

File No. 23018875/35236

Dte Gen LW&E/Qtr  
Quarter Master General Br  
HQ of MoD (Army)  
Room No 439A, 4<sup>th</sup> Floor,  
B Wing, Sena Bhawan  
New Delhi - 110011

43012/Guest Rooms/LW&E/Qtr

12 Dec 18

Headquarters  
Southern Command (Q/Wks)  
Eastern Command (Q/Wks)  
Western Command (Q/Wks)  
Central Command (Q/Wks)  
Northern Command (Q/Wks)  
South-West Command (Q/Wks)  
Army Trg Command (Q/Wks)

### POLICY ON MGT OF GUEST ROOMS

1 Ref Gol. MoD letter No 43012/Q3(B-1)/5677/D/Q&C) dt 23 Dec 1991.

#### Gen

2 Guest rooms are reqd to be maint at all stns to provide suitable hygienic accn for offrs transiting on TD for op/trg/adm/legal duties, short courses incl resettlement courses, promotion/competitive exams, or on lve or during LTC. Offrs on TD have the provn of either seeking accn in guest rooms or in case these are not avlb, then stay in hotels. However, offrs who vis particular stns for reasons other than TD, prefer to avail guest room facilities avlb in those stns.

#### Aim

3 To lay down policy for maint, almt and mgt of Guest Rooms.

#### Furnishing and Upkeep of Guest Rooms

4 The furnishings of guest rooms will be done as per para 2 of Gol, MoD letter mentioned at para 1 above as follows:-

(a) Resp for Furnishing & Upkeep. Guest rooms will be under the cont of offrs nominated for the purpose in each unit/fmn/stn. All guest rooms must maint a min laid down std. A broad guideline for furnishing of guest rooms is at Appx 'A'.

(b) Funds for Furnishing & Upkeep. A separate head for Furnishing & Upkeep of guest rooms will be maintained in the Offr Mess Fund Accts. Funds under this head will be used exclusively for guest rooms and will not be trf/re-appropriated to any other accts or used for any other purpose.

(c) Expdr. The expdr out of "Furnishing & Upkeep Head" will be undertaken by the Mess Committee as per the powers of Competent Financial Authority (CFA) applicable to Regt Funds

### Guest Room Charges

5 Guest rooms will be classified based on plinth area, No of rooms and furnishing stds. These will be referred to as Type A, B & C. Charges will be levied based on the std and nature of furnishing/other facilities provided in the guest rooms. However, the max charges per day will not exceed:-

- (a) Type A - Rs 2000/- (Twin room suite with kitchenette).
- (b) Type B - Rs 1500/- (Twin room).
- (c) Type C - Rs 800/- (Single room).

6 The a/m charges will have two components. Guest room furnishing & upkeep component and License fee & allied charges component. The license fee and allied charges component shall be 25% of the total guest room charges and will be deposited in CFI through the Govt treasury by the holding agency. Bal amt i.e the furnishing and upkeep component will be deposited in Offrs' Mess Acct in the "Furnishing & Upkeep Head" for mtg replacements and upkeep expenses. As far as feasible, civ pers will be utilised for providing necessary sp services incl laundry.

7 The charges for elec shall be over and above and will be levied as per actual consumption and deposited with the MES. Each guest room should be fitted with an indep elec meter

8 The expense towards daily messing, beverages incl mini-bar in room and other consumables will be charged extra as per actual consumption by the occupant. A BOO will be conducted every six months by Stn HQ, to fix daily messing rates for std menu. Items consumed over and above std menu will be charged as per actual.

## Issue of Detention Cert

9 Detention Cert. The LMA/Stn Cdr will designate Detention Cert Issuing Auth in a stn and will also facilitate the stn HQ to evolve a methodology to ascertain the occupancy state of guest rooms in the stn. With intro of this policy, an offr proceeding on TD will obtain Detention Cert from the concerned Detention Cert Issuing Auth in the stn in the new format as per **Appx B**. Non availability of guest room will be endorsed on the detention cert by the Detention Cert Issuing Auth after ascertaining the same from the stn HQ/guest rooms controlling agencies in the stn.

10 Facilitation of guest room allotmt for offr moving on TD will be the resp of the HQ/Dte/Br/Est detailing the offr on TD in case an offr is not utilising ARMAAN for booking of guest room. The detailing HQ/Dte/Br/Est will then coord with the Detention Cert Issuing Auth to facilitate the offr in obtaining the necessary endorsement on the Detention Cert in case guest room is not avlb.

11 In stns where there are no guest rooms held, the detention cert will be suitably endorsed. For non-mil stns where no stn HQ exists, the offr will render a cert that no stn HQ exists in the non-mil stn which shall be countersigned by the claim countersigning auth.

## Misc Issues

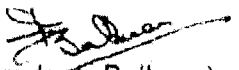
12 No guest room will be exclusively earmarked/res for any appt/rk in any stn and must be optimally utilised by reg allotmt to all offr on first come first serve basis.

13 All guest rooms will be kept hygienic and properly furnished.

14 This policy does not supersede the entitlements of offr to stay in hotels on TD.

15 Record of almuvac will be maint and checked during periodical adm insp.

16 The policy will be applicable with imdt effect and shall supersede all previous letters issued by this HQ on the subject, and will not be applied retrospectively.

  
(Pradeep Balhara)  
Col  
Col Qtr  
For DGLWE

## Copy To:

AGs Branch, IHQ of MoD – with request to issue necessary instr to CDA (O) Pune.

Appx B  
(Ref Para 9 of QMG's Br letter No.  
43012/Guest Rooms/LW&E/Qtr  
dt 12 Dec 2018

**DETENTION CERTIFICATE**

1. Certified that IC/SS/WS \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_  
Unit \_\_\_\_\_ CDA(O) A/c No \_\_\_\_\_ was detained at \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_

2. During the period of stay, the off was provided with:-

- (a) Hotel Accn/ Guest Room Accn.
- (b) Free Messing - Yes / No
- (c) Free tpt - Yes / No

3. It is hereby certified that guest room accn was not avlb on the day of the stay of the a/m  
offr(s) in the hotel.

Case File No.

Station .

Dated :

(Signature of the issuing offr)

(Note: The issuing authority will ensure that hotel accn is availed only if all avlb guest rooms  
are occupied)