



Steel Authority of India Limited
Centre for Engineering & Technology
Ranchi-834002

Ref. : CET/PER/4051

Date : 01/12/2019

OFFICE ORDER

The following charges are hereby effective w.e.f 01/12/2019 for booking rooms at Ispat Executive Hostel (I.E.H) located at sail Satellite Colony:

Sl.No.	Category	Description	Booking Charges (Per day per room)	Remarks
1	A	1. Employees of SAIL Units at Ranchi (i.e. CET,RDCIS,SSO & MTI) including employees posted in plant centre/city office 2. Other SAIL Plant/Unit Office employees posted at Ranchi 3. MECON employees/ Regular employees of DPS and JVM 4. SAIL employees of other Plants/Units 5. Ex-SAIL employees of SAIL Units at Ranchi 6. Ex-MECON employees	1000/-	<ul style="list-style-type: none">• Booking shall be done only if the rooms are available.• Booking can be cancelled anytime at the sole discretion of CET-management in case of any exigencies. Decision in this regard shall be final & binding on the party.
2	B	New joining or transferred employees from other units to SAIL units at Ranchi	<u>As per Corporate Office Guideline</u> <ul style="list-style-type: none">• For first Sixth month: Rs 50/- per day• Beyond sixth month and upto One year: Rs 100 per day.• Beyond one year: Rs 200 per day.	<ul style="list-style-type: none">• Apart from the room charges as mentioned above, an additional amount of Rs 1000/- per month will be levied as AC Charges for the period April to September, wherever AC facility is available.• Extension of stay beyond One year will be given on six monthly basis or yearly basis, subject to vacancy/requirement by SAIL CET.• Maximum permissible period of stay in Hostel is two (02) years.• In case of non-vacation of I.E.H beyond 02 year period, Penal rent of Rs 400 per day will be levied.
3	C	Official Guest/ Official function	No charge	<ul style="list-style-type: none">• Subject to the approval of ED• Request by the concerned department/official through their respective GM shall be initiated for approval of ED,CET

Rate for the booking of 'Utsav': 'Utsav' shall be allotted for official purpose only with prior approval of ED, CET. In such cases, no any amount shall be charged.

Rules for allotment/cancellation of rooms and Hall in I.E.H will be done as per Annexure-1 (copy attached).

This has the approval of the Competent Authority.

(M. Mohamed Ikram)
Manager (P&A)

Distribution:

1. ED Secretariat
2. GM(P&A),SAIL Ranchi Units
3. Guard File

Rules for the allotment/cancellation of Rooms and Hall in IEH**Allotment of 'Utsav', Hall at 1st Floor:**

'Utsav' shall be allotted only for the official functions/ official get together. The Hall can be allotted with the approval of ED, CET, only after the written request received from the Chief General Manager/ Executive Director of the concerned department / Unit.

Allotment of Rooms in IEH:

- 1) Application for Booking shall be submitted by the employees in the prescribed format and shall be duly forwarded by the concerned Personnel Department of SAIL Units/ MECON Limited or by the Principal in case of DPS/JVM.
- 2) Mode of payment :
 - Payment to be done through POS machine kept at RDCIS F&A Section after making voucher at CET Finance section.
 - Booking will be confirmed only after payment.
- 3) After accepting the application, the application shall be processed by P & A department.
- 4) Merely submission of application forms shall not entitle anyone to reserve any right on booking of rooms. Only after payment, rooms will be confirmed. Rooms will be allotted on "First come first serve" basis.
- 5) A day for allotment of rooms shall be considered a period of 24 hours w.e.f. 9 A.M. morning to 9 A.M. next morning.
- 6) Maximum allotted rooms for family function/official function shall be as per the sole discretion of SAIL/CET management and decision in this regard shall be final & binding on the applicant.
SAIL/CET shall not be accountable /explainable to the applicant in case rooms cannot be allotted as per the requirement.
- 7) Booking can be cancelled anytime at the sole discretion of CET-management in case of any exigencies. Decision in this regard shall be final & binding on the party.
- 8) Booking by touring officials of other SAIL units or ex-employees of SAIL Ranchi unit or MECON can be made through an email to prabhat.horo@sailcet.co.in Or sudhanshu.kumar@sailcet.co.in
- 9) **Cancellation Charges:** Booking can be cancelled three (3) days in advance by applying through concerned P & A Department. In case of holidays, request for the cancellation of booking can be made through e-mail at prabhat.horo@sailcet.co.in Or sudhanshu.kumar@sailcet.co.in. In case of cancellation of the booking, amount deposited for the booking charges shall be refunded after deducting the cancellation charges as per following rates for all categories:

Period	Cancellation rates
Upto 3 days before actual date of function	50 % of the booking amount
Within 3 days from the actual date of function	100 % of the booking amount

- 10) Maximum no. of adult persons permitted in each room: 02 adults.
- 11) Outside mattress/pillow for accommodating more than permissible guests are not allowed.
- 12) In case of the clash of dates of the functions for the applications received on the same date, priority shall be given to the application submitted for the purpose stated as per following order:
 - a) Cases of deceased employees
 - b) Marriage of daughter
 - c) Marriage of Son
 - d) Engagement of daughter
 - e) Engagement of Son
 - f) Thread ceremony
 - g) Birthday/Marriage anniversary
 - h) Other cases.