

Sub: Information under the provisions of the RTI Act, 2005.

Please refer to your RTI Application dated 08/02/2021 received by IFCI Ltd. on 11/02/2021 seeking information under the provisions of the RTI Act, 2005.

2. In this regard, the query wise response to your application in seriatim is as under:-

I. In response to query no.1 of your application, the details of guest houses (as on date) are as under:-

New Delhi	6
Mumbai	2
Chandigarh	2

II. In response to query no.2 of your application, all the above guest houses are owned by IFCI Ltd.

III. In response to query no.3 (a to d) of your application, please find enclosed, the HR circular no. 2019-/06/HR/20 dated 02/07/2019, the contents of which are self-explanatory. Further in response to query no.3 (E), Employees on transfer/new joinee may stay on long term basis at Max. charges of Rs.5,000/- per month.

3. The details of the First Appellate Authority as per RTI Act, 2005 for filing appeal within 30 days from the receipt of this reply, is as under:-

Ms. Anamika Ranawat, DGM(LAW), First Appellate Authority, 61, Nehru Place, New Delhi-110019.

वरिंदर मलिक
(वरिंदर मलिक)

केंद्रीय लोक सूचना अधिकारी, आईएफसीआई.लि.

Varinder Malik / वरिंदर मलिक
Central Public Information Officer
(केंद्रीय लोक सूचना अधिकारी)
(IFCI Ltd. / आईएफसीआई.लि.)
New Delhi / (नई दिल्ली)

IFCI Limited
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IFCI Limited
New Delhi

HR Circular No. 2019-/06/HR/020

Dated: July 02, 2019

Re: Guest House/VoF facilities at IFCI Limited

It has been decided that in order to streamline the use and process of booking of Guest house/VoF at various places the following guidelines shall be followed along with the revised charges.

(i) The revised charges for stay and meal at Guest House/VoF shall be as under.

Sr. No	Particulars	Charges in Rs.	
		Room Charges /room/day	Meal* Charges/person (Where ever available)
1	Officers on Official visit of IFCI/ Subsidiaries/ Associates	100	200
2	Officers on Personal Visit (including dependents)	200	300
3	Official Guests	0	0
4	Personal relatives & Guests	500	500
5	Retired Officers and Spouse	500	500
Period of stay : 7 days (maximum)			
* Meal would be inclusive of morning tea, breakfast, lunch and dinner. Meal Charges shall be applicable even if the facility has been availed in part.			
Any modification /Cancellation in booking request before or after confirmation of booking shall be requested separately in same format as the request for Guest House/ VoF facility was given.			
The full amount towards the period of approved stay would be payable, in guest house/VoF at the time of check-in, else the amount/charges shall be deducted from the salary.			

(ii) The facilities of Guest house/VoF shall be provided to retired Officers from IFCI and their Spouse only, on written request at least three days in advance with copy of identity proof of self and spouse.

(iii) The facilities of Guest house/VoF for personal guest/relatives/dependents shall be availed on written request at least two days in advance along with the details of the guest, purpose of the stay, etc. as per attached format (Annexure), through letter/e-mail/ WhatsApp information.

(iv) No request for booking Guest house/VoF accommodation shall be considered on holidays, except the official guests and the officers on official tours, etc. All other request shall be entertained only during office hours.


(v) The guest shall submit the copy of identity proof at the time of check-in for availing the guest house/VoF facilities.

The VoF facilities at Venus Apartment, Mumbai shall be kept out of the purview. The facilities of VoF/Guest house shall be managed at respective offices/ centres as per this circular.

The contents of this circular may please be noted by all concerned at Head Office and other Offices of IFCI Limited.

This will come into effect from July 02, 2019.




(Rupa Deb)
General Manager (HR)

