

PRIORITY

**NATION  
TAX  
MARKET**  
GST



**Azadi Ka  
Amrit Mahotsav**

भारत सरकार/**GOVERNMENT OF INDIA**

मुख्य आयुक्त का कार्यालय, जीएसटी, केंद्रीय उत्पाद एवं सीमा शुल्क, भुवनेश्वर जोन

**OFFICE OF THE CHIEF COMMISSIONER,**

**GST(CENTRAL TAX), CENTRAL EXCISE & CUSTOMS ZONE, BHUBANESHWAR**

केंद्रीय राजस्व भवन (जीएसटी भवन), राजस्व विहार, भुवनेश्वर - 751007, ओडिशा

**C.R. BUILDING (GST BHAWAN), RAJASWA VIHAR, BHUBANESHWAR-751007, ODISHA**

Ph. No.: 0674-258 9935 Fax No.: 0674-258 9938

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C.No. I(8)36/CC/Admn/BBSR/2017 / 31486A

Date: 20 / 12 / 2024

To,  
The Chief Commissioner (in-situ),  
GST & Central Excise,  
Bhubaneswar Commissionerate, Bhubaneswar.

Sub: Crediting of guest house rental/fee in the Principal Commissioner's  
Accounts -reg

Sir,

Please refer to this office letter C.No. I(8)36/CC/Admn/BBSR/2017-16233A dated 26/06/2024 on the above subject.

2. Your Good Office proposal for enhancement of room rent of the guest house as per the Annexures-A and collection of booking charges through Special Bank Accounts in the name of "Principal Commissioner, GST & Central Excise, Bhubaneswar Commissionerate" has already been accorded permission by the Chief Commissioner. The same has also been intimated to your good office vide CCO letter dated 26/06/2024 in reference.

3. In this connection, it is requested to intimate this office immediately whether the same has been notified by your good office to the public and has been displayed in official web site. If affirmative action has been taken, then please submit a copy of the same for the perusal of Chief Commissioner.

4. It is also to inform that the mandatory Internal Audit Report as per Rule 4 of Departmental Guest House (Indian Customs & Indirect Taxes) Rules, 2019 in case Departmental Guest House/ Holiday Homes located at Bhubaneswar & Puri has not yet been received at CCO **despite repeated**

reminders vide letter of even no 13435A dated 30/05/2024, 30214A dated 28/11/2024.

5. Therefore, it is once again reminded to submit the Internal Audit Report of Departmental Guest House/ Holiday homes located at Bhubaneswar & Puri for the perusal of the Chief Commissioner and onward submission to DGHRD.

Yours faithfully,



Susanta Kumar Mishra  
Additional Commissioner (CCO)

## ANNEXURE - A

### DEPARTMENTAL GUEST HOUSE RATE

Officers/Guest	Type of accommodation				Type of accommodation			
	AC Suite		AC Room		AC Suite		AC Room	
	Charges / Fees per day (Rs)		Charges / Fees per day (Rs)		Charges / Fees per day (Rs)		Charges / Fees per day (Rs)	
	Existing		Proposed		Existing		Proposed	
	Official Visit	Personal Visit	Official Visit	Personal Visit	Official Visit	Personal Visit	Official Visit	Personal Visit
Departmental Officers	350	500	500	700	250	300	300	500
Other Officials of Central/State Govt/PSC/Public Sector Bank	800		900		600		600	
Guests of departmental Officers	500	500	500	700	400	400	400	500

0/c

		Tel. No- 0674-2589350 FAX NO- 0674- 2589738 Email ID- commissionercgstbbsr@gmail.com
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प्रधान आयुक्तकाकार्यालय ,जीएसटीऔरकेंद्रीयउत्पाद, भुवनेश्वरआयुक्तालय  
Office of the Principal Commissioner, GST & CX, Bhubaneswar Commissionerate

केंद्रीयराजस्वभवन, राजस्वविहार, भुवनेश्वर, ओडिशा, पिन -७५१००७

C.R.Building, RajaswaVihar, Bhubaneswar, Odisha, PIN-751007

C. No. I (22)12/GL/Dept. Guest House/GST-BBSR/2024 Date: 12/9/2024

24539-40A

To,  
The Joint Commissioner (CCO),  
CGST, Central Excise & Customs,  
Bhubaneswar Zone.

**Subject:** Crediting of guest house rental/fee in the Bank Account-regarding

Please refer to your office letter C. No. I(8)36/CC/Admn/BBSR/2017/16233A dated-26.06.2024 on the above subject.

In this regard, as per approval of the Chief Commissioner, GST, Central Excise & Customs, Bhubaneswar Zone a bank account in the name of "GST Commissionerate Guest House" has been opened. The Account details for acknowledgement and circulation/intimation to booking personnel are tabulated below-

Account Name	GST Commissionerate Guest House
Account No.	43251495010
IFSC Code	SBIN0000041
MICR Code	751002002
Bank Name	State Bank Of India
Branch	Bhubaneswar
District/State	Khurda/Odisha

- In compliance with the direction issued vide Para-3 of CCO letter C. No. I(8)36/CC/Admn/BBSR/2017/16233A dated-26.06.2024 as stated above, the Principal Commissioner, GST & CEX Commissionerate Bhubaneswar has been pleased to approve following instructions/guidelines towards ensuring smooth operation of the booking of two departmental guest houses situated at Bhubaneswar & Puri and proper monitoring of the aforesaid newly opened Bank Account for this purpose :-

- Booking of the above two Guest Houses are to be made by the officer posted in CCO looking after booking of Guest Houses against receipt of room rent in advance through online mode. Bank particulars are to be conveyed to the applicant for online payment by him.

2. Upon receipt of the booking amount, officer in CCO would inform the Guest House in charge about the details of occupant, dates of stay and payment particulars for entry in relevant register maintained/to be maintained in the Guest Houses.
3. Those who couldn't make online payment in such case, cash will be collected at the Guest House against issuance of receipt. The said money will be deposited in the bank the very next day.
4. A monthly report to be sent by the officer in CCO looking after Guest Houses booking to this office for reconciliation purpose containing details of total number of booking and amount collected through above mode in the previous month by 10<sup>th</sup> of every month.
5. Such collection of tariff in those two Guest Houses will be used for laundry expenses and basic maintenance activities pertaining to them.

This issues with the approval of the Principal Commissioner, GST & Central Excise Commissionerate, Bhubaneswar.



(SUJIT MALLICK)  
Additional Commissioner (P&V)  
GST & Central Excise  
Bhubaneswar.

**Copy to:-**

1. Superintendent (GL), GST & Central Excise Commissionerate, Bhubaneswar (Hqrs).