



पंडित दीनदयाल उपाध्याय राष्ट्रीय सामाजिक सुरक्षा अकादमी  
PANDIT DEENDAYAL UPADHYAYA NATIONAL ACADEMY OF SOCIAL SECURITY

कर्मचारी भविष्य निधि संगठन - श्रम मंत्रालय भारत सरकार  
Employees' Provident Fund Organisation (Ministry of Labour, Govt. of India)

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No. CT/20/2007/PDNASS

Date: 30.06.2017

To,

All Zonal Addl. CPFCs  
All RPFCs-in-charge (ROs)  
(Through Web circulation)

30 JUN 2017

**Subject: Guidelines regarding Hostel Accommodation at PDNASS-Regd.**

Sir/Madam,

This is in continuation of this office letter of even No. 1972-2021 dated 20.08.2010 regarding stay arrangements at PDNASS (the then NATRSS).

2. In this regard it is informed that the issue of allocation of Hostel Accommodation to the EPF Officers was revisited in view of various factors. The matter was placed before CPFC and in consultation with Finance Division, EPF HQrs, the following guidelines have been formulated:

- 1) Hostel accommodation will be provided to the Officer Trainees above all priorities.
- 2) During Training, the Officer Trainees will not be allowed to stay with spouse/family members except in extreme cases with prior permission from Director, PDNASS.
- 3) No charge will be taken from the Officer Trainees for the period of Training i.e. one day prior to start of Training and one day after the Training ends. Beyond the permissible period, the Officer Trainees shall be charged for hostel accommodation as per applicable rates. The concerned Officer Trainee shall be required to claim TA/DA for his/her training period as per extant rules.
- 4) The family members of the Officer Trainees, who are granted permission in extreme cases, shall be charged for hostel accommodation as per the applicable rates.
- 5) Second priority for providing hostel accommodation will be given to the EPF officers who are on official tours to Delhi/NCR, may be provided hostel accommodation as per the tour programme without any charge i.e. free boarding and lodging. The concerned officer shall be required to claim TA/DA for his/her official tour as per extant rules.
- 6) The next priority for providing hostel accommodation may be given to those EPF officers who are posted/transferred to any office in Delhi/NCR. The period of stay will be restricted to one week i.e. 7 days @ normal charges applicable for EPF Officers.
- 7) In case, due to any exigency, the officers referred at Sl no. (6) above, needs to extend the stay period beyond 7 days, the same may be allowed with prior approval of Director, PDNASS. In no case the total period of stay at Hostel be allowed beyond one month.

- 8) The officers who are allowed stay in hostel accommodation shall be charged @ normal rates for first 7 days and thereafter the charges shall be at enhanced rates for the period beyond 7 days upto one month. The payment of House Rent Allowance shall be regulated by the concerned DDOs as per extant Govt. instructions in such cases.
- 9) In case the officer vacates hostel accommodation on weekend i.e. on Friday and check in again on Monday, such weekend breaks will also be taken into an account for the purpose counting of 7 days period.
- 10) The officers at Sl. No. (6) above, shall not be allowed to stay with spouse/family members except in extreme cases with prior approval of Director, PDNASS. The family members of such officers shall be charged for hostel accommodation as per the applicable rates.
- 11) The EPF officers who visit to Delhi/NCR on personal grounds may also be allowed hostel accommodation for short duration i.e. upto 3 days subject to availability of hostel accommodation and the priority cases mentioned above.
- 12) Hostel accommodation shall not be allowed to any other Government officer/official/person except the Guest Faculties of PDNASS.
3. Further, the charges for hostel accommodation (including boarding and lodging charges) have also been revised as per following details:

S.No	Category	Revised Charges for Hostel Accommodation per day per person (in Rs.)
1.	Normal Rates (first 7 days)	680/-
2.	Enhanced Rates (after 7 days upto 1 month)	1000/-

The above guidelines will be applicable with effect from 1<sup>st</sup> July, 2017.

Yours faithfully,

*(Signature)*  
**(Rajesh Bansal)**  
**Director**  
**PDNASS**

Copy to:

1. PS to CPFC/Dean
2. CVO
3. FA & CAO
4. All Addl. CPFCs, EPF Hqrs
5. All OICs (Zonal Training Institutes)
6. RPFC (NDC) for uploading on Website