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भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No. 16/36/2019-Admn.II

Dated 02.07.2019

To

The Directors/Directors-in-charge of
Permanent Institutes/Centres of ICMR.

Subject: Streamlining the functioning of Guest House at ICMR Hqr. & Institutes/Centres –

Sir,

With the approval of the Competent Authority, it has been decided to pursue the following steps so as to streamline the function of Guest House at ICMR Hqr. & its Instts./Centres:

1. All Guest Houses may be outsourced to suitable agencies through an open and transparent method for a period of 3 years to start with. The model tender document for outsourcing the catering services is enclosed as Annexure-1. Suitable modifications may be made to the said tender documents to meet the requirements of concerned Guest House by the Director of concerned of all the Institutes. The food bills may be fixed through an open and transparent tender procedure by each Institute separately.
2. The tender document should also include the sweeping/scavenging, upkeep/catering/watch & ward of the Guest House through the same agency.
3. There should be only 1 regular employee at each Guest House at the level of Head Assistant/Section Officer of ICMR to supervise the functioning of the outsourced agency that too as a part time job.
4. Keeping in view the category of Officers/Staff usually on tour and the entitlement of daily allowance on tour as approved by Department of Expenditure, Ministry of Finance, it is proposed that the minimum room rent in any Guest House attached to any Institute/Headquarters under ICMR may be fixed at Rs. 450 per day. Based on the amenities provided in any Guest House, the minimum rent per day may be increased suitably.
5. Online booking of rooms in different Guest Houses may be introduced in all Guest Houses with effect from 1st August, 2019 simultaneously.

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