

Government of NCT of Delhi.
DIRECTORATE OF TRAINING: UNION TERRITORY CIVIL SERVICES
Vishwash Nagar Institutional Area, Behind Karkardooma Courts, Delhi 110032
Phone: 22301287, 22304439, 22308553, Fax: 22308556, 22307822

No.F.4(4)/93/UTCS/CT/ 33697-704

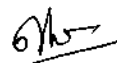
Dated: 22-12-10

ORDER

In continuation of Directorate's order of even number dated 10-11-2010 regarding charges for the Hostel room/suites, following guidelines are hereby issued:-

1. The Hostel rooms/suites are meant for double occupancy. However, visiting faculty or Lady Trainee/ probationer shall be allowed single occupancy.
2. In respect of male Trainee/probationer, single occupancy may be allowed on specific request, on availability and only after approval of the Pr. Secretary (Trg.).
3. The Directorate reserves the right to withdraw permission of single occupancy any time and direct the male Trainee/probationer to share the room with other male Trainee/probationer. Such orders shall be complied with by the male Trainees/probationers immediately. Non-compliance shall attract appropriate action.
4. Trainees/probationers shall not be allowed to keep the family in the Hostel under any circumstances.
5. Trainees/probationers/visitors shall not use any electrical/electronic appliances other than those provided by the Directorate.
6. Trainees/probationers/visitors shall ensure that electrical/electronic appliances in the Hostel suites/rooms are switched off before they leave room. Similarly, water taps shall also be turned off. Non compliance shall attract appropriate action.
7. Smoking and consumption of liquor is strictly prohibited. Violation shall attract penal action.
8. Basic infrastructure electrical fittings, fixtures, furniture etc. in the rooms shall not be disturbed/tempered with.
9. Trainees/Probationers/visitors are advised to ensure cleanliness of the rooms, mess area, recreation room, gym etc.
10. Trainees/Probationers/visitors shall be responsible for the safety and security of their valuables and belongings. While the Directorate would make arrangements for security guard at the hostel entrance, the trainees/probationers/visitors are advised not to keep their personal valuables in the room.
11. Trainees/probationers/visitors are also advised not to use the staff deployed in the hostel for personal services. If any instance comes to the notice, appropriate view/action shall be taken.
12. All the probationers/officers/visitors staying in the hostel are advised to adhere to the furniture plan/setting. Change in plan is not permitted. Standard furniture setting plan in respect of each room is enclosed.

This issues with the approval of the Pr. Secretary (Trg.).

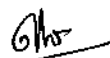


(Thankachan O.)
Asstt. Director (Trg.)

All inmates of the Hostel

No.F.4(4)/93/UTCS/CT/
Copy for information to PS to Pr. Secretary (Trg.)

Dated:



Asstt. Director (Trg.)

No. F.4 (2)/2010/UTCS/CT /26888-91

Dated: 14-09-11

ORDER

In continuation of Directorate's order of even number dated 19/11/2010 regarding charges for the Hostel room/suites and order dated 22/12/2010 containing guidelines to be observed by Hostel inmates, following modified guidelines are hereby issued :-

1. The Hostel rooms/suites are meant for those probationers, officers and visitors as described in the Order of even number dated 19/11/2010, issued with the concurrence of the Finance Department, Government of NCT of Delhi vide UO No. 552/DS3 dated 09.11.10.
2. The Hostel rooms/suites shall be allotted on double occupancy basis. However, visiting faculty, single lady probationer (either in one batch or more), single lady visitor, shall be allowed single occupancy. Rooms being similar in size and facilities, no choice for particular room/rooms shall be entertained.
3. In the event there is an even number of lady probationers (either in one batch or more), they shall be allotted hostel rooms/suites on double occupancy basis. In case number of lady probationers is three or in odd numbers, the senior most amongst them may be allowed single occupancy.
4. Physically handicapped probationer/visitor/officer shall be allowed single occupancy of the room/ suite reserved for the purpose at the ground floor.
5. DANICS probationers, irrespective of their marital status, at least during first six months of training shall have to compulsorily stay in the Hostel, on double occupancy basis. In case number of male probationers is odd, the senior most amongst them may be allowed single occupancy.
6. After six months, single occupancy may be considered only on specific request, only on availability of room/suite and only after approval of the Pr. Secretary (Trg.). Decision of the Pr. Secretary(Trg.) in this regard shall be final.

Contd..2/-

7. IAS (AGMUT) probationers, having undergone first phase of foundation training and also district attachment, may be allowed single occupancy. However, this shall be subject to availability of room/suites.
8. The Directorate reserves the right to withdraw permission of single occupancy of Hostel rooms/suites any time and direct the male probationer to share the room with other male probationer. Such orders shall be complied with by the male probationers immediately. Non-compliance shall attract appropriate action.
9. In case of married DANICS probationers, request for married accommodation in the Residential Complex of the Directorate may be entertained after six months of their training in the Directorate.
10. The request may be entertained on case to case basis. Entertainment and consideration of the request shall be governed by the provisions of the Policy on Priority of Allotment of the Staff Quarters and Appropriate use of Staff Quarters as modified vide Pr. Secretary (Trg.)'s approval dated in file No..
11. IAS(AGMUT) probationers undergoing six weeks training shall not be allowed married accommodation.
12. Probationers shall not be allowed to keep their spouse/family/guest in the Hostel under any circumstances. No request in this regard shall be entertained.
13. Probationers/visitors/officers shall not use any electrical/electronic appliances other than those provided by the Directorate in the hostel rooms/suites.
14. Probationers/visitors/officers shall ensure that all electrical/electronic appliances provided by the Directorate/PWD are switched off from inside the rooms/suites as well as from the mains) before they leave room. Similarly, water taps shall also be turned off. Non compliance shall attract appropriate action.
15. Smoking and consumption of liquor is strictly prohibited. Violation shall attract penal action.

16. Basic infrastructure, electrical fittings, fixtures, furniture etc. in the rooms shall not be disturbed/tampered with.
17. All the probationer/officers/visitors staying in the hostel are advised to adhere to the furniture plan/setting. Change in plan is not permitted. Standard furniture setting plan in respect of each room is enclosed.
18. Directorate of Training may constitute a Committee to inspect the Hostel rooms/suites.
19. Probationers/visitors/officers are advised to ensure cleanliness of the rooms, mess area, recreation room, gym etc.
20. Probationers/visitors/officers shall be solely and individually responsible for the safety and security of their valuables and belongings. While the Directorate would make arrangements for security guard at the hostel entrance, the probationers/visitors/officers are advised not to keep their personal valuables in the room.
21. Probationers/visitors/officers are also advised not to use the staff deployed in the hostel for personal services. If any instance comes to the notice, appropriate view/action shall be taken.
22. Room service is strictly prohibited. Probationers/visitors/officers are advised to take breakfast, lunch and dinner only in the dining hall of the Hostel. They are also expected to observe the timings of breakfast, lunch and dinner.

This issues with the approval of the Pr. Secretary (Trg.)


(A.K. GAMBHIR)
ESTATE OFFICER

To,

1. IAS/DANICS Probationers.
2. Policy file.
3. Directorate's Website.
4. Notice Board in the Hostel.