

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN, RAFI MARG, NEW DELHI-110001

No.8-13(1)2014-Gen

Dated: 7th August 2014

OFFICE MEMORANDUM


In supersession of the earlier orders issued on lodging charges for CSIR Guest Houses, DGCSIR has been pleased to approve the revised rates of guest house charges for all CSIR National Labs/Instts. as follows :-

Rate in Rs.

Sr No.	Category of Guest	Existing Rates per bed		Revised Rates per bed	
		AC	Non AC	AC	Non AC
1(a)	CSIR Employees, Pensioners and their dependent Family members	25	20	50	40
1(b)	Project Fellows, JRF/SRF/RA, Research Students, Scholars working in CSIR Labs/Hqrs.				
2	Non-dependent members of CSIR employees/ pensioners , Non official/ Expert members invited for CSIR work	50	40	100	80
3	Non CSIR/ Other Guests	250	-	300	250
4	NRI/ Foreign Guests	500	-	1000	800

DG, CSIR has further approved that :-

- (i) All CSIR Guest Houses at Hqrs. and Labs./Instts should charge uniform rate with no differentiation in rates for Metros and non-Metropolitan cities.
- (ii) The charges will vary if booking is required on single or sharing basis subject to availability of accommodation.
- (iii) 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.
- (iv) 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 but for a maximum period of 30 days.



(v) In no case the guests will be allowed to stay beyond 30 days. Officers/employees of CSIR on transfer allowed to stay in Guest House (subject to availability of accommodation) beyond 30 days will not be eligible to draw HRA during the stay in Guest House.

(vi) However, he/she can be allowed reimbursement of Guest House charges above the amount of licence fee applicable to regular accommodation of their entitlement.

(vii) The check out time would be taken as 12 noon by all Labs/Instts. uniformly.

(viii) The rates will be applicable uniformly across all CSIR Labs./Instts in supersession of all previous orders issued by CSIR Laboratories/Instts.

The above revision of rates for Guest Houses of CSIR and its Labs/Instts is effective from 1st September, 2014.


(A K Mukherjee)
Deputy Secretary

Directors of all National Labs/Institutes

Copy to:

1. Heads of all Divisions/Sections in CSIR Hqrs, CSIR Cx, IPU, URDIP, HRDC
2. PS to DG, CSIR
3. PS to JS(A), CSIR
4. PS to FA, CSIR
5. PS to CVO, CSIR
6. SR. COA/COA/AO of all National Labs/Institutes
7. Sr. Dy. FA/Dy. FA/FAO of CSIR Hqrs and National Labs/Instts.
8. Manager/Asst. Manager of CSIR Vigyan Kendra, Maharani Bagh Guest House and other Labs & Instts.
9. Head IT – for uploading on CSIR website
10. Office Copy