation may be provided to the employees/ VIPs/ Guests of the employees. The terms 'Guest House' and 'Rest House' will be treated as one and the same if and when used.
- 1.4 Employee who request for guest house accommodation for personal use or medical treatment may be provided accommodation subject to availability.
- 1.5 The Guest House accommodation may be allotted to the employees of CWC on rolls as well as on deputation.

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25/1/19

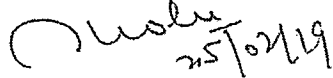
Transit House accommodation on Transfer/Deputation.

- 2.1 The Transit House accommodation, wherever available, shall be provided to the employees, who are joining in the new station on transfer/deputation for a period of 10 days on prior intimation subject to the availability of accommodation.
- 2.2 If transit accommodation, wherever available, is not provided to an employee joining the new station on transfer/deputation, he/she will be entitled for hotel stay of 10 days as per his/her entitlement.
- 2.3 In case the Transit accommodation is available/vacant, the employee may be permitted to stay up to the period of 90 days including the initial period of 10 days with the approval of the head of the Personnel Division/RM. The period of 90 days shall reckon from the initial date of occupation.
- 2.3.1 Normally the period of stay in the Transit House in such cases should not exceed 90(Ninety) days.
- 2.3.2 Employee should be provided, if available, CWC Accommodation of entitled class/lease within 90 days of posting. During this period, the employee will be entitled to get transit house accommodation for which applicable charges will be levied. The employee will also be entitled for HRA of new station during this period. However, the employee will have to vacate CWC accommodation at old station, if provided, within 90 days failing which it will be treated as unauthorized occupancy and damage charges will be applicable beyond 90 days.
- 2.3.3 In case employee has been allotted on regular basis CWC residential accommodation, he/she shall not be entitled for HRA of the station, other relevant charges as applicable shall be recovered from him/her.
- 2.3.4 In case the employee has been allotted by CWC on regular basis CWC residential accommodation or transit accommodation beyond 90 days, he/she shall not be entitled for HRA of the station and in addition the license fees shall be charged against the accommodation based on the plinth area of the accommodation allotted.
- 2.4 In case of Transit accommodation the allotment will be based on 'First Come First Served' basis. If more than one person joins on the same day, the employee will be allotted accommodation as per inter-se seniority.
- 2.5 The Transit House accommodation may be allotted to the employees of CWC on rolls as well as on deputation. While allotting Transit

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accommodation to any employee, a letter clearly stating about the allotment of transit accommodation should be issued.

3. The entitlements and charges of Guest House accommodation shall be as notified by the Management from time to time with the approval of the Managing Director.
4. In case of exigencies and requirement of the Guest House/Transit accommodation, the Corporation shall have the right to get the room vacated by the employees.
5. The Corporation can utilize any property as Guest House or Transit house or both. HRA deduction is not to be made only in the case of allotment of Transit accommodation as per clause 2.3 above. HRA is not to be linked with Guest House stay.
6. The Managing Director, CWC shall have the power to change/modify any of the clauses/conditions stipulated in this policy, subject to such directives, guidelines and instructions as may be issued by the Central Government from time to time.


(Vinay Chopra)
Sr. Asstt. Manager(R&P)



CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)



No.CWC/XXX-63/Admn./07-08

Dated: 23.11.2012

CIRCULAR**Sub: Guest House Charges.**

In supersession to Corporate Office Circular No. CWC/XXX-63/Admn./07-08 dated 11.08.2007 it has been decided to charge for occupation of CWC Guest House/Transit accommodation on payment basis by the employees on transfer as stated below:

1. The Guest House /Transit Accommodation, wherever available, shall be provided to the employees, who are joining in the new station on transfer for a period of 15 days @ Rs.50/- per day/bed.
2. In case the Guest House/Transit Accommodation is available/vacant, the employees shall be permitted to stay upto the period of 90 days including the initial period of 15 days subject to payment of Rs.50/- per day/bed. The period of 90 days shall reckon from the original date of occupation. In such cases, the employees shall get HRA as admissible, subject to the obtaining permission from the Management to retain their family at the old station, as per rules.
3. Any employee occupies the Guest House/Transit Home beyond 90 days, they are liable to forego HRA, besides payment of normal room tariff.
4. In case of exigencies and requirement of the Guest House/Transit Accommodation, the Corporation shall have the right to get the room vacated by the employees, who are occupying on transfer by giving short notice.

The above Policy shall come into force with immediate effect.

(R.J.V. PRASAD)
Deputy General Manager(Pers.)

Distribution:

1. All Heads of Divisions, CWC, CO, New Delhi.
2. All RMs/EEs, CWC, ROs/CCs.
3. All Officers at Corporate Office, New Delhi.
4. Guard File

Copy to:

PS to Chairman/MD/Dir(P)/Dir(MCP)/Dir(Fin.), CWC,
New Delhi.

CENTRAL WAREHOUSING CORPORATION
(A Govt. of India Undertaking)

"Warehousing Bhawan"
4/1, Siri Institutional Area
August Kranti Marg
Hauz Khas, New Delhi-110016

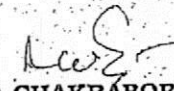
No. CWC/XXX-III-5/Admin/

Dated: 21.9.2007

CIRCULAR

In supersession of the instructions issued in the past, the charges for use of accommodation in the guesthouse maintained by the Corporation at A-5, NDSE, New Delhi is re-fixed as under w.e.f.21.9.2007.

CWC Employees and their dependant family members	Rs.150/- per room per day
Outsiders	Rs.500/- per room per day


(A. CHAKRABORTY)
MANAGER(IR/ADMN)

DISTRIBUTION :

1. All Divisional Heads, CWC, CO, New Delhi for circulation among the staff working under them.
2. All RMs/EEs - with the request that the same may be brought to the notice of employees working under them.
3. PS to Chairman/MD, CWC, CO, New Delhi
4. PS to Director(Fin)/Director(Pers)/PA to ED(C), CWC, CO, New Delhi.
5. Supdt(HK), CWC, CO, New Delhi.
6. Guard file.