

Accommodation in Orissa Bhavan, Orissa Niwas and Utkai Bhavan Rules, 1991

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Rule

ACCOMMODATION-IN-ORISSA-BHAVAN-ORISSA-NIWAS-AND-UTKAI of 1991

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Accommodation in Orissa Bhavan, Orissa Niwas and Utkai Bhavan Rules, 1991Published vide Notification No. 43046-UB-101/91-US, Published vide Orissa Gazette Extraordinary No. 696/12.6.1991No. 43046-UB-101/91-US. - In supersession of the Rules for occupation of Orissa Bhavan, Chanakyapuri, New Delhi and Utkal Bhavan, Calcutta framed in 1959 and 1958 respectively and all other previous orders issued in this regard, Government have been pleased to frame rules for occupation of Orissa Bhavan/Orissa Niwas, New Delhi, Utkal Bhavan, Calcutta and rules regulating control and use of Government vehicles stationed in Orissa Bhavan, New Delhi/Utkal Bhavan, Calcutta as appended herewith. These rules shall be given effect to from the 1st June, 1991.

1.

These rules shall be called the Rules for Accommodation in Orissa Bhavan, Orissa Niwas and Utkal Bhavan, 1991, hereinafter called Bhavans.

2.

Bhavan rooms are primarily meant for accommodation of persons in Government during their halts in Delhi and Calcutta on official duty.

3.

No person shall be entitled to occupy a room in the Bhavan without prior reservation granted by the Home Department. A list of eligible persons, under three categories for accommodation in the Bhavans is given in Annexure I. Priority in reservation shall be in the order of the category assigned. Between persons listed in the same category priority in reservation shall be in order of the serials against which the names of the persons appear.

4.

Home Department may, by an order or resolution, earmark certain suits for the exclusive occupation of certain dignitaries.

5.

Irrespective of the order of procedure/priority in the list, no person shall be entitled to more than one room on concessional rent. Any extra room or bed allotted on request shall be charged at normal rent.

6.

(a) Request for accommodation in the Bhavans shall be made in writing by a letter duly addressed to the Joint Secretary to Government, Home (Protocol) Department and should reach him not more than 7 days and not less than 3 days before the intended date of occupation. (b) Telephonic or oral requests shall not be entertained. Written requests may be signed by the private Secretary or any other designated Officer who is competent to address such letters on behalf of the applicant. (c) Each request for reservation in the Bhavan shall clearly indicate the purpose of the journey in order to ascertain whether it is official or private. Government officials not being Head of Department shall apply through their controlling officers. The controlling officers shall certify the purpose of the journey and the number of days of stay required in the Bhavans.

7.

Notwithstanding anything contained in these rules accommodation may be denied to any person. (i) if he/she is in arrears in respect of dues payable to any Bhavan or to the State Guest House or on account of any facility arranged for him/her by the Government; or (ii) if he/she does not deposit in advance the room rent with the Receptionist on demand being made on him/her : Provided that accommodation may be given if the arrears are cleared on the spot.

8.

Reservation made or sought may be got cancelled at the request of the requisitioning officer and such request must be made not less than 24 hours prior to the intended occupation otherwise rent

for the room reserved but not occupied shall be collectible from the person concerned and a bill on the account sent by the Bhavan to the person concerned under "certificate of posting".

9.

Home Department shall maintain a register showing the particulars of requisitions received serially under Rules 6 and 8 and reservations granted and cancelled from time to time.

10.

State Government Officers proceeding to Delhi or Calcutta on transfer may be granted such minimum transit accommodation as Home Department may decide or* such rent as may be determined from time to time.

11.

State Government officials or M.L. As., or M.Ps., as office bearers of Boards/Corporations and other Government undertakings shall pay rent as chargeable to such undertakings.

12.

Officers of other State Governments, on their official visit to Delhi at the time of Plan Resources discussion only, may be provided accommodation in the Bhavans on reciprocal basis. Room rent at the rate applicable to the State Government Officers on duty shall be recovered from them.

13.

(i)Every person occupying a room or rooms in the Bhavan must sign the Visitor's Book on arrival and before departure.(ii)The Visitor's Book shall contain the following columns for making necessary entries by the visitors :(i)Name of the officer(ii)Designation(iii)Date and hour of arrival(iv)Date and hour of departure(v)Period of occupation(vi)Amount paid for charges towards (a) room rent, (b) car hire charges, (c) telephone charges and (d) other charges for articles lost, broken or.repair etc.(vii)Purpose of journey-whether official or private(viii)Signature(ix)Remarks.

14.

(i)Dues in full must be paid to the Receptionist at the reception counter at the time of signing the visitor's book before, departure and details of payment made must be entered in the visitor's book. Printed receipt will be granted for the payments made.(ii)The cost of replacement of articles lost, broken or damaged by the occupant shall be paid by the occupant immediately and particulars thereof entered in the Visitor's book. Printed receipts"will be granted for such payment by the Receptionist or any person duly authorised by him.

15.

(i)The telephone in the Bhavan may be used by the occupant for ordinary calls and trunk calls on written request being made to the Telephone Operator/Manager of the Bhavan. The Telephone Operator/ Manager shall maintain a telephone register to record therein the entries, showing the particulars of each call ordinary or trunk. The telephone register should contain the following particulars : (i)Date (ii)Name and designation of the person by whom call is booked (i.e. caller) (iii)Whether ordinary or trunk (iv)The name and phone number of person to whom the call is made (v)Duration of call, in case of trunk (vi)Charges paid. (ii)For each trunk call and phonogram an approximate charge as will be billed by the Manager and for each ordinary call the charges as prescribed from time to time shall be paid.

16.

(i)Catering arrangements are available in the Bhavans. Tea and Coffee, breakfast, lunch and dinner shall be available on payment at the rates and according to the timings and procedure prescribed by the Home Department from time to time. (ii)Occupants of the Bhavans may order in writing a special dish or food, if required. Food so ordered shall be billed for payment even of the indent or fails to take the same.

17.

There shall be a complaint book with the Receptionist of the Bhavan in which the visitors may enter complaints, if any.

18.

All receipts and recoveries on account of room rent, telephone calls, car hire charges and loss or breakage etc. shall, be credited by the Manager of the Bhavan to the Treasury under appropriate head of account. Such deposits shall be credited into the Treasury not later than three days from the date of collection and no account expenditure shall be directly made out of such receipts/collections. Rules Regulating Control and Use of Government Vehicle Stationed in Orissa Bhavan, New Delhi Utkal Bhavan, Calcutta

1. Staff cars are available with the Manager of Orissb Bhavan New Delhi and Utkal Bhavan. Calcutta, hereinafter called as Bhavans for use by the occupants of the Bhavans subject to the following rules Occupant means any person in occupation of a room or bed in the Bhavan on the strength of a valid reservation order granted by the Home Department.

- 2. One car should always be kept reserved for Governor and Chief Minister and shall not ordinarily be allowed for use by others.**
 - 3. Bhavan vehicles may be used on usual charges by an occupant : (a) for reaching the Bhavans from air port of railway station, (b) for reaching the air port or railway station on departure from the Bhavan and (c) or attending to official work inside the metropolitan limits of the City where the Bhavan is situated for transport within the city limits under (d). No vehicle shall be used before 8. 30 A. M. and after 7. 30 P.M.**
 - 4. Bhavan cars shall under no circumstances, be permitted for use outside the metropolitan limits. - and shall not be available for use on any day on which the Government offices remain closed in the city :**
- Provided that the above restriction shall not apply to journeys to and from air part or railway station for arrival at or departure from the Bhavan : and Provided further that this restriction shall not apply to Governor and Chief Minister.
- 5. For use of beyond the permitted hours under Clause (c) of Rule 3 the user of the car shall pay Rs. 5/- (Rupees five) per hour or any higher amount to be fixed by Home Department from time to time by' written order or resolution in this behalf, over and above the usual kilometre charges.**
 - 6. No person shall be entitled to use more than one car at any given point of time.**
 - 7. Charges for use of Bhavan car shall be as fixed by Home Department from time to time.**
 - 8. The manager may not provide Bhavan car except on prepayment of hire charges and such other charges or deposit as he may consider appropriate.**
 - 9. The manager shall not ordinarily hire private cars for reception and send-off except on specific orders of Government in Home Department.**

Annexure I

1. The following persons shall be entitled to reservation in the Bhavans at Calcutta and Delhi.

(Category 1)

1. Governor

2. Chief Minister

3. Chief Justice of High Court, Speaker, O.L.A. and Lok Pal Orissa.

4. Minister, Government Chief Whip, Deputy Chairman, State Planning Board and Leader of Opposition.

5. Judges of High Court, Chairman and Members of State Administrative Tribunal.

6. Ministers of State, Deputy Speaker, O.L.A. and Deputy Ministers of State.

7. Members of Parliament from the State Government, Deputy Chief Whip and Members, O.L.A.

8. Chief Secretary to Government, Chairman, O.P.S.C., Member, Board of Revenue, Additional Chief Secretary, Additional Development Commissioner, D. G. and LG. of Police, Revenue Divisional Commissioners.

9. Advocate-General, Vice-Chancellors of State Universities.

10. Principal Chief Conservator of Forests, Secretaries to Government, Members of O.P.S.C., Secretary to Governor, Inspector-General of Police, Additional Secretaries to Government, Secretary. D.L.A., Chief Engineers, Additional Chief Engineers, Directors/Heads of Departments, and Joint Secretaries.

11. Collectors of Districts, Registrars of Orissa High Court District and Sessions Judges, Deputy Secretaries to Government and other State Government officials.

12. Government Advocate

(Category 2)

- 1. Persons nominated by State Government for receipt of gallantry awards of certificates of merit to be awarded by President, Government of India. ,**
- 2. Chairman of Municipalities/N. A.Cs. Panchayat Samitis sponsored by Government of Orissa to attend Seminars or other Government functions at Delhi Calcutta.**
- 3. Former Members of Parliament and O.L.A. from the State.**
- 4. Students from Educational Institutions sponsored by Government to appear at Talent Award tests of different types.**
- 5. Candidates of Orissa called for interview by U.P.S.C.**
- 6. Cultural delegations from the State sponsored by the State Government.**
- 7. Representatives of voluntary organisations sponsored by Government.**
- 8. Editors of Dailies and accredited Press Correspondents recommended by 1. and P. R. Department.**

(Category 3)

- 1. Vice-Chairman and Members and Central Administrative Tribunal.**
- 2. Accountant-General, Orissa.**
- 3. Commissioner of Income Tax, Post-Master General, General Manager, Telecommunication, Senior D. A. G., D. A. G. and other Class-I Officers of Government of India including Doordarshan and A.I.R.**
- 4. Chairman and Managing Directors of State owned Public Undertakings, Boards and Corporations and Members of State Academies**

5. Other Officers of State Government deputed to Boards, Corporations, Universities and State Undertakings and University Officers.

6. Retired Officers of the State Government.