

The Orissa Legislative Assembly New Guest House (Control and Management) Rules, 2007

ODISHA

India

The Orissa Legislative Assembly New Guest House (Control and Management) Rules, 2007

Rule

THE-ORISSA-LEGISLATIVE-ASSEMBLY-NEW-GUEST-HOUSE-CONTROL-AND-MANAGEMENT-RULES-2007

- Published on 5 September 2007
- Commenced on 5 September 2007
- [This is the version of this document from 5 September 2007.]
- [Note: The original publication document is not available and this content could not be verified.]

The Orissa Legislative Assembly New Guest House (Control and Management) Rules, 2007 Published vide Notification No. 14530/L.A. dated 5th September, 2007, Orissa Gazette Extraordinary No. 1657 dated 10.9.2007 Secretariat of The Orissa Legislative Assembly No. 14530/L.A. dated 5th September, 2007. - The Hon'ble Speaker, Orissa Legislative Assembly is pleased to make the following Orissa Legislative Assembly New Guest House (Control and Management) Rules, 2007, namely-

1. Short title and commencement.

(1) These rules may be called the Orissa Legislative Assembly New Guest House (Control and Management) Rules, 2007. (2) They shall come into force with immediate effect.

2. Definitions.

- In these rules, unless the context otherwise requires (a) "Competent Authority" means the Secretary, Orissa Legislative Assembly and includes any person for the time being performing the duties of the Secretary of the Orissa Legislative Assembly. (b) "Day" means a period of a twenty-four hours from the time of occupation of the room in the Guest House. (c) "Guest House" means the New Guest House under the management and control of the Orissa Legislative Assembly Secretariat. (d) "Speaker" means the Speaker, Orissa Legislative Assembly.

3. Purpose of the New Guest Houses.

(1)The New Guest House is meant for providing accommodation to -(i)The members, staff and officers of Parliament/Legislatures of other States/Union Territories of India visiting Orissa.(ii)Ex-Speakers, Ex-Deputy Speakers, Ex-Chief Ministers, Ex-Ministers, Ex-Leaders of Opposition belonging to Orissa who have no accommodation of their own at Bhubaneswar.(iii)Accredited Journalists of other States.(iv)Special workers of repute belonging to other States.(v)Officers of the State Government/Union Territories, Government of India, experts or any other person invited by any Committee of the Orissa Legislative Assembly or the Speaker.(2)In the event of rush of demand for accommodation, any room of the Guest House may be reserved for joint occupation of more than one individual.

4. Control and reservation of accommodation.

(1)Subject to the provisions in these rules, the control and management of accommodation in the Guest House shall rest with the competent authority.(2)Any person requiring accommodation in the Guest House shall obtain the prior permission of the competent authority in writing for such occupation :Provided that the competent authority may, by orders of the Speaker refuse to accommodate any other person under Rules or any person accompanying the person in whose favour reservation is made under Rule 3, even if rooms/ beds are available in the Guest House.(3)The competent authority while reserving accommodation in the Guest House shall observe the following principles, namely(a)Reservation of accommodation for the persons entitled under Rule 3 shall be made in the order of priority of requisition received from them.(b)If two or more requisitions are received during the same period, the inter se priority shall be determined by the competent authority.(4)In case of any doubt in the matter of determination of priority in reservations it may be referred to the Speaker for clarification, in case there is reasonable time to obtain such clarification. The decision of the competent authority shall, however, be final in this regard so far as the persons requisitioning for reservation are concerned.(5)Ordinarily only one room shall be reserved for each visitor:Provided that the competent authority may allow joint occupation of one room by more than one person allotting individual beds.

5. Period of reservation.

- The period of continuous occupation in one term shall not exceed 5 days and in special case for 7 days. Normally in no circumstance the period of continuous occupation will exceed 7 days :Provided that the occupation can be terminated earlier within 12 hours notice in case of necessity.

6. Communication of the order of reservation.

- All orders of reservation of accommodation shall be intimated by the competent authority to the persons concerned and a copy thereof shall be displayed on the Notice Board of the Guest House.

7. Cancellation of reservations.

(1) Reservation once made and intimated shall not ordinarily be cancelled except under special circumstances. (2) All cancellations of reservation shall invariably be intimated by the competent authority immediately.

8. Visitor's Book.

- Every person occupying the Guest House must make necessary entries in the Visitor's Book maintained in the form prescribed in Appendix I. The Columns one to five thereof shall be filled in immediately prior to the occupation and the remaining columns shall be filled in immediately before the departure.

9. Rent and other charges.

- Persons accommodated in the Guest House shall pay rent at the following rate (i) Accommodation for one day per room - Rs.150/- (ii) Accommodation in single bed per day - Rs.75/-

10. Preparation of Breakfast, Lunch and Dinner.

(1) Subject to availability of the required facilities in the Guest House requests for preparation of lunch, dinner, etc., shall be handled in the manner indicated in Sub-rules (2) to (6). (2) Requests for preparing lunch, dinner, etc., shall not ordinarily be complied with before the arrival of the visitor except in case of - (a) Guests of Hon'ble Speaker and (b) Entitled functionaries specified in Clause (v) of Rule 3 specifically requesting for such preparation at least twelve hours in advance. (3) Requests for preparing lunch, dinner, etc., after the arrival of the visitor, may be complied with, without insisting on any advance payment, in case of the functionaries specified in Rule 3. (4) The initial expenses for making arrangements as per Sub-rules (2) and (3) may be met out of the available cash of the Guest House and recovered from the concerned functionaries subsequently. (5) All other visitors may make their own arrangements for their lunch, dinner, etc. : Provided that such arrangements may be made by the Cook/Chowkidar on advance payment, unless he is preoccupied with the arrangements for the functionaries specified in Sub-rules (2) and (3). Note. - No person, except the authorised attendants of the Guest House such as the Cook/Chowkidar shall be allowed to cook within the Guest House. Food prepared/procured elsewhere may, however, be served to a visitor in the Dining Hall of the Guest House. (6) The tariff chart specifying the menu and the rates for morning tea, breakfast, lunch, afternoon tea and dinner etc. shall be fixed and displayed in the Dining Hall of the Guest House from time to time by orders of the competent authority.

11. Eviction of unauthorised occupants.

- The competent authority shall take immediate steps to evict the persons who overstay beyond the period of reservation without any written permission or any other unauthorised occupants of the Guest House.

12. Premises of the Guest House not to be used for political meetings, etc.

- The premises of the Guest House shall not be utilized for holding any political or communal meeting or for organizing any public entertainment, etc., involving gathering of people.

13. Maintenance and Up-keep of the Guest House.

- The caretaker, manager or any other official, duly authorised to look after the Guest House by the competent authority, shall be responsible for ensuring proper maintenance and up-keep of the Guest House. The competent authority may, from time to time, issue instructions and standing orders in this regard and on other matters relating to the management of the Guest House.

14. Audit.

- In addition to the periodical verification by the competent authority, expenditure audit and audit of stores of the Guest House may be conducted from time to time :Provided that cent percent audit on the store as well as expenditure and receipt may be conducted by the audit staff of the A.G. (Orissa).

15. Liabilities.

- Cost of the articles broken/damaged/missing during stay shall be realized from the person occupying the bed/suit.

16. Over-all control and direction.

- Notwithstanding anything contained herein before in these rules, the competent authority may issue any directive/ instruction at any time regarding entitlement of functionaries for accommodation in the Guest House on specific terms and conditions and in respect of all other matters concerning the control and management of the Guest House.

17. Interpretation.

- If any question arises relating to interpretation of these rules, it shall be referred to the Speaker whose decision thereon shall be final. Appendix IV Visitors' Book

| Sl. No. | Name and designation of the visitor | Name and relationship of person(s), if any, accompanying the visitor | Date and time of arrival |
|---------|--|--|----------------------------|
| 1 | 2 | 3 | 4 |
| | Purpose of Visit | No. of days in occupation | Date and time of departure |
| 5 | 6 | 7 | 8 |
| | Amount paid towards other charges (if any) | Total amount paid | Signature of the visitor |
| | | | Remarks |

9

10

11

12

Order Ordered that these Rules be published in the Orissa Gazette and copies be forwarded to all concerned. By order of the Speaker K.C. Barik Secretary Orissa Legislative Assembly