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RAJASTHAN HIGH COURT, JODHPUR

:: ORDER ::

No.18 /S.O./2017/

Date : 09.11.2017

The Rajasthan State Judicial Academy, Allotment of Auditorium, Conference Hall, Guest House, Class Room and Hostel Rules, 2017

1. Title- These rules shall be called "The Rajasthan State Judicial Academy, Allotment of Auditorium, Conference Hall, Guest House, Class Room and Hostel Rules, 2017".
2. The Rules shall come into force with immediate effect.
3. Definitions- In these rules unless the context other wise requires -
 - (a) "Academy" means the Rajasthan State Judicial Academy.
 - (b) "Auditorium" means the part of the building declared as Auditorium of the Academy.
 - (c) "Chairperson" means the Judge of High Court of Rajasthan appointed as Chairperson to the Academy.
 - (d) "Class Room" means the part of the building declared as Class Room of the Academy.
 - (e) "Conference Hall" means the part of the building declared as Conference hall of the Academy.
 - (f) "Day" means a period of 24 hours or more than half day from the time the Rooms / Class Rooms / Auditorium / Conference Hall are permitted to be used.
 - (g) "**Director**" means the officer appointed as Director to the Academy.
 - (h) "Dormitory" means the part of the building declared as Dormitory of the Academy.
 - (i) "Guest House" means the part of the building declared as Guest House of the Academy.
 - (j) "Half Day" means the period commencing from 6.00 a.m. to 1.00 p.m. or 3.00 p.m. to 10.00 p.m. for the occupation of Auditorium, Class Room & Conference Hall.

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- (k) "**Hostel**" means the part of the building declared as Hostel of the Academy.
- (l) "**Manager**" means the officer appointed as Manager of the Academy or by any other officer designated to perform the duties of Manager by Chairperson.
- (m) "**Nominee**" means the officer authorised by the chairperson from time to time to act as his nominee in relation to the affairs of the premises and the building of the Academy.
- (n) "**Patron-in-Chief**" means Hon'ble the Chief Justice of Rajasthan High Court.

4. The allotment of the Auditorium/Conference hall/Class room of the Academy shall be only for educational, academic and likewise purpose.
5. The allotment of Auditorium/Conference Hall/Class Room shall not be made for the following purposes:-
- (a) For performance of marriage function or other religious activities, birthday functions or other function of like nature.
 - (b) For organization of fashion pageants.
 - (c) For political purposes.
 - (d) For such other purposes which the Chairperson of the Academy consider as opposed to the dignity of the Academy.
6. The allotment of the Auditorium/Conference Hall/class Room of the Academy shall be made on the charges prescribed in **Appendix A, B & C**, respectively.
7. The allotment of Rooms of Guest House and the Super Deluxe Rooms attached with Hostel Building /Hostel/Dormitory of the Academy shall be on the charges prescribed in **Appendix D, E & F**, respectively.

8. Allotment, Cancellation. Charges and Revision of Charges:-

i. Auditorium, Conference Hall & Class Rooms

- (a) The allotment of Auditorium/Conference Hall and Class Rooms shall be made with the prior written permission of the Chairperson of the Academy or the nominee.

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- (b) The allotment made would be liable to be cancelled with prior 48 hours notice by the chairperson or the nominee.
- (c) Application for allotment of Auditorium, Conference hall and class room shall be as per Appendix G. The application would be submitted at least four weeks prior to the date for which allotment is sought. Reservation charges in the form of bank draft in favour of Director, Rajasthan State Judicial Academy, Jodhpur shall be submitted along with the application.
- (d) The occupant shall also deposit Rs.10,000/- against Security in the form of bank draft in favour of Director, Rajasthan State Judicial Academy, Jodhpur, which shall be refundable.
- (e) Confirmation of the allotment shall be issued three weeks prior to the date for which allotment is sought.
- (f) The allotment shall be made on first come -first serve basis.
- (g) The possession of Auditorium/Conference Hall/Class Room shall be handed over to the allottee two hours prior from the time of occupation.
- (h) The occupant shall clear all dues before departure. If any object or article is found broken, destroyed or missing, the Academy, would be entitled to recover its value and other expenses from the occupant.
- (i) The possession of Auditorium/Conference Hall/Class Room shall be handed over to the Academy within two hours of the completion of the period indicated in the letter of allotment.
- (j) Edible items as well as consumption of Alcohol/Tobacco/Betel would be strictly prohibited inside the Auditorium/Conference Hall/Class Room, for violation of which, a penalty of Rs.100/- shall be imposed.



(k) Reservation charges are non-refundable except where the allotment is cancelled by the Chairperson or his nominee.

ii. Guest House and Hostel Rooms:-

- (a) The allotment of i-oom in Guest house and Super Deluxe rooms attached with Hostel Building and Hostel shall be done with the prior written permission of the Chairperson or any officer nominated and same may be cancelled within 48 hours prior notice.
- (b) The accommodation in the Guest house and Super Deluxe rooms attached with Hostel /Hostel shall be provided to guest in order of preference as here in below:
- (i) The Chief Justice of India and the Judges of the Supreme Court
 - (ii)The Chief Justice and other Judges of the Rajasthan High Court.
 - (iii) The Chief Justices and Judges of other High Courts of India.
 - (iv) Retired Judges of Supreme Court of India and Retired Chief Justices of the High Court.
 - (v) Retired Judges of Rajasthan High Court.
 - (vi) Officers of the District Judge Cadre of Rajasthan Judicial Service.
 - (vii) Judicial Officer other than District Judge Cadre from Rajasthan.
 - (viii) Guest Faculties/ Officials invited by other Institutions of State/Central Government, Universities, Statutory Bodies, Government Under Takings, Corporations etc.(for attending conference or seminar in the Academy)
 - (ix) Any other dignitary or person with approval of chairman or his nominee.
- (c) The reservation of accommodation for the persons in the same category shall be on "first come first serve" basis.

- (d) The Suites/Rooms will be allotted for a period of maximum three days. Which may be extended up to seven days with the permission of Chairperson. In any case, the allotment shall not be for more than seven days in a month.
- (e) The Suites of the Guesthouse will be allotted to the Hon'ble sitting and retired Judges of Supreme Court & High Courts.
- (f) The occupant shall not allow the suites/rooms for the use and occupation by friends or persons who are not the family members.
- (g) The Charges for meals/breakfast/other items shall be at the rates, prescribed from time to time by the Director.
- (h) The guest will be required to pay the charges for meals/breakfast/refreshment/other items at the rates, to be prescribed from time to time, which shall be made available to the guest on demand.
- (i) For the quality of the food service provider shall be responsible and Academy shall not be responsible for any liability if occurs.
- (j) The charges for the use of Auditorium, Conference Hall, Class Room, Guesthouse, Super Deluxe Room, Hostel Rooms and Dormitory, as prescribed in **Appendix "A" to "F"** may be revised by the Governing Council as and when required.
- (k) The accommodation reserved in the name of dignitary/person is liable to be cancelled if that is required to be provided to a dignitary who is placed higher in order of precedence as mentioned in Rule 8 (ii) (b).

BY ORDER OF HON'BLE THE CHIEF JUSTICE


REGISTRAR GENERAL

Appendix A (Auditorium-Capacity 243)

S.No.	Name of the Institutions	Charges — 1
1.	Institutions of Central/State Government.	Rs.30,000/- for a day. Rs.15,000/- for half day
2.	Statutory Bodies, Universities, Educational Institutions, Bar Associations, Government Under Takings & Corporations.	Rs. 35,000/- for a day Rs.17,500/- for half day

Appendix B (Conference Hall-Capacity 134)

S.No.	Name of the Institutions	Charges
1.	Institutions of Central/State Government.	Rs.15,000/- for a day Rs.7500/- for half day
2.	Statutory Bodies, Universities, Educational Institutions, Bar Associations, Government Under Takings & Corporations.	Rs.18,000/- for a day Rs.9000/- for half day

Appendix C (Class Room-Capacity 85)

S.No	Name of the Institutions	Charges
1.	Institutions of Central/State Government.	Rs.7000/- for a day Rs.3500/- for half day'
2.	Statutory Bodies, Universities, Educational Institutions, Bar Associations, Government Under Takings & Corporations.	Rs.10000/- for a day Rs.5000/- for half day

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Appendix D (Guest House)

(Guest House, Super Deluxe Rooms attached with Hostel Building and Faculty Room)

Category with No. of Suits/Rooms

Suit:- 02
Super Deluxe Rooms:- 07
Faculty Rooms:- 04

~ . N c	Category of Rooms	Purpose of Visit	Charges
1.	Suites	Official	(i) Rs.1001- per day (ii) Rs.500/- per day for additional suite in case such suite is available for first 3 days and Rs.750/- per day for period beyond 3 days.
		Personal	(i) Rs.250/- per day for first 3 days and Rs.500/- per day for the period beyond 3 days. (ii) Rs.500/- per day for additional suits in case such suit is available for first three days and Rs.750/- per day for period beyond three days.
2.	Super Deluxe Rooms -	Official	(i) Rs.100/- per day. (ii)Rs.300/- per day for additional Room in case such Room is available for first 3 days and Rs.500/- per day for period beyond 3 days.
		Personal	(i) Rs.200/- per day for first 3 days and Rs.400/- per day for the period beyond 3 days. (ii)Rs.400/- per day for additional Room in case such Room is available for first 3 days and Rs 600/- per day for period beyond 3 days.
3.	Faculty Rooms		(i) Rs.100/- per day.

NOTE:- For extra mattress Rs. 100 per day shall be charged.

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Appendix E (Hostel Rooms- Capacity 83 Rooms)

S. No	Purpose of Visit	Charges
	Official	(i) Rs.100/- per day. (ii)Rs.200/- per day for additional room in case such room is available for first 3 days and Rs.300/- per day for period beyond 3 days.
	Personal	(i) Rs.200/- per day for first 3 days and Rs.300/- per day for the period beyond 3 days. (ii) Rs.400/- per day for additional Room in case such Room is available for first 3 days and Rs.600/- per day for period beyond 3 days.

NOTE:- For extra mattress Rs. 100 per day shall be charged.

Appendix F (Dormitory)

Allotment of Accommodation to servant, Driver, Attendant, Gunman etc.	Charges Rs. 50/- per day.
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**Appendix G (Application Form for Allotment of Auditorium/Conference
Hall/Class Room)**

1. Name of Institution
2. Date of Programme
3. Facility Required
 - (a) Auditorium
 - (b) Conference Hall
 - (c) Class Room
4. Period
 - (i) For a Day
 - (ii) For Half Day
5. Expected participants & guests
6. Purpose of Programme Educational/Academic/likewise
7. Rooms required for Guest faculty /Officials
- Category:-
 - (a) Faculty Room
 - (b) Ordinary
 - (i) Single Person
 - (ii) Twin Sharing
8. Rooms required for Participants
- Category-
 - (a) Ordinary
 - (i) Single Person
 - (ii) Twin Sharing
 - (iii) Triple Sharing
9. Address
10. Email Id/Mob. No./ Fax No.....

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Designation with signature of applicant

Allotment Authority

No. GEN/XV/91/2017/8129-8\49

Date: 09.11.2017

Copy forwarded to the following for information and necessary action :

1. The Registrar (Admn.) Rajasthan High Court, Jodhpur/Jaipur Bench, Jaipur
3. Director, Rajasthan State Judicial Academy, Jodhpur.
3. Registrar-cum-Principal Secretary/P.S. To Hon'ble the Chief Justice.
4. All Registrar, Rajasthan High Court, Jodhpur / Jaipur Bench / Head Quarter at New Delhi.
5. O.S.D. (F&I)/ O.S.D., Rajasthan High Court, Jodhpur/Jaipur.
6. All Sr. Dy. Registrars1 Dy. Registrars, Rajasthan High Court, Jodhpur/Jaipur Bench, Jaipur
7. All PS to Hon'ble Mr./Dr./Kumari/Ms. Justice.....
8. All Assistant Registrars of Administrative Sections, Rajasthan High Court. Jodhpur/Jaipur Bench, Jaipur
9. Senior Librarian, Rajasthan High Court, Jodhpur/Jaipur Bench, Jaipur
- 10.Registrar(Classification), Rajasthan High Court, Jodhpur for upload the same on the official website of the High Court.
- 11.A.O.J., Sub-ordinate Courts (Estt.) Section1 Building Cell / General Section. Rajasthan I-high Court, Jodhpur.


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