

वैज्ञानिक और औद्योगिक अनुसंधान परिषद  
COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH  
अनुसंधान भवन, 2 रफी मार्ग, दिल्ली-110001  
Anusandhan Bhawan, 2, Rafi Marg, Delhi-110001

No.: 5-1(856)/2023-PD

Dated: 23.11.2023

**OFFICE MEMORANDUM**

**Subject: Revision of rates of Guest House Charges - reg.**

The DG, CSIR has constituted a Committee to review the charges for Guest House notified vide CSIR OM No.8-13(1)/2014-Gen dated 07.08.2014. Based on the recommendations of the Committee and with the concurrence of the Financial Adviser, CSIR, the Director General, CSIR has been pleased to accord approval as under:

2. **Guest House charges:**

S. No.	Category of Guest	Revised Rates per bed	
		AC	Non AC
1.	(a) CSIR Employees, Pensioners and their dependent Family members. (b) Project Fellows, JRF/ SRF/ RA, Research Students, Scholars working in CSIR Labs/Hqrs.	100	80
2.	(a) Non-dependent family members of CSIR employees/pensioners (b) Non official/expert members invited for CSIR work	200	160
3.	Serving employees of (on official purpose only) i. AcSIR ii. PSUs of DSIR i.e. CEL, NRDC	300	240
4.	Non CSIR/Other Guests	600	500
5.	NRI/Foreign Guests	2500	2000

3. For CSIR Science Centre Guest House and all VIP Rooms in CSIR Lab/Instt., the charges shall be on **per room basis instead of per bed basis**. The rates for these rooms shall be double the rates as prescribed above for respective category of guests.

4. The check-in and check-out time in the CSIR Guest Houses shall be on 24 hours basis.

5. The accommodation will be booked for a maximum period of seven days subject to availability. Beyond seven days, the rates will be doubled for that category for a maximum period of 30 days.

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6. The officers/staff of CSIR and Labs/Instts. on official duties for training, internal audit and on temporary assignment to the Institute/Lab may be permitted to stay beyond seven days at normal rates but for a maximum period of 30 days. In no case, the guests will be allowed to stay beyond 30 days except on mandatory Training and on medical grounds.

7. Officers/employees of CSIR on transfer allowed to stay in Guest House (subject to availability of accommodation) beyond 30 days at normal rates. These Officers/ Employees will not be eligible to draw HRA during the stay in Guest House. However, these Officers/Employees can be allowed reimbursement of Guest House charges subject to fulfilment of the following conditions:

- a. The official has applied for accommodation of his entitlement, but has not been allotted residential accommodation by the authority concerned.
- b. Reimbursement of Guest House charges shall be admissible up to a maximum period of six months.

8. The applications for the booking shall be received through online mode and Labs/Instts. will be gradually develop portals to facilitate online booking only. Further, to take care of unforeseen requirements, the Labs/Instts. may keep a few rooms (generally limited to 25% of total rooms of various categories) out of the purview of the online booking. Booking of such rooms shall be under the discretionary quota of the Directors/Heads of the Labs/Instts/Units to take care of various exigencies

9. In booking of rooms in the Guest House, preference will be given to CSIR official coming on an official visit.

10. Since the management of Guest House affairs are purely administrative in nature, the guest house shall be under the control of General Administration and the Guest House In-charge shall report to Sr. CoA/CoA/AO. Further, S&T Staff shall not be assigned duties/works of Guest House except those who has already been appointed as Guest House Managers.

11. The rates will be applicable uniformly across all CSIR Labs/Instts with immediate effect.

These instructions are issued in supersession of all the previous orders.



(M. Arun Manikanda Bharathi)  
Under Secretary (PD)

To:

The Directors/Heads of all National Labs/ Institutes/Units

Copy to:

1. Sr. PPS to DG, CSIR
2. PS to JS(A), CSIR
3. PS to FA, CSIR
4. PS to CVO, CSIR
5. Sr.DS/Sr.COFA/DS/COA/US/AO of all CSIR Labs/Instts/Hqrs/Units
6. Sr.DFA/Sr.COFA/DFA/COFA/FAO of all CSIR Labs/Instts/Hqrs/Units
7. CSIR Website
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