

Punatsangchhu-II Hydroelectric Project Authority



STANDARD OPERATING PROCEDURE FOR PHPA-II TRANSIT CAMPS

CONTENTS

SL. No.	Contents	Page No.
1	Background	3
2	Objective	3
3	Process for Room Reservation and approval thereof	3
4	Room Category	3-4
5	Reservation Hours	4
6	Cancellation of Room Reservation	4
7	Period of Occupancy	4-5
8	Condition of TC Premises	5
9	Loss and Damages	5
10	Cooking	5
11	Registration of Guests	5
12	Monthly Report	5

STANDARD OPERATING PROCEDURE FOR PHPA-II TRANSIT CAMPS

1. Background

During the meeting held on February 19, 2025 in Thimphu, the Hon'ble Chairman, PHPA-II directed that the Transit Camps shall be managed under the direct control of JMD. Accordingly, an SOP has been framed in keeping with the directives of the Hon'ble Chairman.

2. Objective

The objective of this SOP is to ensure a smooth, efficient and transparent operation & management of the various Transit Camps (TC) of PHPA-II located at Bjimthangkha, Thimphu, and Delhi. While framing this SOP, the Notification which was circulated on April 3, 2017 vide Notification no. PHPA/Chief(Adm)/19/2017/102 dated 3rd April, 2017 and No. PHPA-II/ADM-06/2019/52 dated 18th January, 2019 was also referred to besides the directives of the Hon'ble Chairman.

3. Process for room reservation and approval thereof

The following procedures shall be strictly followed while allotting rooms at the various TCs:

- a) PHPA-II officials, their guests or outside guests requiring night halt in the PHPA-II TCs shall submit their requisitions to the respective Transit Camp In-charges/officials by filling in the Requisition Slip/Form (copy attached).
- b) The Transit Camp In-charges are required to assess the availability of rooms at the time of receipt of requisition and then after verifying/confirming the same, shall seek the approval of the Joint Managing Director.
- c) Only after the reservations are approved by the JMD, the rooms shall be allotted as requisitioned.
- d) A room booked in the name of a PHPA-II official SHALL NOT be sublet to any other individual.

4. Room Category

Allotment of room in PHPA-II Transit Camps shall be as follows:

- a) Executive room-A4 and above.
- b) Standard room-B and below & Others.

The Daily Room Charges per room for PHPA-II employees and their family members shall be as follows:

PHPA Grade	Thimphu & Bjimthangkha	Jasola Bihar, India
A1 to A3	Nu. 615/-	Rs. 1100/-
A4, B & HoD	Nu. 410/-	Rs. 750/-
C, D, E & F	Nu. 290/-	Rs. 550/-
G to Q	Nu. 205/-	Rs. 440/-

Likewise, the above room charges shall also be applicable to the following:

- Hon'ble Chairman, PHPA-II & Family
- Authority Members of PHPA-II & Family
- Permanent Invitees to Authority/Members of TCC & Family
- EO to Hon'ble Chairman, PHPA-II & Family

The Daily Room Charges per room for others shall be as follows:

Sl. #	Transit Camps	Tariff per night	Remarks
1	Jasola Bihar, Delhi	Nu. 1300/-	Transit Camp
2	Taba, Thimphu	Nu. 650/-	Executive Room
		Nu. 500/-	Standard Room
3	Bjimthangkha	Nu. 450/-	PHPA-II Transit Camp

All Transit Camp In-Charges are required to:

- maintain a daily guest register
- deposit the income to the F&A Wing on a fortnightly basis and
- submit a monthly report to the office of JMD through Administration Wing.

5. Reservation Hours

All reservations shall be made during office hours and at least one day prior to the intended day of stay at the Transit Camp.

6. Cancellation of Room Reservation

Cancellation of the room reservation, once approved by the JMD shall be intimated 24 hours prior to the intended day of stay. Failure to comply with this requirement shall lead to a penalty equivalent to the rental charge for a day for the category of room reservation already made & approved.

7. Period of Occupancy

- Period of occupancy of room in the TCs permissible to PHPA-II officials on each occasion shall be three nights if he or she is on a private visit and shall vacate the room on expiry of the same. Occupancy of room beyond this period will require prior or fresh approval of the Management.

- b) Period of occupancy of room in the TCs permissible to guests of PHPA-II officials/PHPA-II guests on each occasion shall also be for a maximum of three nights only. Occupation of room beyond this period will also need prior or fresh approval of the Management.

8. Condition of the TC Premises

The occupant shall take proper care of furniture and furnishings, appliances and fixtures within the TC premises.

Room occupants shall be entitled to peaceful environment of the premises. Occupants shall not use the premises in such a manner as to violate any law or ordinance, commit waste or nuisance or annoy, disturb, inconvenience or interfere with the peaceful environment of others or nearby residents.

9. Loss and Damage

The occupants of the TC shall be fully responsible for all of his/her personal property. PHPA-II shall not be liable to pay any compensation for loss or damage occurring to their properties.

Further, the occupant shall reimburse the costs of any repairs to the premises or goods for damages caused by misuse of negligence by him or her or by their invitees/guests.

10. Cooking

The occupants are not allowed to cook in the TC under any circumstances.

11. Registration of Guest

The Transit Camp In-charges should ensure proper registration of the guests in the Transit Accommodation Register with the following details:

- a) Name as per Citizenship Identity Card/Work permit/Special permit.
- b) Citizenship Identity Card/Work Permit/Special permit /Passport Number or any other valid identification documents.
- c) Mobile Number.

The guests shall be required to sign in the Register at the time of arrival and before the departure.

12. Monthly Report

The Transit Camp In-charges shall submit a monthly report to the JMD detailing an account of the reservations made during the month.
