

## HIGH COURT OF ORISSA: CUTTACK

THE COURT'S GUEST HOUSE RULES, 2012

Notification No. 542 Date 25.07.2012

**Short title and commencement.**

1. These rules may be called "The Court's Guest House Rules, 2012."
2. These rules shall come into force on the date of notification by the Orissa High Court and shall repeal all the existing rules and instructions on the subject.

**Definition**

3. (a) 'Court Guest House' means and refers to the District Judge's Old Court Building at Puri converted to Court's Guest House, the S.O. Quarters No.10 and the extended guest house and its premises at C.B. - 2 at Cantonment Road, Cuttack and other Court Guest Houses which may be established from time to time.
- (b) "Competent Authority" means the Chief Justice of High Court of Orissa or any other Puisne Judge to be nominated by the Chief Justice.
- (c) 'Day' means a period of twenty-four hours or part thereof from the time of occupation of room/rooms in the Guest House, terminating at 9.30 hours on the next day.

**Persons entitled to accommodation in the Court's Guest House.**

4. (i) The Chief Justice and Judges of the Supreme Court of India.
- (ii) The Chief Justice of High Court of Orissa (hereinafter referred to as 'the Chief Justice').
- (iii) Judges of the High Court of Orissa.
- (iv) The Chief Justices and Judges of other High Courts of India having reciprocal arrangement with the High Court of Orissa.
- (v) Retired Chief Justices and Judges of Supreme Court of India and High Court of Orissa.
- (vi) Family members of the Chief Justice and Judges of the High Court of Orissa.

- (vii) Such other visiting dignitaries or persons whom the Chief Justice by order permits for occupation.

**Control and reservation of accommodation.**

5. (a) Control of accommodation in the Court's Guest House shall rest with the competent authority and persons requiring accommodation shall obtain reservation in advance from him.
- (b) More than two rooms may be reserved, subject to availability of accommodation, in the Guest House for any of the entitled persons specified in clauses (i) to (iv) of rule 4, if specific request is made for such reservation.
- (c) Ordinarily reservation shall be made on the "first come first serve" basis except in the case of a request from Chief Justice and Judges of the High Court of Orissa or Supreme Court of India who could get priority over other persons specified in rule-4.
- (d) A room/suite shall not be occupied by more than two adult persons.
- (e) Persons in occupation of the suite are not allowed to use the Court's Guest House for any purpose other than for their stay.

**Intimation of occupation and cancellation of reservation.**

6. (a) No person will be entitled to occupy the Guest House without prior permission of the competent authority.
- (b) The accommodation reserved may be cancelled by the competent authority with the permission of the Chief Justice with forty-eight hours Notice without assigning any reason, or if accommodation is required by the Chief Justice or Judges of the High Court of Orissa.
- (c) A person for whom accommodation is reserved must inform the competent authority at least twenty-four hours before the scheduled time of occupation in case he does not intend to occupy the accommodation reserved for him. In case the reservation is not availed of by him on the first day of such reservation, the reservation made will be cancelled and the allottee shall be liable to pay the charges for the period, the accommodation was kept reserved before cancellation.

**Duration of  
occupation other  
than Chief Justice  
and Judges  
of O.H.C.**

7. Ordinarily no person other than the Chief Justice and Judges of Supreme Court or Orissa High Court shall occupy the Court's Guest House for a period exceeding 3 (three) consecutive days without special permission of the Competent Authority.

Provided that if a person is permitted to occupy any suite/ room for more than thirty (30) consecutive days subject to extension by the Chief Justice, the occupation charge shall be payable as per the rate shown in Appendix - 'A'.

**Charges for  
occupation.**

8. (a) Rental charges for occupation of suite/room(s) shall be realised from the occupants at the check out time by the care taker of the Guest house at the rate(s) indicated in Appendix - 'A'.
- (b) Apart from charges as stated in (a) above, the occupant shall also be liable to pay Rs. 50/- (Rupees Fifty Only) towards electricity charges per day for each suite/room.
- (c) For temporary occupation for 6 hours or less the charges shall be 50% of the rental charges and the electricity charges.

**Occupancy  
Register**

9. (a) An occupancy register shall be maintained in the Guest House in the prescribed form as per Appendix - 'B'.
- (b) An occupant is required to enter therein his name and designation legibly together with the date and time immediately on arrival. The date and time of departure shall be entered at the time of departure.
- (c) An occupant is required to pay the rent and other charges as required under rules to the care taker of Guest House and shall obtain a receipt in token of payment of Guest House charges as in the form Appendix - 'C' and shall make a note in the occupancy register.
- (d) The care-taker of the Court's Guest House shall deposit the amount received from the occupants as mentioned in rule-8 on the day of receipt of the same with such authority as may be decided by the Chief Justice.

**Loss & damage  
of any article.**

10. (a) A person staying in the Court's Guest House shall ensure proper use of furniture, crockery, lilen and other appliances kept inside the room.

- (b) In case of loss, damage or breakage of any article attributable to the occupant, the value thereof, shall be recovered from him.
- (c) The amount realised from the occupants for the loss, breakage of articles and telephone and electricity charge, etc. shall be entered in the registers maintained under rules 9 and 13 and shall be deposited under separate head.

**Restriction of Reservation.**

11. Reservation of the Court's Guest House and its premises shall be made for marriage ceremony and/or other private or special functions or ceremonies with the approval of the competent authority on such terms and conditions as may be fixed by the competent authority.

**Cooking**

12. Meals/snacks may be supplied by an attendant of the Court's Guest House on prior payment of actual cost of material and 10% (ten percent) service charge. However, the meals will be served in the Dining Hall.

**Payment of telephone call charges.**

13. An occupant shall have to make payments for all telephone calls made by him before leaving the Court's Guest House.
14. Every room of the Court's Guest House shall remain locked and keys shall remain with the Care-taker and keys be given to person accommodated and whenever the Guest goes out of the Court's Guest House, the key shall be left in the custody of the attendant.

**Maintenance of Guest House.**

15. (a) The Nazir of District Court, Puri and Asst. Registrar (Estt.) of the High Court of Orissa shall ensure proper maintenance and up-keep of the Court's Guest House at Puri and Court's Guest House at Cuttack respectively all the time for which he may be assisted by such officer(s) as may be deputed by the competent authority.
- (b) The Nazir of the District Court, Puri and Assistant Registrar (Estt.), O.H.C. shall be in-charge of all the arrangements, custody and safety of the furniture, fittings and proper maintenance of the Court's Guest Houses at Puri and Cuttack respectively.

**Checking of  
Registers**

16.

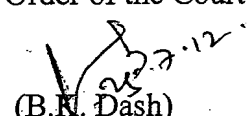
The occupancy registers in respect of the Court's Guest Houses at Puri and Cuttack be put up once in a month before the District Judge, Puri and the Registrar (Judl.) of the Orissa High Court respectively for his perusal and necessary action, if any, after the entries are only checked by the Nazir or Assistant Registrar (Estt.) of the High Court of Orissa, as the case may be.

**Amendment of  
rule**

17.

Any amendment of the Rules can be made by orders of the Chief Justice.

By Order of the Court

  
(B.K. Dash)

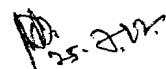
Registrar (Vigilance) I/C

- 6 -

Memo No 5870(25)/Dt 25.7.2012

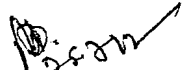
Copy forwarded to

1. Principal Secretary to Hon'ble the Chief Justice
  2. All Senior Secretaries/Secretaries to Hon'ble Judges
  3. All Officers of the Court
  4. Superintendent, Protocol Section
- for information and necessary action.

  
Special Officer (Special Cell)

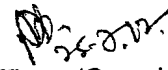
Memo No.5871/Dt.25.7.2012

Copy forwarded to the District and Sessions Judge, Puri for information and necessary action.

  
Special Officer (Special Cell)

Memo No.5872 /Dt.25.7.2012

Copy forwarded to Deputy Director, Printing & Publication, Orissa Govt. Press, kCuttack for publication in the Orissa Gazette.

  
Special Officer (Special Cell)

**APPENDIX - 'A'**

Category of Occupants	Daily charges for first 3 days on official duty	Daily charges beyond 3 days on official duty	Daily charges for first 3 days for private purpose	Daily charges beyond 3 days for private purpose	Daily charges beyond 30 consecutive days irrespective of purpose
i) Chief Justice of Supreme Court, Judges of Supreme Court, Chief Justice of Orissa High Court and Judges of Orissa High Court and their spouse/children/parent.	Rs.100/- (one hundred)	Rs.100/- (one hundred)	Rs.200/- (two hundred)	Rs.400/- (four hundred)	Rs.500/- (five hundred)
ii) Retired Chief Justice / Judge of the Supreme Court, Retired Chief Justice/ Judge of the Orissa High Court	----	----	Rs.200/- (two hundred)	Rs.400/- (four hundred)	----
iii) Chief Justice and Judge of the High Court with which Orissa High Court has reciprocal arrangement, spouse/children.	Rs.100/- (one hundred)	Rs.100/- (one hundred)	Rs.200/- (two hundred)	Rs.400/- (four hundred)	----
iv) Chief Justice and Judge of other High Courts, their spouse/children.	----	----	Rs.300/- (three hundred)	Rs.400/- (four hundred)	----
v) Guest of sitting Judges of Supreme Court and Orissa High Court.	----	----	Rs.200/- (two hundred)	Rs.400/- (four hundred)	----

**Note:** The word "Guest" does not cover ministerial and other staff of the Supreme Court of India, Orissa High Court, any other High Court or any Court.





**ORISSA HIGH COURT GUEST HOUSE, CUTTACK**

**RECEIPT**

1. Name of the Occupant : .....

2. Period of Stay : From To

3. Amount Paid : Rs. ....

Cuttack

Dated :

Court Officer – cum – Asst. Registrar  
Orissa High Court