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No. IA/I/20/Circular/Vol-VI

Dated : 04/12/2019

IMPORTMENT CIRCULAR NO. 116

To

All the LAOs/AAO BSOs/AOs (GE)
(As per standard list)

Subject:- Revision of Daily Occupancy Rates for MES Inspection Bungalows .


Integrated HQ of MoD (Army), New Delhi issued a Policy No. 04/2019 taking into consideration the increase in price index and maintenance expenses of the MES Inspection Bungalows (IBs), it has been decided by the E-in-C Branch in terms of Para 74 of RMES that the rates of occupancy and other chages will be with effect from 01 Jan 20 as per Appendix vide their letter No.A/27742/4-1/Pol/E2W (PPC) dated 07.11.2019.

The occupancy chages and payment on account of electricity for AC/Room Cooler/Heater etc collected by Khansama shall be handed over to the concerned BSO for remitting same into Government treasury every Monday or whenever, the sum exceeds Rs. 2000/- whichever is earlier. It shall be ensured that all the rooms have separate working electric meter to determine actual electric consumption by the occupant for the appliances. As regards the receipt and expenditure of service charges collected by Khansama, it should be maintained in a separate register and shall be audited by BOO appointed by the controlling CWE.

For the purpose of account of remittance of occupancy charges to government treasury, concerned BSO shall prepare a statement of allotment of accommodation vis-à-vis the amount so collected. Allotment letters signed by the competent authority shall only be the authority for allowing guests to stay in MES IB.


In the light of the above reference all the LAOs/AAO BSO/AO (GE) are requested to give special emphasis on the above areas of audit while conducting the audit and reviews of MES Inspection Bungalows under their jurisdiction.

Encls. 04 (Fours)


(N.K.BISWAS)
Deputy controller

Copy to :

The O I/C With a request to upload in the CDA Guwahati website.
EDP Section


(N.K.BISWAS)
Deputy controller

Policy No 04/2019

E2 Works (PPC) Sub Dte
Dte of Works, E-in-C's Branch
Integrated HQ of MoD (Army)
Kashmir House, Rajaji Marg,
New Delhi – 110011.

Tele : 23019646

07 Nov 19

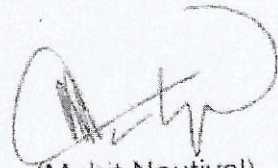
A/27742/4-1/Pol/E2W (PPC)

List 'A' & 'B'

REVISION OF DAILY OCCUPANCY RATES
FOR MES INSPECTION BUNGALOWS

1. Taking into consideration the increase in price index and maintenance expenses of the MES Inspection Bungalows (IBs), it has been decided by the E-in-C in terms of Para 74 of RMES that the rates of occupancy and other charges will be as given in Appendix with effect from **01 Jan 20**. Other relevant details for information of both MES and guests are also mentioned at Appendix.
2. The occupancy charges and payment on account of electricity for AC/ Room Cooler/ Heater etc collected by Khansama shall be handed over to the concerned BSO for remitting same into Government treasury every Monday or whenever, the sum exceeds ₹ 2000/- whichever is earlier. It shall be ensured that all the rooms have separate working electric meter to determine actual electric consumption by the occupant for the appliances. As regards the receipt and expenditure of service charges collected by Khansama, it should be maintained in a separate register and shall be audited by BOO appointed by the controlling CWE.
3. Boarding charges and menu for the meals along with timings shall be approved by the respective Zonal CEs and the same along with copy of Appendix shall be displayed on the notice board and in each room for the benefit of the occupants.
4. For the purpose of account of remittances of occupancy charges to Government treasury, concerned BSO shall prepare a statement of allotment of accommodation vis-à-vis the amount so collected. Allotment letters signed by the competent authority shall only be the authority for allowing guests to stay in MES IB.
5. Contents of this letter may be circulated to all lower MES formations for their compliance.

6. This supersedes earlier daily occupancy rates for MES IB circulated vide this HQ letter of even No dated 31 Jan 13 (Policy No 03/2013).



(Mohit Nautiyal)
Brig
DDGW (PPC & Est)
For E-in-C

Enclosure : As above.

Copy to:-

QMG's Branch/ DG LW&E

IHQ MoD (Navy)/ Dte of Works

Air HQ/ Dte of AF Works

HQ IDS/ Dte of Works

Internal

Coord & Pers Dte/ E Coord-1

DG (Pers) Dte/ Coord

ESP Dte/ ESP-1

CE Dte/ CE-1

All Sub Dtes of Works Dte

Automation Cell

For uploading on MES website.

Appendix

(Refers to Para 1 of E-in-C's Branch letter No
A/27742/4-1/Pol/E2W (PPC) dated ____ Nov 19)

DAILY OCCUPANCY RATES : MES IBs


1. The rates for occupancy and other charges are as under: -

Ser No	Localities/ Description of Charges	Air Conditioned Room		Non Air Conditioned Room		Annexes	
		Single	Double	Single	Double	Single	Double
		(₹ per day)					
(a)	Basic Rate Occupancy Charges						
	(i) X cities	130	195	95	145	45	65
	(ii) Y cities	95	145	75	110	30	45
	(iii) Z cities	75	110	45	65	30	45
(b)	Miscellaneous Charges						
	(i) Service charges (per head)	75		60		30	
	(ii) Newspaper/Magazine	On actual basis					

Notes

- Class of localities of IBs shall be same as provided in TA rules.
- Charges on electricity consumption for AC, geyser, heater/ cooler shall be on actual consumption basis. Separate electric meter is required to be installed in each room for determining actual electric consumption.
- Laundry charges if any in r/o personal clothing of occupant will be on actual basis.
- Service officers and MES officers on duty shall be charged the basic rates as mentioned at Para 1 above.
- Other officers paid from Defence Services estimates shall be charged 1.5 times of the basic rates while on duty.

6. Service officers and MES officers not on duty shall be charged 1.5 times of the basic rates as applicable to the category of the officer.
7. Retired Service/ MES officers shall be charged double of the basic rates.
8. Private individuals shall be charged four times the basic rates.
9. Officer shall be deemed on duty when on TD, during joining time and up to 10 days from date of joining in case of permanent transfer to the station. Reference of movement order of officers on duty shall be recorded by the officers while making entries in MES IB register. Otherwise, occupancy charges at non duty rates shall be charged.
10. Occupation charges will be levied for single bed if an occupant stays single in a double bed room. Two officers sharing a double bed room shall be charged separately on single bed rates.
11. Parents, spouse and children of the officers accompanying him/ her shall be charged at the same rates as the officer. All others shall be treated as private individuals.
12. Service charges shall be charged at the above rates to meet the expenditure on washing of linen, toiletry items, cable TV and upkeep of rooms.
13. Occupancy charges, service charges and charges for electricity shall be collected by Khansama from the occupant.
14. The allotment of suites/ rooms/ annexes shall be strictly recorded in the register being maintained for this purpose with relevant details of identity of persons with date and time of occupation/ vacation of the accommodation.
15. No additional charges except those specified above will be levied by local authorities irrespective of amenities provided, category of rooms or location of the IB.



(To be displayed in each room/ foyer of MES IB)