

High Court of Jammu & Kashmir and Ladakh

(Office of the Registrar General at Jammu)

Subject:- Guidelines for use, maintenance and control of High Court Guest House at Melongthang, Leh, UT of Ladakh.

ORDER

No:- 2204 of 2024/RG

Dated:- 20.12.2024

Till such time, the Rules are framed and notified, the following guidelines are hereby issued for use, maintenance and control of High Court Guest House at Melongthang, Leh, UT of Ladakh:-

- i. **Control of Guest House:-** Subject to the overall control and supervision of High Court of J&K and Ladakh, the Principal District and Sessions Judge, Leh shall be the immediate Controlling Officer responsible for proper use, care, maintenance and control of the Guest House.
- ii. **Staff at the Guest House:-** The staff at the Guest House shall be engaged by the Govt of UT of Ladakh on out sourcing basis or in line with the norms in vogue in respect of other Guest Houses in the UT of Ladakh.
- iii. **Maintenance of the Guest House:-** The maintenance/repair of the Guest House shall be catered by the Public Works Department, UT of Ladakh as per norms and established procedure related to maintenance/repair of the other Guest Houses in the UT of Ladakh.
- iv. **Regulating the day to day functioning of the Guest House:-** Keeping in view of the fact that both the UTs of J&K and Ladakh have different pattern of financial operations/funding, the contingent expenses on account of day to day functioning of the Guest House shall be met out of the local fund account that may be generated from receipts realised by the Guest House on account of rent etc from the Guests. The Manager/Accounts Officer of the Guest House shall regulate that expenditure from the local funds as per norms and as reflected at provision (viii).

The expenditure on account of furnishing/installation of appliances shall initially be catered to as per the norms by the Government of UT of Ladakh as applicable to other Guest Houses of the UT of Ladakh.

v. **Persons entitled to occupy the Guest House:-**

- (a) Hon'ble the Chief Justice of India and His family members.
- (b) Sitting Supreme Court Judges, Sitting Chief Justice/Judges of the High Court of J&K and Ladakh and their family members.
- (c) Former Chief Justice of India/Formal Judges of the Supreme Court and Former Chief Justices/Judges of the High Court of J&K and Ladakh and their family members.

- (d) Sitting Chief Justices/Judges of other High Courts and their accompanying family members.
- (e) Former Chief Justices/Judges of other High Courts and their accompanying family members.
- (f) Such, other guests/officials as may be permitted by Hon'ble the Chief Justice.

vi. Use and occupation of the Guest House including bookings and cancellation of reservation:-

- a) Any Guest shall be entitled to stay in the Guest House only after prior reservation of the accommodation.
- b) No Guest shall be allowed to stay in the Guest House at one time for a period of more than seven days unless otherwise permitted by Hon'ble the Chief Justice.
- c) Any reservation made of the Guest House can be cancelled at the discretion of Hon'ble the Chief Justice under exceptional and emergent circumstances and intimation in this behalf shall be given to the Guest concerned atleast 24 hours anterior to the date and time of the booking which is proposed to be cancelled.
- d) Every guest shall, at the time of entry in the Guest House, make entry in the register maintained in this regard by the Guest House.
- e) Consumption of liquor or any other psychotropic and narcotic substance or smoking in any form shall be strictly prohibited. And in case any guest is found violating this clause, he/she may have to vacate the suite/room forthwith.
- f) At the time of the departure of the Guest House, it shall be the duty of the guest to make entry in the occupancy register qua his/her date and time of departure and payment of the charges as per the bill cum receipt and also the boarding charges.

vii. Charges for occupation of the Guest House:- The charges for use of the Guest House shall be as under:

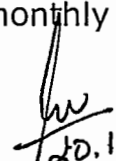
- a) **Suite:** Rs. 2500/-
- b) **Deluxe Room:** Rs. 1500/-
- c) **Room:** Rs. 1000/-

- Provided that Hon'ble the Chief Justice on his discretion can waive of the charges and the boarding charges.
- For extra bed provided on demand, money equivalent to 25% of the charges for the room shall be payable by the guest(s).
- Breakfast, Lunch, Dinner and Tea shall be provided to the dignitaries/guests as per the Rate list approved by the PDJ Leh, in consultation with the High Court.

d) Maintenance of record in Guest House:

- i. Bill cum Receipt book as per **Annexure- "A"** shall be maintained in the Guest House.
- ii. An occupancy register in the form as given in **Annexure- "B"** showing detailed particulars about the guests shall be maintained.
- iii. Another register (Visitor Book) as per **Annexure- "C"** shall be prepared which shall show the feedback about the facility and services rendered in the guest House.
- iv. Separate inventory registers of the Furniture/Furnishing items electrical appliances and the crockery etc. shall also be kept in the Guest House by the Manager/Accounts Officer, duly countersigned by PDJ, Leh.
- v. Cash book showing the details of the receipts of the charges in the Guest House which shall be maintained as per norms.
- vi. The controlling officer (PDJ, Leh) shall open a separate account in the Jammu and Kashmir Bank for the purpose and all receipts shall be deposited into the said bank account within 24 hours. Further, the Controlling Officer shall regulate the expenditure out of the said account to meet the day to day operational expenses, however, in respect of expenditure of more than Rs. 25,000/- authorization may be sought from the High Court.
- vii. The Controlling Officer shall ensure that the daily room occupancy of the Guest House is shared with the High Court and a proper record is maintained in this regard. He shall also reconcile the remittances into the bank account with the occupancy register on monthly basis.

By Order.


20.12.24.
(Shahzad Azeem)
Registrar General
Dated:- 20.12.2024

No:-57269-8/VRG/Infra

Copy of the above forwarded to:

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K and Ladakh;
2. Secretary to Hon'ble Mr./Mrs. Justice _____;
..... for kind information of their Lordships.
3. Secretary to Government, Department of Law and Justice, UT of Ladakh;
4. Registrar Vigilance, High Court of J&K and Ladakh, Srinagar;
5. Registrar Rules, High Court of J&K and Ladakh, Jammu
6. Registrar Judicial, High Court of J&K and Ladakh Jammu/Srinagar.
7. Registrar Computers (I.T), High Court of J&K and Ladakh, Srinagar;
8. Member Secretary, Ladakh Legal Services Authority;
9. All Principal District and Sessions Judges, UTs of J&K and Ladakh;
..... for information.
10. Principal District and Sessions Judge, Leh for information and necessary action;
11. Incharge NIC, High Court of J&K and Ladakh, Jammu for information and uploading the same on the High Court website.
12. Incharge Library, High Court of J&K and Ladakh, Jammu/Srinagar for information and for keeping the record of the same.
13. Order file


20.12.24.
Registrar General

Handwritten notes:
P/B do not
mean
21/12/2024
(CP)

HIGH COURT GUEST HOUSE, LEH (LADAKH)

Dated

ORIGINAL

Bill/Receipt No.....

SUITE/DELUXE/ROOM No.....

To

.....
.....
.....

DATE AND TIME OF ARRIVAL	DATE AND TIME OF DEPARTURE	
1. ROOM CHARGES PER DAY SUITE No. ROOM No..... ROOM No..... ROOM No.....	Number of Days	Amount
2. OTHER CHARGES		
Total		

Rupees.....

.....

Manager/Accounts Officer

HIGH COURT GUEST HOUSE, LEH (LADAKH)

(Occupancy Register)

Sr. No.	Name & Address of the Guest	Date & Time of Arrival	Date & Time of Departure	Suite/ Deluxe Room/ Room No.	Stay Charges	Remarks/ Signature
1.						
2.						
3.						
4.						



HIGH COURT GUEST HOUSE, LEH (LADAKH)

VISITOR'S BOOK

Sr. No.	Date	Name & Address	Phone No.	Comments
1.				
2.				
3.				
4.				

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