

	<p style="text-align: center;">NEEPCO HR MANUAL</p> <p style="text-align: center;"><b>GUIDELINES FOR PROVIDING GUEST HOUSE / TRANSIT CAMP ACCOMODATION IN NEEPCO</b></p>	<p>VOLUME : II SECTION : G DATE OF EFFECT : 21.04.2014 UPDATED AS ON : 01.06.2020 PAGE NO. : 1 of 7</p>
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The following guidelines are to be followed for providing accommodation in the Guest House and Transit Camp of the Corporation:

### 1. Definition:

**1.1 Guest House:** Guest House is an accommodation utilized for stay of Guests / VIPs / employees for a limited period on Official/Personal Tour.

**1.2 Transit Camp:** Transit Camp is an accommodation for transitory stay of employees for a limited period located in places / routes connected to Project / Power Station at / or near the Rail head of the Project / Power Station.

**2. Charges for stay in the Guest Houses / Transit Camps / Field Hostels of the Corporation in India shall be as under :**

**2.1** For Employees and Retd. Employees of NEEPCO and their families while on tour, Medical treatment, on Leave and/ or for personal obligations. (Family for the purpose means spouse, children, parents, brothers & sisters)

Type of Accommodation	Rate(in Rs.)
Single bed (Room) per day	Rs. 50/-
Double bed (Room) per day	Rs. 100/-

**2.2** For others that include officers & staff of other state/ Central PSUs, Central Govt., State Govt. and clients/ vendors of NEEPCO AND Guests of NEEPCO Employees. For allotment of such personnel in NEEPCO Guest Houses, written request should come from employees concern of NEEPCO with specifications( names, age, address, purpose of visit, period of stay)

Type of Accommodation		CPSE, Govt. Employees & Guest of NEEPCO Employees(in Rs.)	Vendors/ Clients (in Rs.)
Non – A/C	Single bed (Room) per day	Rs. 200/-	Rs. 500/-
	Double bed (Room) per day	Rs. 400/-	Rs. 600/-
A/C	Single bed (Room) per day	Rs. 300/-	Rs. 600/-
	Double bed (Room) per day	Rs. 500/-	Rs. 600/-

### 3. Conditions:

**3.1** The Guest House/Transit Camp accommodation will be allotted on prior intimation, subject to availability of accommodation.

**Note :** “Guidelines for Providing Guest House/Transit Camp accommodation in NEEPCO” was approved vide Competent Authority vide O/O no. 17 dtd. 09.03.2015 & circulated vide Memo no. Pers/25/72/1011-50 dtd. 09.03.2015.

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- 3.2** The allotment of accommodation will be made on 'First Come First Served' basis.
- 3.3** Normally accommodation will be allotted to employees on official tour. In exceptional cases, however, subject to availability of accommodation, the employees may be allowed to stay in the Guest House/Transit Camp while on private work, with the prior approval of the respective Head of the HR Department of the projects/ plants/ offices.
- 3.4** Employees who come to join organisation on their first appointment or on transfer from one project/ plant/ office to another will be allowed Guest House/Transit camp accommodation. As soon as the alternate accommodation is allotted to the employees in the township or company leased accommodation is provided, he will have to vacate the Guest House/Transit Camp.
- 3.5** Normally the period of stay in the Guest House/Transit Camp in such cases should not exceed 15 (fifteen) days. However, due to genuine reasons, if an employee requests to stay beyond (15) fifteen days he may be allowed to stay for a further period of 30 (thirty) days with the specific approval of ED, (HR). Stay beyond the above period will require the approval of Director (Personnel).
- 3.6** In case of transfer of employee, the period of stay will be regulated as under:
- i) In normal cases - 15 days.
  - ii) Up-to one month with the approval of ED (HR)
  - iii) Up-to 3 months with the approval of Director (Personnel).
- 3.7** Employee who request for guest house transit camp accommodation for personal use or medical treatment may be provided accommodation for a period not exceeding 15 (fifteen) days. However, due to genuine reason, if an employee request to stay beyond 15 days, he may be allowed to stay for a further period of one month with the specific approval of Director (Personnel).
- 3.8** In case the employees are allowed Leased accommodation/HRA at previous place of posting due to transfer being in the mid-session, transit camp accommodation may be allowed till the end of academic session, subject to availability with the approval of Director (Personnel).
- 3.9** The Guest House/Transit Camp accommodation may be allotted to the employees of Central Govt./State Govt./Public Sector Undertakings also.
- 3.10** The Guest House/Transit Camp accommodation is primarily meant for employees of NEEPCO and those employees of Central Government/State Government/Public Sector Undertakings, who visit the place in connection with NEEPCO work. Subject to availability, however, it can be allotted to the employees of Central Govt./ State Govt./Public Sector Undertakings and outside agencies, even if they visit the place in connection with their own work.
- 3.11** The entitlements and charges for different types of accommodation shall be as notified by the Management from time to time.
- 3.12** Family members accompanying the employees on tour will be charged at the rates prescribed for NEEPCO employees on un-official visits.

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**3.13** The following will be the rates for fractional halts:

For halt less than twelve hours (Excluding halt during night)	Half of the prescribed rate
For halt more than twelve hours	Full rate
For halt during night	Full rate

**3.14** The charges for meals, breakfast, tea, etc. will be calculated on the basis of 'No Profit-No Loss' principle and each project/ plant / office will calculate the charges taking into account the cost of raw-materials. These rates will be notified from time to time.

**3.15** At the time of checking out from the Guest House/Transit Camp, the visitors shall make payment to the official in- Charge of the Guest House on account of accommodation charges and charges for meals, snacks etc. in cash. The Official in – Charge will issue a receipt, the duplicate copy of which will be prepared for boarding and lodging. The receipts on account of lodging will be deposited with the Accounts Department twice in a month and the amounts received in this account will not be spent for any other purpose.

**3.16** No charges in respect of boarding and/or lodging will be levied from Company's Guests. The accommodation provided to them will be free of charge and the expenses on account of breakfast, tea, meals etc., will be borne by the Company.

#### **4.0 Booking of Rooms**

**4.1** The Employees/Retired Employees of NEEPCO can book rooms in the Guest House/ Transit Camp through online booking in the NEEPCO Intranet HR Portal. Offline booking can also be done through the Offline Registration form as per **Annexure- A**. Either offline or online registration forms is to be submitted to the Officer In- Charge of the respective Guest House/ Transit Camp.

**4.2** To have a transparent system of booking of rooms persons (CPSE, Govt. Employees/ Vendors/ Clients) other than employees of NEEPCO Corporation Guest are to fill-up the **Registration form** enclosed as per **Annexure- B** before check in to the room/ rooms. The filled forms are to be submitted to the Officer In- Charge of the respective Guest House/ Transit Camp.

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नॉर्थ ईस्टर्न इलेक्ट्रिक पावर कॉर्पोरेशन लिमिटेड  
(भारत सरकार का उद्यम)  
NORTH EASTERN ELECTRIC POWER CORPORATION LTD.  
(A GOVERNMENT OF INDIA ENTERPRISE)

GUEST HOUSE/TRANSIT CAMP  
REGISTRATION FORM  
(for employees / Retired employees of NEEPCO)

नाम Name		Employee Code:	
पदनाम Designation		Place Of Posting:	
Designation(at the time of retirement)		Place Of Posting(at the time of retirement):	
आवासीय पता Residential Address			
Booking for Self/ Family/ relatives(guest)			
कहां से आ रहे हैं Coming from		कहां जाएंगे Going to	
रहने की अवधि Period of stay (Date)		to	
यात्रा का उद्देश्य Purpose of visit			
कमरे में रह रहे व्यक्ति/ व्यक्तियों Person (s) staying in the room(s)			
नाम Name	संबंध Relation		
अधिकारी के हस्ताक्षर Signature of Officer i/c of Guest House/Transit Camp	आवेदक के हस्ताक्षर Signature of the applicant		

साफ-सफाई भक्ति के समान है  
Cleanliness is Next to Godliness

गेस्ट हाउस को साफ रखे

यह हमारा दूसरा घर है

Let us keep our Guest House Clean  
It is Our Second Home



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GUEST HOUSE/TRANSIT CAMP  
REGISTRATION FORM

(for persons other than employees of NEEPCO/Corporation Guest)

नाम Name			
पदनाम Designation		संगठन Organisation	
आवासीय पता Residential Address			
संदर्भ Reference ( Name & Designation of Person who has booked the room(s)			
कहां से आ रहे हैं Coming from		कहां जाएंगे Going to	
रहने की अवधि Period of stay (Date)		to	
यात्रा का उद्देश्य Purpose of visit			
कमरे में एक साथ रह रहे व्यक्ति/ व्यक्तियों Person (s) staying together in the room(s)			
नाम Name	संबंध Relation		
अधिकारी के हस्ताक्षर Signature of Officer i/c of Guest House/Transit Camp	आवेदक के हस्ताक्षर Signature of the applicant		

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