

KRISHNA ATITHI GRIH, MATHURA AND VISHESHWAR
GUEST HOUSE, VARANASI RULES, 2007.

(AS amended on 29.04.2008.)

Rule 1. These Rules may be called as Krishna Atithi Grih, Mathura and Visheshwar Guest House, Varanasi Rules, 2007.

Rule 2: Definitions:

Rule 2(i) Chief Justice means Chief Justice, Allahabad High Court.

Rule 2(ii) Committee means the Committee of three Hon'ble Judges to be nominated by the Hon'ble the Chief Justice. One of them shall be Administrative Judge, Mathura and the other Administrative Judge, Varanasi.

Rule 2(iii) Department means Protocol Department of High Court, Allahabad.

Rule 2(IV) Hon'ble Judges means Judge of Hon'ble Supreme Court and High Courts including sitting and retired Judges.

Rule 2(V) Joint Registrar (Protocol) means Joint Registrar (Protocol), Allahabad High Court.

Rule 2(VI) Registrar General means Registrar General, Allahabad High Court.

Rule 3. Guest House shall be under the control of Protocol

Department of High Court of Allahabad. Joint Registrar (Protocol), Allahabad High Court shall be overall in-charge including the allotment subject to the supervision of the Registrar General.

The Manager/Caretaker of the Guest House, in the matter of allotment will be answerable and under the supervision of the above Joint Registrar (Protocol) and for other purposes (i.e. maintenance, expenses etc.) under the administrative control of the District Judge concerned.

Rule 4. Maintenance of the Guest House shall be under the control and supervision of District Judge, Mathura/Varanasi, subject to the overall supervision of the Committee.

Rule 5 (i) The suites in the Guest House shall be allotted to the Hon'ble Judges and officers of the rank of District Judge.

(ii): The suite in the Guest House may also be allotted to any other person with the prior approval of Hon'ble the Chief Justice.

Rule 6. Allotment can be made to the family members of the Hon'ble Judges in case the Hon'ble Judge is not accompanying them on the request of the Hon'ble Judge.

Rule 7 (i) For the occupancy, the charges shall be as follows:

Room Rent + Maintenance charges

One suite. Rs.100/-per day + Rs.150/-per day.

The amount of rent will be passed on to the State Government and Rs.150/- will be retained with the Manager of the Guest House and shall be deposited in the Bank Account opened in accordance with Rule 7(v).

Rule 7 (ii) The occupation charges of the Guest House shall be Rs.100/- per day for the Hon'ble Judges visiting for official purpose.

The above charges will be for the maximum stay for

three days. In case, the stay exceeds three days, the charges shall become double of the above amount.

Rule 7(iii) The amount of Rs.100/- per day when received will be deposited by the Manager/Caretaker in a separate Bank Account to be opened for that purpose.

Rule 7(iv) The District Judge, Mathura/Varanasi shall deposit the amount of rent realized from the guests into the Account Head

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Rule 7 (v) The District Judge, Mathura/Varanasi shall open a Savings Bank Account in a Nationalised Bank in the name of "Krishna Guest House" / "Visheshwar Guest House" as the case may be and deposit the maintenance charges realized from the guests therein.

Rule 7 (vi) The District Judge, Mathura / Varanasi is permitted to utilize the amount of maintenance charges for providing tea, biscuits, newspapers, soaps, shampoo etc. as also washing charges of bed sheets, pillow covers, towels etc.

Rule 7(vii) The District Judge, Mathura/Varanasi will submit quarterly statement to the Committee containing (a) the amount received from the Guests and (b) amount spent on the maintenance for perusal of the Committee. Yearly audit inspection can be made on the directions of the Committee.

Rule 8. The Hon'ble Judges, who are visiting as State Guests shall be provided accommodation on the request of District Magistrate/ District Judge, Mathura/ Varanasi or any other officer acting on their behalf on payment of Rs. 250/- per day as room rent and maintenance charges. The District Magistrate / District Judge must confirm availability of the accommodation from the Joint Registrar (Protocol) before committing in any manner to the visiting State Guest.

For such visitors, the entire arrangements shall be borne by the State Government i.e. by the District Magistrate, Mathura / Varanasi on behalf of the State Government.

Rule 9. There shall be a register to be filled in by the Hon'ble Guest while arriving and leaving the Guest House.

Rule 10. A day is reckoned as 24 hours from the time of arrival at the Guest House.

Rule 11(i) Separate receipts shall be issued acknowledging the receipts for the payment of rent and for maintenance charges to the guests staying in the Guest House at the time of their departure.

Rule 11 (ii) It shall be the responsibility of the Manager / Caretaker to ensure that the rent and maintenance charges are recovered and acknowledged before the guest leaves the Guest House. Separate Receipts regarding payment of rent and maintenance shall be issued.

Rule 12. Charges for food shall be on actual basis. However, Tea/ Coffee/ Biscuits shall be made available free of charge in the morning and in the afternoon and when visitors arrive.

Rule 13. The consumption of alcoholic drinks and Non-Veg is strictly prohibited in the Guest House.

Rule 14. Three newspapers shall be subscribed for guests staying in the Guest House.

Rule 15. All the Hon'ble Guests shall have the facility of local calls free of charge. S.T.D. calls shall not be allowed.

Rule 16. There shall be a Manager/Caretaker, not below the rank of Munsarim/Reader, who shall be in-charge of the Guest House. He shall be under the direct supervision and control of the District Judge, Mathura/ Varanasi.

Rule 17. Apart from the Manager/ Caretaker, there shall be two Peons-cum-cook, two Peons, one Sweeper, one Farras, two Guards and one Gardener attached to the Guest House.

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