

**VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY,**  
**NAGPUR – 440 010**

**CIRCULAR**

No. VNIT/ACCT/2016-17/Guest House/ 1057

Date: 08 Mar 2017

**Guest House Accommodation booking procedure in r/o Institute guests - Reg**

1. Consequent to Central Excise and Service Tax Audit of VNIT Nagpur by o/o The Commissioner of Audit-I, Customs, Central Excise and Service Tax, Kendriya Utpad Shulk Bhavan, Telangkhedi Road, Nagpur- 440001, the Institute has paid Service tax on Guest house collections (having declared tariff equal to or more than Rs.1000 /- per day) from F.Y. 2012-13 to 2015-16.

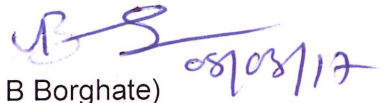
2. In this connection, it was noticed that in most of the cases, the Guest House occupants were Institute guests, whose bills were settled by various faculty/ HoDs of Institute in Department Operating Expenses (DOE)/ Institute fund (Exam etc). As such, there was no revenue for the Institute and still the Institute has ended up in paying Service Tax on such Internal billing.

3. In view of the above, it has been decided that **Guest house billing in r/o Institute guests be discontinued with immediate effect.**

4. The concerned faculty/ HOD should book the Guest house accommodation for such Institute guests, by filling up the requisition slip in the enclosed format. After obtaining approval of Dean (P&D), the requisition slip should be forwarded to Guest house incharge, for further necessary action. **Guest house incharge will ensure that no billing is made to such occupants.**

*(However, it may please be noted that this procedure will not be applicable to guests invited under R&D, STTPs, other sponsored events etc. and for such guests, the existing procedure will continue).*

5. This issues with the approval of the competent authority and all are requested to scrupulously follow the instructions of this circular.

  
(Dr V B Borghate)  
Guest House Incharge/ Dean (SW)  
**Dean (Students Welfare)**  
**V.N.I.T., NAGPUR**

**VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY**  
**NAGPUR – 440 010**

**GUEST HOUSE**

**REQUISITION SLIP FOR BOOKING OF ACCOMODATION FOR INSTITUTE GUEST**

Indenter's Name:

Mobile No:

Designation:

Department:

Name of the guest:

Designation of the guest:

Address and contact details of the guest:

(Provide separate list if no. of guests is more than one)

Expected Arrival time and date:

Expected Departure time and date:

No. of rooms required (Double bed):

Purpose of visit:

Any other information (personal/ official):

(Please enclose the official letter)

**It is requested that no bill should be charged to above guest as the visit is of official nature.**

The undersigned undertakes that stay of the guest will not exceed the sanctioned duration.

(Signature of the Indenter)

(Signature of HOD)

Date:

(Approved/ Not approved)

DEAN (P&D)

FOR OFFICE USE ONLY

(Guest House Incharge)