MUMBAI PORT TRUST

RULES FOR TEMPORARY ALLOTMENT OF ACCOMMODATION IN EVELYN GUEST HOUSE.

EFFECTIVE FROM 1.5.2012

1. ORDER OF PRIORITY

1.1 The MbPT Rest House is primarily intended for use of the Minister and senior officers of Ministry of Shipping, Port Chairmen/Dy.Chairmen and senior officers of the Major Port Trusts and Dock Labour Boards on duty. Extension of these facilities to any other individual will be at the sole discretion of the Chairman/Dy. Chairman/Secretary, Mumbai Port Trust but priority will always be given to Ministry of Shipping and Port Officers.

1.2 After meeting the requirements of officers mentioned in 1.1 above, following order of priority will be observed in allotting accommodation in the Guest House to the officers visiting Mumbai in connection with official work:

i) Director/Jt. Secretary level officers of Central Government dealing with Port Projects and Board level officers of Public Sector Undertakings under the administrative control of the Ministry of Shipping.

ii) Ex-Chairman/Deputy Chairman/Ex-HoDs of MbPT, Ex-Secretary, Ex-Addl.Secretary and Ex-Jt.Secretary, MoS.

iii) Senior Officers of other Central or State Government Undertakings in the Public Sector.

iv) Any other person who may be specially permitted by the Chairman and Deputy Chairman or in their absence, by Secretary, MbPT to stay in the Rest House.

The Chairman will have over-riding powers of allotment and cancellation.

2. Subject to availability, accommodation in the Guest House may also be allotted to the following persons:

i) Chairman/Dy.Chairman and Senior Officers of Major Port Trusts, while not on duty.
ii) Former MbPT Senior Officers.
iii) Family members accompanying other visiting officers.
iv) Others.

3. ALLOTMENT PROCEDURE AND CONDITIONS :

Applications for allotment of rooms should be made so as to reach the Secretary, Mumbai Port Trust, Mumbai 400 001, well in advance and at least three days before the date on which accommodation is required. All allotments will be subject to these Rules.

The Secretary, MbPT reserves the right to accommodate more than one person in one room.

In case the accommodation occupied by a non-Port Trust officer is required to accommodate an officer mentioned in rule 1.1 above, he will be required to vacate the Rest House on 24 hours notice.

VVIP/VIP rooms are generally reserved only for Minister/Secretary, MoS. These rooms may, however, be allotted to other Senior Officers at the discretion of the Chairman/Dy.Chairman.

4. DURATION OF STAY

4.1 Except in case of Ministry of Shipping and Port Officers on duty, no one would generally be allotted accommodation in the Rest House for a period exceeding 3 days at a time.

4.2 An occupant may be asked to vacate the Rest House on 24 hours notice without assigning any reason.

5. RATES OF ROOM RENT AND MINIMUM CHARGES

5.1 Rent for accommodation in the Rest House will be charged at the rates fixed by the Chairman, MbPT from time to time.

For the present the room rents shall be as under:

Sr. No.	Category	Suite Nos. 201&301		Other Rooms	
		Official visit	Private visit	Official visit	Private visit
		(Rs.)	(Rs.)	(Rs.)	(Rs.)
1.	Senior Officers of Ministry of Shipping of the level of Jt. Secretary and above	Port Guest	750/-	Port Guest	500/-
2.	Chairman/Dy. Chairman of Major Ports	5000/-	750/-	3000/-	500/-
3.	Senior Officers of MoS, New Delhi upto the level of Jt. Secretary and out-station Trustees of MbPT Board.	--	--	Port Guest	500/-
4.	Senior Officers of the Major Port Trusts/ Dock Labour Boards	--	--	3000/-	500/-

5.	a) Retd. Secretary, Shipping and MoS officers – JS and above	--	Port Guest	--	Port Guest
	b) Retired Chairman/ Dy. Chairman MbPT	--	500/-	--	250/-
	c) Retired Chairman/ Dy. Chairman of other Major Ports and retired Senior Officers of MoS	--	1000/-	--	500/-
	d) Retd. Secy. to GoI/Chief Secy. (or Equivalent)/ex-Trustees of MbPT	--	1000/-	--	500/-
6.	a) Ex.HoDs and Senior officers of MbPT	--	--	--	250/-
	b) Ex.HoDs and Senior officers of other Ports	--	--	--	500/-
7.	a) Senior officers of Central Government (JS and above) and State Government	6250/-	1500/-	3000/-	1000/-
	b) CMDs/Directors/ Senior Officers of Public Sector undertakings/ Corporations.	7000/-	3000/-	5000/-	2000/-
8.	a) Senior officers of Central Government (below Jt. Secretary level) and State Government	--	--	3000/-	1000/-
	b) Senior Officers of Public Sector undertakings/ Corporations upto GM level.	--	--	5000/-	2000/-
9.	Others		7500/-	--	6000/-

NOTE:

1. For stay during private visits for periods exceeding 3 days at a time, rent will be charged at those applicable for official visits.

2. The private visits exceeding 7 days in a calendar year will be treated as official visits and rents recovered accordingly.

3. Payments shall be made by cash or demand draft before vacating the room.

4. Trustees of the Major Ports would be eligible to stay in Rest House when they are invited to Mumbai for meetings in connection with port work, provided that the request for reservation of accommodation is received through the Port Trust concerned and is certified that the visit is for a meeting in connection with port work. During such visits, the Trustees would be charged the same rates as in the case of Port Officials. However, no meeting in the Rest House would be permitted.

5. The term "family" wherever used would include wife/husband, dependent children and parents.

6. Each additional member of family accompanying a visiting officer and is provided additional beds would be charged at the same rate as applicable to the officer himself.

7. Rent for a full day will be charged for stay of over 12 hours upto 24 hours from the actual time of occupation of the room. If the stay is for 12 hours or less, the rent will be charged at half the prescribed rate applicable to that particular category of occupant. For the officers covered in 5.1(i) minimum rent payable will be for half a day. However, minimum rent for one day will be charged from the occupants other than those mentioned in rule 5.1 (i) above.

6. TELEPHONE FACILITY

6.1 Port officers on duty and other occupants say use the telephones installed in the Rest House for making official local calls.

6.2 The occupants would be permitted to book outstation calls in case of urgency. The particulars of each outstation call shall be entered by the occupant concerned in a separate "Outstation Call Register" maintained for the purpose and would settle the outstation call bills before departure. If an occupant has not made any STD/trunk call, an entry to this effect should be made in a separate register provided for this purpose.

GENERAL INSTRUCTION

(a) Each occupant shall enter his name and address, designation, time and date of arrival and departure, other particulars as also the charges paid in the "Rest House Register" which is kept at the Reception Counter.

(b) Tea, Coffee, Breakfast, Lunch and Dinner at charges separately specified may be had direct arrangement with the Butlers-cum-Attendants. The service hours would be as under:

Bed Tea	-	06.00 to 07.30
Breakfast	-	08.00 to 09.30
Lunch	-	13.00 to 14.30
Dinner	-	20.00 to 21.30

Food and breakfast will not be served in the rooms.

(c) Cooking and spreading wet cloths inside the living rooms is not permitted.

(d) The Mumbai Port Trust will not be liable for any loss or damage to the property of an occupant, or injury to his/her person, arising out of any cause whatsoever. Occupants are advised to keep their personal belongings duly secured at all times and to lock up their rooms before leaving them.

(e) Lift will not ordinarily be available for use between 11p.m and 5 a.m. Fans, lights and air-conditioners must be kept switched off when not in use. Electric heaters and appliances must be used with proper care and caution.

(f) Occupants will not take lady visitors to their rooms – they can meet them in the lounge, unless of course they have signed in Guest House Register as wife or/and children.

(g) Consumption of alcoholic beverage in the common area of the Rest House is strictly prohibited.

(h) An inventory of the furniture, fixture and fittings etc. is available in each room and any loss or damage thereto occasioned by an occupant shall be made good at his cost. In case of dispute the decision of the Secretary, MbPT shall be final.

(i) The charges for stay in the Rest House must be paid to the caretaker/contractor appointed for the purposed, before departure and an official receipt obtained. Any person defaulting in payment is liable to be denied accommodation in the Rest House.

(j) Suggestions if any, may be entered by the occupants in a "Suggestion Book" which is available at the Reception Counter.

(k) The Mumbai Port Trust reserves the right to revise these rules and rates from time to time.