



भारत सरकार **GOVERNMENT OF INDIA**  
वित्त मंत्रालय **MINISTRY OF FINANCE**  
राजस्व विभाग **DEPARTMENT OF REVENUE**  
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड  
**CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS**

सीमा शुल्क आयुक्त का कार्यालय  
**OFFICE OF THE COMMISSIONER OF CUSTOMS**  
सीमा शुल्क गृह, विल्लिंगटन आईलैंड, कोच्चिन  
**CUSTOM HOUSE, WILLINGDON ISLAND, COCHIN-682009**

Sevottam Compliant



An IS 15700 certified Custom House

Website: [www.cochincustoms.gov.in](http://www.cochincustoms.gov.in)  
E-mail: [commr@cochincustoms.gov.in](mailto:commr@cochincustoms.gov.in)

Control Room: 0484-2666422  
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F. No. : S31/113/2019 PR.CUS

Dated: 09.12.2019

**CIRCULAR No. 24/2019**

In terms of Departmental Guest House (Central Board of Indirect Taxes and Customs) Rules, 2019 circulated vide Directorate of Logistics letter F. No: 712/171/HRD/WF/18 dated 27.11.2019 the revised Guest House charges for the Departmental Guest House situated at the O/o. Commissioner of Customs, Custom House, Willingdon Island, Cochin - 682009 are fixed as under:

Revised Room charges (per day) are as follows:

Officers/Guests	AC Room	
	Charges/Fee per day(Rs)	
	Official visit	Personal visit
Departmental Officials	250	300
Other officials of central/State govt./PSU/ public sector Bank	600	
Guests of departmental officers	400	

Note: Above rates do not include charges for tea/breakfast/meals.

Check-in time is 12 PM; Check-out time is 10 AM.

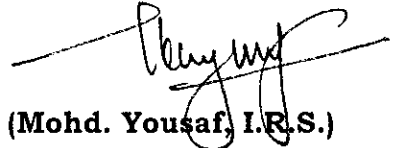
Any damage to furniture, crockery, fixture and fittings and electrical equipments caused by a guest will be charged separately.

Rooms shall be allotted as per Departmental Guest House Rules, 2019.

Application for allotment should ordinarily be made, in the prescribed proforma, to the allotting authority at least 7 (seven) days prior to the date on which Guest House accommodation is required. For finding out the availability or any other information

regarding the Guest House, Superintendent (PRO), Central Board of Indirect Taxes and Customs, Office of the Commissioner of Customs, Customs House, Willingdon Island, Cochin may be contacted on Phone Nos: 0484- 2669466 Extn. No. 228.

The revised rates will come into force with immediate effect.



**(Mohd. Yousof, I.R.S.)  
Commissioner of Customs**

**FORMAT FOR BOOKING OF CUSTOMS GUEST HOUSE SITUATED AT  
WILLINGTON ISLAND, COCHIN**

E-mail : [cochincustomsprd@gmail.com](mailto:cochincustomsprd@gmail.com)

Fax 0484-2668466

Name of Officer	
Designation	
Contact Details (phone no./mobile no./e-mail address)	
Present place of posting and office address	
Expected date and time of arrival	
Expected date and time of departure	
Whether the officer is accompanying the guests during the stay	Yes/No
No. of persons	
Relation of the officer with guest(s)	
Purpose of visit (please tick one)	Official purpose/ Private visit

Note:-

1. Only one room per request.
2. Check-in time is 12 PM; check-out time is 10 AM.
3. Maximum stay for upto three days is allowed on private visits.
4. Enclose copy of official id card of the officer requesting the booking.

(Name and Signature of the officer requesting the booking)