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THE HIGH COURT OF ORISSA: CUTTACK

NOTIFICATION

The 1st May 2023

No. 399-R—In exercise of the powers conferred under Article 225 of the Constitution of India, the High Court of Orissa hereby makes the following Rules to regulate the administration, maintenance and occupation of its Guest Houses.

1. **Short title and commencement:-**

These rules may be called “The High Court of Orissa Guest House Rules, 2023” and shall come into force on the date of notification by the High Court of Orissa.

2. **Definition:-**

(a) ‘Guest House’ means the Guest Houses of the High Court of Orissa at Cantonment Road, Cuttack and VIP Road, Puri and other such Guest Houses which may be established by the High Court of Orissa 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 exceeding five hours from the time of occupation of room(s) in the Guest House, terminating at 10 am on the next day.

(d) “Caretaker” means the person deployed by the High Court at the Court Guest House for overall supervision.

3. **Persons entitled to accommodation in the Court’s Guest House:-**

(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.

(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) Family members of the retired Chief Justice(s) and retired Judge(s) of the High Court of Orissa.
- (vii) Such other visiting dignitaries or persons whom the Chief Justice by order permits for occupation.

4. **Reservation of accommodation:-**

- (a) (i) Reservation of accommodation shall be controlled by the competent authority.
- (ii) Persons entitled to accommodation shall make written requisitions in advance to the Registrar General of the High Court of Orissa,
 Provided that requisitions for the family members shall be made by the concerned sitting/ retired Chief Justice or Judge,
 Provided further that requisitions for the family members of a deceased former Chief Justice or Judge shall be made by the spouse of the said Chief Justice or Judge.
 Provided further that with the orders of the competent authority and subject to availability, reservation of accommodation in maximum 5(five) standard rooms at a time may be extended to the officers of the Registry of the High Court of Orissa / officers of OSJS cadre, on the same terms and conditions as above.
- (iii) Accommodation shall be made available only on approval of the competent authority.
 Provided that the facility of brief stay in the Guest House at Puri by the entitled persons for maximum five hours at a time on a day subject to availability may be extended with the orders of the District Judge, Puri to meet the urgent requirement of the entitled persons.
- (b) Ordinarily reservation will be permitted for two suites or rooms at a time for any of the entitled persons specified in clauses (i) to (iv) of rule-3.
 Provided that more than two rooms may be reserved, subject to availability, if specific request is made for such reservation.
 Provided further that the reservation of accommodation in the Guest House at Puri during festive occasions and winter season may be limited to one suite or room at a time. However, two suites or rooms at a time may be reserved subject to availability with the orders of the competent authority.

- (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 would get priority over other persons specified in rule-4.
- (d) A suite or room shall not be occupied by more than two adult persons.
- (e) Persons in occupation of the suite or room are not allowed to use the Court’s Guest House for any purpose other than their stay.

5. **Intimation of occupation and cancellation of reservation:-**

- (a) No person will be entitled to occupy the suite or rooms in the Guest House without prior permission of the competent authority.
- (b) The accommodation reserved may be cancelled by the competent authority 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/she does not intend to occupy the accommodation reserved for him/her. 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 of reservation.

6. **Duration of occupation other than Chief Justice and Judges of the High Court of Orissa:-**

Ordinarily no person other than the Chief Justice and Judges of Supreme Court or Orissa High Court shall be permitted to occupy the Court’s Guest House for a period exceeding three consecutive days without prior permission of the Competent Authority.

Provided that if a person is permitted to occupy any suite or room for more than ten consecutive days subject to extension by the competent authority, the occupation charge shall be payable as per the rate prescribed.

7. **Charges for occupation:-**

- (a) Rental charges for occupation of suites or rooms shall be realised from the occupants at the check out time by the Caretaker of the Guest house at the rate(s) indicated in Appendix-‘A’.
- (b) There shall not be any charge for brief stay or temporary occupation for five hours or less.

8. Occupancy Register:-

- (a) An occupancy register shall be maintained in the reception counter of the Guest House by the Caretaker in the prescribed form as per Appendix-‘B’.
- (b) An occupant is required to enter his or her name and designation in the occupancy register legibly along with the date and time and the cell phone number immediately on arrival. The date and time of departure shall be entered at the time of departure.

Provided that if required, identity proof may be produced for the purpose of official record.

- (c) An occupant is required to pay the rent and other charges as required under rules to the Caretaker of Guest House and obtain a receipt in token of payment of charges as in the form at Appendix-‘C’ or Appendix-‘D’ as the case may be and shall make a note in the occupancy register.
- (d) The Caretaker of the Guest House shall deposit the amount received from the occupants as mentioned in rule-8 on the succeeding day of receipt of the same with such authority as may be decided by the competent authority.

9. Loss and damage of any article:-

- (a) A person staying in the Guest House shall ensure proper use of furniture, crockery, linen and other appliances kept/installed 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 the occupant.
- (c) The amount realised from the occupants for the loss, breakage of articles shall be entered in the registers maintained under rule-8 and shall be deposited under separate head.

10. Restriction of Reservation:-

- (a) Reservation of the Guest House at Cuttack and its premises can be made for marriage ceremony and other private or social functions by the Chief Justice, sitting and retired Judges and the spouses of the deceased retired Judges of the High Court of Orissa with the approval of the competent authority on such terms and conditions as may be fixed by the competent authority.
- (b) If the Guest House at Cuttack is taken for marriage ceremony and other private or social functions for a period not exceeding two days, an amount of Rs.10,000/- (Ten thousand) shall be charged, and if the occupation exceeds two days, an additional amount of Rs.2,000/- (Two thousand) for each additional day shall be charged.

Provided that Rs.2,000/- (Two thousand) per day shall be charged for use of a part of the Guest House for any function or ceremony.

11. Service of meals and snacks:-

Meals and snacks may be supplied by an attendant of the Court's Guest House on prior payment of actual cost of material and ten per cent service charge. The meals will be served in the dining hall.

12. Custodian of Guest House Key:-

- (a) Every suite or room of the Guest House shall remain locked and keys shall remain with the Caretaker when not occupied.
- (b) Whenever an occupant checks out, the key of the suite or room shall be handed over to the Caretaker.

13. Maintenance of Guest House:-

- (a) The Deputy Administrator of District Court, Puri and Court Officer-cum-Assistant Registrar of the High Court of Orissa shall ensure proper maintenance and up-keep of the Guest House at Puri and Guest House at Cuttack respectively all the time with the assistance of such officer(s) as may be deputed by the competent authority.
- (b) The Deputy Administrator of the District Court, Puri and Court Officer-cum-Assistant Registrar of the High Court of Orissa shall be in-charge of all the arrangements, custody and safety of the furniture, fittings and proper maintenance of the Guest Houses at Puri and Cuttack respectively.

14. Checking of Registers:-

- (a) The occupancy registers in respect of the Guest Houses at Puri and Cuttack shall be put up once in a week before the Protocol Officer, Puri and the Deputy Registrar (Administration and Protocol) of the High Court of Orissa for verification respectively. Further, such registers shall be verified and counter signed by the District Judge, Puri and the Registrar (Judicial) of the High Court of Orissa respectively once in a month.
- (b) The stock registers maintained in each of the Guest Houses shall be verified in the similar manner as prescribed in sub-rule (a) of this rule.

15. Repeal:-

“The Court's Guest House Rules, 2012” is hereby repealed.

16. **Removal of doubts and amendments:-**

- (a) If doubt arises in the interpretation of any of the provisions of these Rules or difficulty is experienced in their implementation, the decision of the Chief Justice shall be final.
- (b) Any amendment of the Rules can be made by orders of the Chief Justice.

By Order of the Court
SUMAN KUMAR MISHRA
REGISTRAR (JUDICIAL)

APPENDIX – A

Suite/Room	Daily charges for occupation on official duty	Daily charges for first 3 days for private purpose	Daily charges beyond 3 days for private purpose	Daily charges beyond 10 consecutive days for private purpose
Rooms of High Court Guest House at Cuttack	Rs.200/- (Two hundred)	Rs.300/-(Three hundred)	Rs.400/- (Four hundred)	Rs.500/- (Five hundred)
Suites of High Court Guest House at Puri	Rs.600/- (Six hundred)	Rs.1000/-(One thousand)	Rs.1400/-(One thousand four hundred)	Rs.1800/- (One thousand eight hundred)
Standard Rooms of High Court Guest House at Puri	Rs.400/- (Four hundred)	Rs.800/- (Eight hundred)	Rs.1000/- (One thousand)	Rs.1200/- (One thousand two hundred)

Note-1: 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.

Note-2: No charges shall be made for stop-over stay within the period of five hours.

ORISSA HIGH COURT GUEST HOUSE, CUTTACK

R E C E I P T

1. Name of the Occupant :

2. Period of Stay : From To

3. Amount Paid : Rs.

Cuttack

Dated :

Court Officer – cum – Asst. Registrar
High Court of Orissa

ORISSA HIGH COURT GUEST HOUSE, PURI
RECEIPT

1. Name of the Occupant :

2. Period of Stay : From To

3. Amount Paid : Rs.

Cuttack

Dated :

Administrative Officer
District Court, Puri