

SUPREME COURT OF INDIA

TRANSIT HOME-CUM-GUEST HOUSE RULES, 2005

1. **TITLE** – These Rules shall be called “Supreme Court of India Transit Home-cum-Guest House Rules, 2005”.
2. **COMMENCEMENT** – These Rules shall come into force with immediate effect.
3. **DEFINITIONS** – In these Rules unless the context otherwise requires:-
 - (a) “Supreme Court” means the Supreme Court of India at New Delhi.
 - (b) “Chief Justice” means Hon’ble the Chief Justice of India.
 - (c) “Judge” means sitting Hon’ble Judge of the Supreme Court.
 - (d) “Registrar General” means Court Administrator-cum-Registrar General of Supreme Court of India.
 - (e) “Guest House” means the Transit Home-cum-Guest House of the Supreme Court of India situated at Bungalow No.1, Rajaji Marg, New Delhi.
 - (f) “Caretaker” means such official as may be designated by the Registrar General from time to time for proper upkeep and maintenance of the Guest House.
 - (g) “Nominee” means an Hon’ble Judge or Registrar General or Registrar as may be authorized by Hon’ble the Chief Justice from time to time to act as His Lordship’s nominee.
 - (h) “Wing” means any of the three Wings of the Guest House, namely, ‘A’, ‘B’ or ‘C’ consisting of a bedroom and an office room and Wing ‘D’ consisting of one bedroom only.
4. **DIGNITARIES ENTITLED TO USE AND OCCUPATION** – The Guest House shall be available for use only to any of the following:-
 - (a) Newly appointed Hon’ble Judge of the Supreme Court till His Lordship shifts to an official bungalow.

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- (b) Retired Hon'ble Chief Justice/Hon'ble Judge of Supreme Court settled out of Delhi during His Lordship's occasional/temporary visit to Delhi.
- (c) Any other dignitary with specific approval of Hon'ble the Chief Justice or His Lordship's nominee.

5. **RESERVATION AND CANCELLATION** – The accommodation in the Guest House shall be reserved with prior permission of Hon'ble the Chief Justice or His Lordship's nominee and shall be liable to be cancelled after serving, ordinarily, 48 hours notice.

6. **PRIORITY TO USE AND OCCUPATION** –

- (a) The accommodation in the Guest House shall be provided to the dignitaries in the order of precedence in which they are shown in Rule 4 above.
- (b) The accommodation reserved in the name of a dignitary is liable to be cancelled if it is required to be provided to a dignitary who is placed higher in order of precedence as mentioned in Rule 4 above.
- (c) The reservation of accommodation for the persons in the same category shall be on "*First Come First Serve*" basis.
- (d) Maximum of two Wings either A+B or C+D can be allotted to any of the dignitaries mentioned in Rule 4 above.

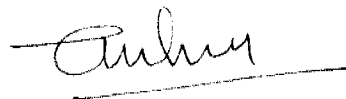
7. **RENT** –

- (a) Normally the maximum period of stay in the Guest House shall be upto seven days on payment of rent of Rs.100/- per day per Wing in the case of any of the dignitaries mentioned in Rules 4(b) and (c) above. However, in exceptional circumstances, the period of stay may be extended beyond this period with the specific permission of Hon'ble the Chief Justice or His Lordship's nominee on payment of rent of Rs.300/- per day per wing.
- (b) In case a newly appointed Hon'ble Judge occupies any two wings (A+B or C+D) His Lordship may be charged Rs.100/- + Rs.100/- per day for first seven days of occupation and thereafter Rs.300/- + Rs.300/- per day subject to maximum of Rs.10,000/- per month.

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- (c) No rent shall be charged from the occupant of the Guest House for a short stay upto six hours during the day.
8. **REALISATION OF RENT** – Rent will be paid by the occupant to the Caretaker of the Guest House as per the prescribed rates against proper receipt and the same will be deposited under the Head “Receipts” of the Supreme Court.
9. **CHARGES FOR VARIOUS FACILITIES –**
- (a) The occupant shall make actual payment for the STD/ISD Calls, if made, through Conference facility.
- (b) The kitchen staff posted at the Guest House shall prepare the meals as per directions of the occupant and the requisite payment shall be made by the occupant after the account of the expenditure actually incurred is rendered to him.
10. **OCCUPANCY REGISTER AND VISITORS’ BOOK** – An Occupancy Register shall be maintained in the Guest House in the prescribed form and the same shall be produced to the guest at the time of occupying the Guest House for recording the time of arrival and other particulars. The Register shall again be produced to him at the time of departure for recording the time of departure. A Visitors’ Book shall also be kept at the Guest House for recording suggestions/complaints, if any, by the occupants.
11. **POWER TO RELAX** – Hon’ble the Chief Justice may, by order, dispense with or relax the requirement of any Rule to such extent and subject to such conditions as may be considered necessary in any particular case considering the exigencies of the circumstances.
12. **AMENDMENT** – Hon’ble the Chief Justice may amend these Rules from time to time.

BY ORDER OF HON’BLE THE CHIEF JUSTICE



(B.M. GUPTA)
REGISTRAR GENERAL