



भारत सरकार
वित्त मंत्रालय, राजस्व विभाग
मानव संसाधन विकास महानिदेशालय
केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड
इरकॉन बिल्डिंग, वेस्ट विंग, ग्राउंड फ्लोर, प्लॉट नं.
सी-४, डिस्ट्रिक्ट सेंटर, साकेत, नई दिल्ली-११००१७
फोन नं. ०११-२९५६३९६२, फैक्स-०११-२९५६१८६१

Government of India
Ministry of Finance, Department of Revenue
Directorate General of Human Resources Development
Central Board of Indirect Taxes & Customs
IRCON Building, West Wing, Ground Floor, Plot No. C-
4, District Centre, Saket, New Delhi-110017
Phone Off: 011-29563962, Fax: 011-29561861



F.No. 912/01/Misc./Hiring/HRD/2018

Dated: .06.2020

To

All Pr. Chief Commissioners/Chief Commissioners/
Pr. Directors General/Directors General
under Central Board of Indirect Taxes & Customs of respective Zones,

Madam/Sir

Sub: Hired office accommodation due for Renewal/Revision-reg.

As per the guidelines in Chapter-5 & 6 of Manual on Infrastructure, 2015 for revision of rent of hired premises issued by the Ministry vide F.No.207/01/2006-Ad.VIII(EC) dated 18.09.2006 (Annexure-XXVI of Manual on Infrastructure), **the proposals for revision of rent of hired premises is to be initiated at least six months before expiry of the current hiring. The Ministry/IFU has taken strong objections in cases where the proposal has not been submitted well before due date.**

2. It is often observed that rent renewal of Lease Agreements have additional financial implication, and consequently funds under 'RRT' Head fall insufficient during the Financial Year to cater the additional requirement.
3. The premises due for revision of rent and additional funds required may kindly be reviewed in the beginning of Financial Year itself to enable provisioning of funds under 'RRT' well in advance as this will prevent rush for seeking funds towards the end of Financial Year.
4. In view of the above, it is requested that-
 - (a) The position may be reviewed vis-a-vis all rented premises under your charge.
 - (b) The rent revision proposals may be furnished to DGHRD along with complete check-list and all the supporting documents well in time.
 - (c) **Submit the reasons for delay in submitting the rent revision proposal** if any for which the due date of sanction order has expired.

Yours faithfully,

(दीपा श्रीवास्तव)

संयुक्त निदेशक (I&W)

3715-3763
29.6.2020