

## Institute of Secretariat Training & Management

### Hostel / Guest House Accommodation Allotment Rules

1. **Allotment:** Hostel and Guest House Accommodation in ISTM will be allotted to trainee officers and guests strictly in terms of rules and regulations laid down for this purpose. These Rules shall be amended/ modified with the approval of Director, ISTM from time to time. Deputy Director (Hostel) or any other officer as may be authorized by Director, ISTM from time to time will allot hostel accommodation in accordance with the Rules on the subject.

2. **Committee on Hostel Allotment:** There will be a Hostel Allotment Committee comprising of Additional Director, Deputy Secretary (Admn.), Joint Director (Coordination) or any other officer at equivalent level as nominated by Director, ISTM and DD (Hostel). The role of the Committee is to make recommendations to the Director, ISTM for his/her consideration.

3. (a) **Eligibility for allotment:** Allotment will generally be made in the following order of preference—

- (i) All Trainee Officers residing ordinarily in areas outside Delhi & beyond nearby urban areas / towns connected with Delhi Metro, all women officers on training, and differently abled (divyangjan) trainee officers, whose nominations have been accepted by ISTM;
- (ii) Outstation guest faculty invited by ISTM (Free of charge);
- (iii) Officers (including private persons) invited by ISTM or M/o. PPG&P for participation in official meetings/ seminars/ training courses etc. (Free of charge);
- (iv) Officers, who are transferred from outstation and posted to ISTM or M/o. PPG & P or Organizations under their control(On payment basis);
- (v) Trainee Officers commuting from Delhi and nearby towns and requiring hostel allotment;
- (vi) Govt. officials from outside Delhi on official duty in M/o PPG & P or their organisations;
- (vii) Other Government Officials from outside Delhi on official duty in Central Secretariat whose request for allotment has been recommended by the concerned Ministry/ Department for allotment of such accommodation; and
- (viii) Other categories of Govt. officers requiring relaxation and recommended by the Hostel Allotment Committee but the request should reach 3 days in advance in normal cases and 1 day in advance in exceptional cases.

3 (b) In exceptional cases, Hostel Allotment Committee can recommend allotment on out of turn basis or to ineligible categories, with reasons to be recorded in writing.

4. **Occupation & Vacation:** Accommodation to the trainee officers can be allotted up to a maximum of two days in advance i.e. if the training programme starts on Monday, an Officer can request for allotment from Saturday. Similarly, if the programme ends on Friday, an Officer should vacate the accommodation latest by Sunday afternoon.

5. **Application:** Request for allotment of accommodation by trainee officers / visiting officers should be made only online on ISTM website. In the case of guests/ invitees of ISTM, Hostel Administration will complete the formalities in advance, before arrival of guests.

6. **Occupancy:** (i) Only the Officer to whom the accommodation has been allotted will be entitled to stay in the hostel. Guests/visitors of the allottee are not allowed to stay in the Hostel accommodation. If any unauthorized person is found residing in the accommodation allotted to an officer, it will amount to trespass / sub-letting. This will lead to allotment being automatically cancelled and the Officer will be asked to vacate the room immediately. This will also be informed to the Cadre Controlling Authority of the Officer for initiation of appropriate disciplinary action.

(ii) In case the hostel room is occupied on the basis of any wrong information/ misrepresentation/ false identity/ information or information deliberately suppressed, penal rent as applicable will be charged apart from sending information to the parent cadre of the official for initiation of disciplinary proceedings.

### **Guest Rooms**

7. Guest Rooms are reserved for Group 'A' officers on official tours including Faculty Members [serving/ retired] of different ATIs/CTIs. Guest House accommodation can be allotted for a maximum of 5 days at a time with the approval of Additional Director, ISTM or any other officer authorized by Director, ISTM.

8. Family members of Govt. Officers accompanying them on transfer/ official tours may be allowed to stay in the Guest Room on the recommendations of Hostel Allotment Committee and on production of valid identity documents such as Driving Licence/Voter Card/ Aadhar Card or any other Govt. I-Card. Such approval for stay of family members has to be obtained at least one day in advance from ISTM by the officer intending to stay in the Guest Room.

9. **Allotment for Private Work to ISTM Officials**— Subject to availability of accommodation, serving / retired ISTM employees & their family members may also be allotted Guest Room accommodation while on LTC/ other personal requirement with the recommendation of Hostel Allotment Committee. Allotment to serving/ retired ISTM officers & their family members on private work shall not exceed a period of 3 days at a time. Valid identify documents such as Driving Licence/Voter Card/ Aadhar Card or any Govt. I-

Card will mandatorily be provided in respect of each of such family member without which they will not be allowed to occupy the accommodation.

10. **Tariffs**

- (i) Tariff for the accommodation, including the penal rate for the extension without proper authority or approval shall be as under and effective from 1.4.2022—

Table: Hostel accommodation tariff

Accommodation Type	Rent per day	Licence Fee		Rent for extended stay beyond allotted period. (per day)
<b><u>Hostel Room</u></b>				
(i) Single Occupancy	960	40		Two times the normal rent in all cases
(ii) Double Occupancy	650 (each)	20 (each)		
(i) ASO DR/ Steno DR (on double occupancy)	200 (each)	20 (each)		
(ii) ASO DR/ Steno DR (on triple occupancy)	150 (each)	15 (each)		
<b><u>Guest Room</u></b>	1420	80		

- (ii) The tariff shall be reviewed once in two years.  
 (iii) Hostel Allotment Committee will recommend to waiver of penal charges in situations beyond the control of individual trainee officers.

11. Payment of rent /charges/ dues/ and payment of any kind shall be in accordance with the approved schedule of rent. Payment of rent will be made only through Debit/Credit cards/NEFT. **Cash payment is generally not permitted.**

12. **Safety of Hostel and its property:** All hostel resident officers are personally responsible for the maintenance and upkeep of the rooms allotted to them for safety of property, furniture and fixtures therein. Any damage to mirrors, window panes, electrical fittings, etc. should be made good at the expense of the resident concerned. The furniture and fixtures in each room should not be shifted outside the room. Residents are requested to behave courteously with the Hostel administration officials and serving personnel.

13. **Dress code:** A resident officer is expected to be dressed appropriately at all times, while in public view. Short dresses, house coats, night wear, etc. are not permitted while being in the lobby or in campus. This dress code will also be strictly adhered to in the Dining Hall, Reception area and other Hostel premises.

14. **Conduct and discipline**

- (a) All allottees (in nearly all cases) being Central Government servants are expected to conduct themselves in a manner which is not in violation of any of the provisions of CCS (Conduct) Rules.
- (b) Loud music or conversations which can disturb others shall be strictly prohibited.
- (c) Smoking, gambling, consumption of alcohol/narcotic drugs are not permitted in the hostel premises. Officers are expected strictly not to spit/paste/scribble anything on the walls
- (d) The hostel premises should not be used for any commercial or business purpose or trade promotion.
- (e) The residents shall maintain a high level of social and moral etiquette at all times, and shall not create any kind of nuisance to the others in any manner.
- (f) Residents should take particular care not to bring any visitor beyond the lobby area in the ground floor. Visitors are not allowed to stay in the allotted rooms
- (g) Any misbehavior/ misconduct or breach of hostel rules may result in eviction from the hostel without any notice and initiation of disciplinary action.
- (h) Residents are required to follow Government guidelines issued from time to time to control spread of infectious diseases such as **COVID**.

15. **Loss of valuables and money:** ISTM will take no responsibility for loss of money or valuables belonging to the resident officers. They are advised to take care of their belongings themselves, the whole hostel complex is CCTV enabled.

16. **Relaxation:** Allotment in relaxation of these Rules can be made by the Director, ISTM on the recommendations of Hostel Allotment Committee.

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