



## པུན་གཙང་ཆུ - I གློག་མེ་ལས་འགུལ་དབང་འཛིན།

PUNATSANGCHHU-I HYDROELECTRIC PROJECT AUTHORITY

ADMINISTRATION WING

BJIMTHANKHA: BHUTAN

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PHPA-I/ADM/44/2018 179

15<sup>th</sup> March, 2018

### Circular

In partial modification of circular issued on 12<sup>th</sup> March 2012 vide PHP/Chief (P & A)/36(b)/2012/269 regarding Transit Accommodation Guidelines to improve the management of the PHPA Transit Camps, it is to inform all officials of PHPA to conform/observe the rules/norms given below while booking rooms or taking lodge in the Transit Camps:

#### 1. ROOM RESERVATION

PHPA Officials requiring night halt in the PHPA-I & II Transit Camps are required to fill in the rooms reservation form (Attached). The duly completed form signed by the requisitioning officials should be sent/faxed well in advance to the following officials:

- Sr. Administrative Officer/Administrative Officer, PHPA-I & II, for reservation of room in PHPA-I & II Transit Camps in Bjimthangkha and Bajo respectively.
- Liaison Officer, PHPA-I, for reservation of room in PHPA-I & II Transit Camp, Thimphu.
- Liaison Officer, PHPA-I, for reservation of room in PHPA-I Transit Camps, Phuentsholing.
- Liaison Officer, PHPA-I, Phuentsholing for reservation of room in PHPA-I & II Transit Camp, Siliguri, India.

Cancellation of the room reservation or failure to take possession of the room should be intimated accordingly. A room booked in the name of a PHPA officials SHALL NOT be sublet to any outside guest.

#### 2. ROOM RESERVATION FOR GUEST OF PHPA OFFICIALS/OUTSIDE GUEST

Prior approval of the Management through Chief (Adm) is needed for allotment of room to Guest of PHPA Officials/outside guest. Period of occupancy of room in the Transit Camps permissible to Guest of PHPA official/PHPA Guest on each occasion shall be for the maximum of three nights only. Occupation of room beyond this will need prior or fresh approval of the Management.

#### 3. ROOM CATEGORY

Officers of the rank of SE/equivalent and above shall be provided room with attached toilet and others with room with common toilets in the case of PHPA Transit Camp in Thimphu. Allotment of room in other Transit Camps shall be as follows:

- a. Suite-Chief Engineer/Equivalent and above.  
b. Executive room – Executive Engineers/equivalent and above.  
c. Standard room – Others.

The Daily Room Charges per room for PHPA employee and their family members shall be as follows:

PHPA Grade	Thimphu, Phuentsholing, Bajo & Bjimthangkha	Siliguri, India
A1 to A3	Nu. 615/-	Rs. 945/-
A4,B & HoD	Nu. 410/-	Rs. 630/-
C,D,E & F	Nu. 290/-	Rs. 440/-
G to Q	Nu. 205/-	Rs. 315/-

The Daily Room Charges per room for others shall be as follows:

Sl.No	Transit Camps	Tariff per Night	Remarks
1.	Phuentsholing, PHPA	Nu. 750	Room # 201,206 & 207
	Phuentsholing, PHPA	Nu. 650	Room # 202 to 205
	Phuentsholing, PHPA	Nu. 400	Standard room
2.	Thimphu, PHPA	Nu. 650	Executive room
		Nu. 500	Standard room
3.	Bajo PHPA-II	Nu. 450	Standard room
4.	Bjimthangkha PHPA-I	Nu. 550	Room # 101 & 201
		Nu. 450	Standard room
5.	Siliguri,PHPA	Nu. 750	Standard room

All Transit Camp In-charges are to maintain a daily guest register. They will be required to deposit the income to the Finance & Accounts on a fortnightly basis and submit a monthly report to the office of Chief (Adm).

#### 4. PERIOD OF OCCUPANCY

Period of occupancy of room in the Transit Camps permissible to PHPA officials on each occasion shall be three nights if he or she is on a private visit and shall vacate the room on expiry of the same. Occupation of room beyond this period shall require prior or fresh approval of the Management.

#### 5. PETS

Pets or any animals shall not be allowed in the TC premises.

#### 6. CONDITION OF THE TC PREMISES

The occupant shall take proper care of furniture and furnishings, appliances and fixtures within the TC premises.

Room occupants shall be entitled to peaceful environment of the premises. Occupants shall not use the premises in such a manner as to violate any law or

ordinance, commit waste or nuisance, or annoy, disturb, inconvenience or interfere with the peaceful environment of others or nearby residents.

## 7. LOSS AND DAMAGE

The occupant of the TC shall be fully responsible for all his/her personal property. PHPA shall not be liable to pay any compensation for loss or damage occurring to their properties.

Further, the occupant shall reimburse the cost of any repairs to the premises or goods of damages caused by misuse of negligence by him/her or by their invitees/visitors.

## 8. Cooking

The occupants are not allowed to cook in the TC under any circumstances.

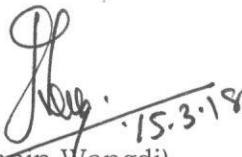
## 9. Registration of Guest


The Hostel Assistant should ensure proper registration of the guest in the Transit Accommodation register with the following details:

- a. Name as per Citizen Identity Card/Work Permit/Special Permit.
- b. Citizen Identity Card/Work Permit/Special Permit Number/Pass port or other valid identification documents.
- c. Mobile Number.

The guest should sign in the register upon arrival and departure.

This is issued with the approval of the Competent Authority.

  
(Tannin Wangdi)  
Chief (Adm)  
PHPA-I

  
(Chund Dorji)  
Chief (Adm)  
PHPA-II

Copy to:

1. PS to Managing Director, PHPA-I & II, Bjimthangkha.
2. PA to Joint Managing Director, PHPA-I & II, Bjimthangkha.
3. PA to Director (Finance), PHPA-I /PHPA-II, Bjimthangkha.
4. PA to Director (Technical) PHPA-I & II

Copy for necessary action:

1. EIC (MC-I, MC-III, Gen.) PHPA-I, Bjimthangkha.
2. CRO/CFO/CSO/CEO, PHPA-I, Bjimthangkha/ Gewathang.
3. SE (Civil/M&P/Contr./Procu.), PHPA-I, Bjimthangkha.
4. Resident Geologist, PHPA-I, Bjimthangkha.
5. Sr. PO/Sr. AO (Adm.)/ Sr. AO (M)/ Sr. LO, PHPA-I, Bjimthangkha.
6. EE (Mech. /Elect./ HRT), PHPA-I, Gewathang/Bjimthangkha.
7. Liaison Officer, PHPA-I, Thimphu/ Phuentsholing