

By e-mail

भारतीय लेखा एवं लेखापरीक्षा विभाग

कार्यालय महानिदेशक, अन्तर्राष्ट्रीय पर्यावरणीय लेखापरीक्षा एवं
सतत् विकास केन्द्र

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INDIAN AUDIT AND ACCOUNTS DEPARTMENT
OFFICE OF THE DIRECTOR GENERAL INTERNATIONAL
CENTRE FOR ENVIRONMENT AUDIT & SUSTAINABLE
DEVELOPMENT (iCED)

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No. D.G/iCED/Hostel/2015-16/F-228/1522

Date 02.03.2016

CIRCULAR

Subject: Rules for allotment of accommodation in iCED Hostel at Kant-Kalwar, Jaipur

1. The rules for allotment of accommodation in iCED hostel at Kant Kalwar as approved by Headquarters office on 30.12.2015 is enclosed as Annexure-I.
2. Necessary format of application for allotment of rooms is also enclosed as Annexure-II.
3. It may kindly be noted that arrangement for food during non-training period is yet to stabilize at iCED.

This issues with the approval of Director General, iCED.

Enclosure: As above

Sd/-

Dy. Director (Admn.)

Copies to: No. D.G/iCED/Hostel/2015-16/F-228/1522

Date: 02.03.2016

1. All IA&AD offices (as per mailing list)
2. P.S. to Director General (iCED)
3. PA to Director (T&R), iCED
4. Dy Director (Admn), iCED
5. Sr AO (Admn Division), iCED
6. Sr AO/Divisional Head (Estates Division), iCED
7. Notice Board (iCED)

Sr. Administrative Officer (Hostel)

Subject: Rules for allotment of accommodation in iCED Hostel at Kant Kalwar, Jaipur

A) IA&AD Officers/ Officials on duty/faculty for training programmes at iCED.

1. Participants of Training Programmes in iCED irrespective of their designations will be provided with free boarding and lodging.
2. Officers/officials on duty to any of the offices of IA&AD in Jaipur including iCED will be provided with free boarding and lodging.

B). IA&AS officers on transfer to Jaipur

1. IA&AS officers who are on transfer to Jaipur will be allotted accommodation, for a maximum of 90 days from the joining date of duty in Jaipur. The 90 days limit includes any period of break in between. If any extension is needed, written request may be made to the Director General (iCED) separately.
2. Accommodation charges and food expenses during the stay will be paid as per the rates mentioned below in Annexure I.
3. For any additional accommodation required by the officer, guest charges shall be applicable.

C). IA&AS officers on transfer out of Jaipur

1. An IA&AS officer including his/ her spouse out of transfer from Jaipur can stay for up to 30 days in the hostel to facilitate relocation. Regarding accommodation charges and food expenses, the rules relating to IA&AS officers not on duty will apply.

D). IA&AS officers allotted accommodation or quitting accommodation at iCED

1. IA&AS officers residing in iCED residential quarters, on quitting iCED accommodation for any reason other than transfer, will be allowed to stay in iCED hostel for a maximum period of 5 days from the date of vacating the allotted quarters in iCED. During this period, they will pay accommodation charges and food expenses as applicable.

E). IA&AS officers not on duty

1. IA&AS officers coming to Jaipur not on duty requiring accommodation in iCED will be allotted room on availability. They will pay room rent and boarding charges at applicable rates as mentioned below.

F) General rules

1. IA&AS officers of SAG level and above will be provided VIP suites subject to availability. Other IA&AS officers will be provided single or double room as per convenience.
2. Accommodation will be provided on first come first serve basis. Director/Dy Director (Admn) will be authorized to make an assessment of anticipated requirement on account of training and allot rooms accordingly.
3. Any officer/ official during his or her stay may be required to vacate rooms temporarily on account of requirements of faculty and trainees.
4. Faculty and other training related requirements will get precedence. Similarly, a participant of a training programme at iCED, irrespective of his post will get precedence in matters of accommodation at iCED hostel.
5. Requisition/request for allotment of room(s) containing necessary details e.g. name & designation of the officer/guest, official address, contact number, purpose of stay, date & time of arrival, expected date & time of departure, type & number of rooms required, number of adult members/children to be accompanied, etc, should be sent to iCED well in time, at least 03 days prior to date of arrival.
6. All guests shall be required to enter all details in the register maintained for the purpose at the counter of Hostel Reception.
7. All allotments will be subject to availability.

(Contd.)

Accommodation charges at iCED

1. Accommodation charges (per night of stay)

Category	Charges	
IA&AD Officers on duty	Free	
IA&AD officers NOT on duty / Retired IA&AS Officers	Rs. 300/-	
Others	Rs. 1200/-	

2. Food Charges

Meal	Charges (common to both IA&AD officers and others)	
	Adult	Child
Breakfast	Rs. 50/-	Rs. 40/-
Lunch	Rs. 100/-	Rs. 60/-
Dinner	Rs. 100/-	Rs. 60/-


Dy. Director (Admn)
iCED, Jaipur

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**APPLICATION FORM FOR BOOKING OF ROOMS IN THE iCED HOSTEL AT
KANT KALWAR, JAIPUR.**

(To be sent to iCED by e-mail/fax/post)

1. Applicant's name Designation
2. Name of the Office:
3. Office Address: Mob. No.
4. Resi. Address: email.
5. Period of booking: From (.....A.M/P.M) To
..... (.....A.M/P.M)
6. Purpose of Visit: Official Visit /Private Visit
7. No. of Visitors: Self / Dependent Family Members/ Guests (Total Adult No.
.....and Children No.)
8. No. of Rooms Required:
9. Visitors' Names and Relationship:
10. Mode of payment: Cash/Cheque/D.D
(Cheque/D.D in favour of O/o the D.G iced, Jaipur)

DECLARATION BY THE APPLICANT

I certify that the information given above is correct and nothing is concealed. I shall abide by the prescribed rules/orders/terms and conditions for the stay in the iCED hostel.

Date

Place

Signature of the applicant

(Contd.)

Verification by the Administrative Head of the Office of the Applicant

It is certified that Shri/Smt/Ms.....Designation.....is required to be at Jaipur from to On official/private/transfer duties.

Name.....

Designation.....

Seal of the Office.....