

GUIDELINES FOR ALLOTMENT AND UTILISATION OF TRANSIT ACCOMMODATION IN RESPECT OF RETIRED EXECUTIVES OF BEL

1.0 BEL has established Transit Houses at various Units / Office locations, with the primary intent of providing accommodation facilities for Executives who travel on official visits to Unit / Office locations. The facilities are also extended to family members of Executives and various stakeholders of the Company based on availability. The following are the broad guidelines for allotment and utilisation of transit accommodation at various locations of the Company for Retired Executives of BEL.

2.0 PROCEDURE FOR RAISING BOOKING REQUEST:

- Booking requests for transit accommodation can be raised by Retired Executives for self and spouse. Retired Executives may forward the booking requests to the e-mail ID indicated at *Annexure-I*.
- Requests for accommodation should be raised only 15 days prior to the date of scheduled check-in, i.e. booking request can be raised for stay which is scheduled within 15 days from the date of booking.
- In case of booking for the purpose of weddings / ceremonial occasions, requests may be raised at least 1 month prior to the date of scheduled check-in.
- Cancellation of requests should be intimated at least one day prior to the date reserved, so that the waiting list can be accommodated.
- The concerned Unit / Office will communicate the confirmation /cancellation of request as the case may be, within 3 days of receipt of request.

3.0 ALLOTMENT, ELIGIBILITY AND TARIFFS:

- The allotment of accommodation will be based on availability and on ‘first-come, first-serve’ basis. Priority will be accorded to requests of Executives of BEL, for stay owing to official reasons.
- The stay in transit accommodation shall be permitted only on production of identity card issued by BEL (for BEL Executives) and Government issued ID card for other guests. The full particulars such as name, permanent address, signature, etc., to be provided at the time of check-in.
- The applicable room tariff in transit accommodation situated at Unit / Office locations is indicated at **Annexure-II**.
- The room tariff will be applicable per room / per day. The normal capacity of the rooms is 2 adults, a maximum of 2 adults plus 2 children (below 18 years).
- The stay allotted in the transit accommodation will be for a maximum of 5 days per occasion.

4.0 GENERAL:

- Food / meals will be served only in the dining hall and no room services will be provided.
- The Transit house will not be obliged to provide extra bedding for additional occupants in a room.
- Occupants are not permitted to bring their pets in the transit accommodation premises.
- Stay at transit house shall be at the responsibility of the occupant. No claims for loss / damage of cash / valuables will be entertained at any stage.
- Domestic helper/s or drivers of the occupants will not be accommodated.
- All occupants should take good care of the furniture, fittings and other properties in the rooms and will be held responsible for any damages / shortages noticed at the time of their occupancy.
- For any clarifications, escalation of matters, Retired Executives may contact the designated Executive indicated at Annexure-I.

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Annexure-I

**LIST OF E-MAIL IDs FOR RAISING BOOKING REQUEST /
 SINGLE POINT OF CONTACT (SPOC) FOR TRANSIT HOUSES**

Transit House/s	Contact details of SPOC		E-mail ID for raising booking request
	Name	Contact No.	
New Delhi	Kewal Singh Rawat	011- 61326021	btadel@bel.co.in
Mumbai	Deepak Karale	022- 62393881	romum.gh@bel.co.in
Bengaluru	Kumara Selvan P	080-22195252	prbgcx@bel.co.in kumaraselvanp@bel.co.in
Ghaziabad	i) Anushka Jain ii) Jai Prakash Singh	7303915730 / 0120-2814742 9410910933	gadbta@bel.co.in
Panchkula	Anish Kumar Chauhan	0172-2865242	pkbta@bel.co.in
Navi Mumbai	Kumar Babla	022-2748197	namuhr@bel.co.in
Pune	Sunil V Naikwade	020-22903317	punebta@bel.co.in synaikwade@bel.co.in
Hyderabad	i) K Santosh Kumar ii) Gurrala Rama Janaki	040-27194545 040-27194432	hydbta@bel.co.in
Chennai	i) Jittender S ii) Jyothi Manikandan K	044-22338142 044-22338113	chnbta@bel.co.in
Machilipatnam	Chukka Durga Prasad	0866-2527433	hrrmc@bel.co.in
Kotdwar	Pawan Kumar	01382-236604	pnakot@bel.co.in

ELIGIBILITY AND ROOM TARIFFS FOR TRANSIT ACCOMMODATION

Location	Transit House	Room Type	Grade-wise eligibility	Room Tariff (per day) Rs.
New Delhi	Asian Games Village, Padam Bahadur Marg, Khel Gaon, New Delhi 110 049. & B3 / C3 Tower III, Type VI East, Kidwai Nagar NBCC, New Delhi - 110 023.	Standard	E-IV to E-VII	500
		VIP	E-VIII & E-IX	750
		VVIP	CMD & Directors	Not allotted
Mumbai	Persepolis, Opp. GD Somani School, Cuffe Parade, Mumbai 400 005.	Standard	E-I & above	500
	Dial Mahal, Dalamal Park CHS, Cuffe Parade, Mumbai 400 005.	Standard	E-IV & above	500
	Beach Towers, Balu Marg (Tata Press Street), Prabhadevi, Mumbai 400 025.	Standard	E-I & above	500
		VIP	E-VII & above	750
Bengaluru	Kaveri Transit House (PE's Hostel), Jalahalli P.O., Bengaluru 560 013	Standard	TC Personnel, E-I & E-II	300
	Athithi (Annexe T3), Jalahalli P.O., Bengaluru 560 013	Standard	E-III	300
	Athithi Old, Jalahalli P.O., Bengaluru 560 013	Standard	E-IV	300
	Athithi New, Jalahalli P.O., Bengaluru 560 013	Standard	E-IV to E-VI	500
	Prakruthi Transit House, 6th Cross, HBR Layout, IV Block, Bengaluru 560 043.	Standard	E-IV & above	500
	Soujanya Transit House, Jalahalli P.O., Bengaluru 560 013	Standard	E-VI & above	500
	Nisarga Transit House, Jalahalli P.O., Bengaluru 560 013	VIP	E-VIII & above	750

Location	Transit House	Room Type	Grade-wise eligibility	Room Tariff (per day) Rs.
Ghaziabad	BEL Officers Colony, Chander Nagar, Ghaziabad 201 011	Standard	E-I to E-V	300
	BTA, Chander Nagar, Ghaziabad 201 011	VIP	E-VI & above	500
Panchkula	BTA-1, BEL Officers' Colony, Sector -14, Panchkula 134 113	Standard	E-V & above	300
		VIP	E-VIII & above	500
	BTA-2, BEL Officers' Colony, Sector -14, Panchkula 134 113	Standard	E-I & above	300
Navi Mumbai	E2 Bldg, Sector-18, Opp. Shreyas Hospital, CIDCO Colony, Panvel 410 206.	Standard	E-I to E-VI	300
		VIP	E-VIA & above	500
Pune	NIKUNJ, C/o BEL Colony, Pimple Nilakh, Near Rakshak Chowk, Aundh Camp, Pune 411 027.	Standard	E-I & above	300
		VIP	E-VIII & above	500
Hyderabad	H.No:6-6-8/32 & 6-6-395, Mekalamandi Road, Kavadiguda, Hyderabad - 500080	Standard	E-I & above	300
		VIP	E-VIII & above	500
Chennai	BTA. Nadambakkam, Chennai 600 089.	Standard	E-I & above	300
		VIP	E-VIII & above	500
Machilipatnam	Gandhinagar, Machilipatnam, Andhra Pradesh - 521 001.	Standard	E-I & above	300
		VIP	E-VII & above	500
Kotdwar	Atithi Grih, BEL Colony, Kotdwar, Uttarakhand 246 149.	Standard	E-I & above	300
		Deluxe	E-VI & above	300
		VIP	E-VII & above	500

Note: The above rates are inclusive of taxes.