

The Orissa



Gazette

EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 696 CUTTACK, WEDNESDAY, JUNE 12, 1991/JAISTHA 22, 1913

HOME DEPARTMENT

NOTIFICATION

The 23rd May 1991

No. 43046—UB-101/91-UB—In supersession of the Rules for occupation of Orissa Bhavan, Chanakya-puri, New Delhi and Utkal Bhavan, Calcutta framed in 1959 and 1958 respectively and all other previous orders issued in this regard, Government have been pleased to frame rules for occupation of Orissa Bhavan/Orissa Niwas, New Delhi, Utkal Bhavan, Calcutta and rules regulating control and use of Government vehicles stationed in Orissa Bhavan, New Delhi/ Utkal Bhavan, Calcutta as appended herewith. These rules shall be given effect to from the 1st June 1991.

By order of the Governor

S. SAHOO

Secretary to Government

RULES FOR ACCOMMODATION IN ORISSA BHAVAN/
ORISSA NIWAS, NEW DELHI AND UTKAL BHAVAN
CALCUTTA

These rules shall be called the Rules for Accommodation in Orissa Bhavan, Orissa Niwas and Utkal Bhavan, 1991 hereinafter called Bhavans.

2. Bhavan rooms are primarily meant for accommodation of persons in Government during their halts in Delhi and Calcutta on official duty.

3. No person shall be entitled to occupy a room in the Bhavan without prior reservation granted by the Home Department. A list of eligible persons, under three categories for accommodation in the Bhavans is given in Annexure I. Priority in reservation shall be in the order of the category assigned. Between persons listed in the same category priority in reservation shall be in order of the serials against which the names of the persons appear.

4. Home Department may, by an order or resolution, earmark certain suites for the exclusive occupation of certain dignitaries.

5. Irrespective of the order of precedence/priority in the list, no person shall be entitled to more than one room on concessional rent. Any extra room or bed allotted on request shall be charged at normal rent.

6. (a) Request for accommodation in the Bhavans shall be made in writing by a letter duly addressed to the Joint Secretary to Government, Home (Protocol) Department and should reach him not more than 7 days and not less than 3 days before the intended date of occupation.

(b) Telephonic or oral requests shall not be entertained. Written requests may be signed by the Private Secretary or any other designated Officer who is competent to address such letters on behalf of the applicant.

(c) Each request for reservation in the Bhavan shall clearly indicate the purpose of the journey in order to ascertain whether it is official or private. Government officials not being Head of Department shall apply through their controlling officers. The controlling officers shall certify the purpose of the journey and the number of days of stay required in the Bhavans.

7. Notwithstanding anything contained in these rules accommodation may be denied to any person:

- (i) if he/she is in arrears in respect of dues payable to any Bhavan or to the State Guest House or on account of any facility arranged for him/her by the Government; or
- (ii) if he/she does not deposit in advance the room rent with the Receptionist on demand being made on him/her:

Provided that accommodation may be given if the arrears are cleared on the spot

8. Reservation made or sought may be got cancelled at the request of the requisitioning officer and such request must be made not less than 24 hours prior to the intended occupation otherwise rent for the room reserved but not occupied shall be collectible from the person concerned and a bill on the account sent by the Bhavan to the person concerned under "certificate of posting".

9. Home Department shall maintain a register showing the particulars of requisitions received serially under rules 6 & 8 and reservations granted and cancelled from time to time.

10. State Government Officers proceeding to Delhi or Calcutta on transfer may be granted such minimum transit accommodation as Home Department may decide on such rent as may be determined from time to time.

11. State Government officials or M. L. As., or M. Ps., as office bearers of Boards/Corporation and other Government undertakings shall pay rent as chargeable to such undertakings.

12. Officers of other State Governments, on their official visit to Delhi at the time of Plan Resources discussion only, may be provided accommodation in the Bhavans on reciprocal basis. Room rent at the rate applicable to the State Government Officers on duty shall be recovered from them.

13. (i) Every person occupying a room or rooms in the Bhavan must sign the Visitor's Book on arrival and before departure.

(ii) The Visitor's Book shall contain the following columns for making necessary entries by the visitors:

- (i) Name of the officer
- (ii) Designation
- (iii) Date and hour of arrival
- (iv) Date and hour of departure
- (v) Period of occupation
- (vi) Amount paid for charges towards (a) room rent, (b) car hire charges, (c) telephone charges and (d) other charges for articles lost, broken or repair etc.
- (vii) Purpose of journey—whether official or Private
- (viii) Signature
- (ix) Remarks

14. (i) Dues in full must be paid to the Receptionist at the reception counter at the time of signing the visitor's book before departure and details of payment made must be entered in the visitor's book. Printed receipt will be granted for the payment made.

(ii) The cost of replacement of articles lost, broken or damaged by the occupant shall be paid by the occupant immediately and particulars thereof entered in the visitor's book. Printed receipts will be granted for such payment by the Receptionist or any person duly authorised by him.

15. The telephone in the Bhawan may be used by the occupant for ordinary calls and trunk calls on written request being made to the Telephone Operator/Manager of the Bhawan. The Telephone Operator/Manager shall maintain a telephone register to record therein the entries showing the particulars of each call, ordinary or trunk. The telephone register should contain the following particulars:—

(i) Date

(ii) Name and designation of the person by whom call is booked (i. e. caller)

(iii) Whether ordinary or trunk

(iv) The name and phone number of person to whom the call is made

(v) Duration of call, in case of trunk

(vi) Charges paid

(ii) For each trunk call and phonogram an approximate charge as will be billed by the Manager and for each ordinary call the charges as prescribed from time to time shall be paid.

16. (i) Catering arrangements are available in the Bhawans. Tea and Coffee, breakfast, lunch and dinner shall be available on payment at the rates and according to the timings and procedure prescribed by the Home Department from time to time.

(ii) Occupants of the Bhawans may order in writing a special dish or food, if required. Food so ordered shall be billed for payment even if the indenter fails to take the same.

17. There shall be a complaint book with the Receptionist of the Bhawan in which the visitors may enter complaints, if any.

18. All receipts and recoveries on account of room rent, telephone calls, car hire charges and loss or breakage etc. shall be credited by the Manager of the Bhawan to the Treasury under appropriate head of account. Such deposits shall be credited into the Treasury not later than three days from the date of collection and no account expenditure shall be directly made out of such receipts/collections.

RULES REGULATING CONTROL AND USE OF GOVERNMENT
VEHICLE STATIONED IN ORISSA BHAWAN,
NEW DELHI/UTKAL BHAWAN,
CALCUTTA

1. Staff cars are available with the Manager of Orissa Bhawan, New Delhi and Utkal Bhawan Calcutta, hereinafter called as Bhawans, for use by the occupants of the Bhawans subject to the following rules. Occupant means any person in occupation of a room or bed in the Bhawan on the strength of a valid reservation order granted by the Home Department.

2. One car should always be kept reserved for Governor and Chief Minister and shall not ordinarily be allowed for use by others.

3. Bhawan vehicles may be used on usual charges by an occupant: (a) for reaching the Bhawan from air port or railway station; (b) for reaching the air port or railway station on departure from the Bhawan and (c) or attending to official work inside the metropolitan limits of the City where the Bhawan is situated. For transport within the city limits under (c) No vehicle shall be used before 8.30 A. M. and after 7.30 P. M.

4. Bhawan cars shall under no circumstances, be permitted for use outside the metropolitan limits and shall not be available for use on any day on which the Government offices remain closed in the city.

Provided that the above restriction shall not apply to journeys to and from air port or railway station for arrival at or departure from the Bhawan; and

Provided further that this restriction shall not apply to Governor and Chief Minister

5. For use of beyond the permitted hours under clause (c) of Rule 3 the user of the car shall pay Rs. 5/- (Rupees five) per hour or any higher amount to be fixed by Home Department from time to time by written order or resolution in this behalf. Over and above the usual kilometre charges.

6. No person shall be entitled to use more than one car at any given point of time

7. Charges for use of Bhawan car shall be as fixed by Home Department from time to time

8. The Manager may not provide Bhawan car except on prepayment of hire charges and such other charges or deposit as he may consider appropriate.

9. The Manager shall not ordinarily hire private cars for reception and send-off except on specific orders of Government in Home Department.

Annexure 1

1. The following persons shall be entitled to reservation in the Bawans at Calcutta and Delhi

(Category 1)

1. Governor
2. Chief Minister
3. Chief Justice of High Court, Speaker, O. L. A. and Lok Pal, Orissa
4. Ministers, Government Chief Whip, Deputy Chairman, State Planning Board and Leader of Opposition.
5. Judges of High Court, Chairman and Members of State Administrative Tribunal
6. Ministers of State, Deputy Speaker, O. L. A. and Deputy Ministers of State
7. Members of Parliament from the State, Government Deputy Chief Whip and Members, O. L. A.
8. Chief Secretary to Government, Chairman, O. P. S. C., Member, Board of Revenue, Additional Chief Secretary, Additional Development Commissioner, D. G. and I.-G. of Police, Revenue Divisional Commissioners.
9. Advocate-General, Vice-Chancellors of State Universities
10. Principal Chief Conservator of Forests, Secretaries to Government, Members of O. P. S. C., Secretary to Governor, Inspector-General of Police, Additional Secretaries to Government, Secretary, O. L. A., Chief Engineers, Additional Chief Engineers, Directors/Heads of Departments, and Joint Secretaries.
11. Collectors of Districts, Registrars of Orissa High Court, District and Sessions Judges, Deputy Secretaries to Government and other State Government officials.
12. Government Advocate

(Category 2)

1. Persons nominated by State Government for receipt of gallantry awards or certificates of merit to be awarded by President, Government of India.
2. Chairman of Municipalities/M. A. Cs., Panchayat Samitis sponsored by Government of Orissa to attend Seminars or other Government functions at Delhi/Calcutta.
3. Former Members of Parliament and O. L. A. from the State
4. Students from Educational Institutions sponsored by Government to appear at Talent Award tests of different types.
5. Candidates of Orissa called for interview by U. P. S. C.
6. Cultural delegations from the State sponsored by the State Government
7. Representatives of voluntary organisations sponsored by Government
8. Editors of Dailies and accredited Press Correspondents recommended by I. & P. R. Department

(Category 3)

1. Vice-Chairman and Members and Central Administrative Tribunal
2. Accountant-General, Orissa
3. Commissioner of Income Tax, Post-Master General, General Manager, Telecommunication, Senior D. A. G., D. A. G. and other Class-I Officers of Government of India including Doordarshan and A. I. R.
4. Chairman and Managing Directors of State-owned Public Undertakings, Boards and Corporations and Members of State Academies.
5. Other Officers of State Government deputed to Boards, Corporations, Universities and State Undertakings and University Officers.
6. Retired Officers of the State Government.



EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 675 CUTTACK, FRIDAY, JUNE 7, 1991/JAISTHA 17, 1913

No. 43040-UB-101/91-Pro.
GOVERNMENT OF ORISSA
HOME DEPARTMENT

RESOLUTION

The 23rd May 1991

SUBJECT—Rent and other charges payable by the occupants of Orissa Bhavan/Orissa Niwas, New Delhi and Utkal Bhavan, Calcutta.

In supersession of Home Department Resolution No. 33604-O.B., dated the 16th June 1988 and all other orders on this subject, if any, Government have been pleased to prescribe the following guidelines in the matter of rent and other charges payable by different persons under Rules for accommodation at Orissa Bhavan/Orissa Niwas, New Delhi and Utkal Bhavan, Calcutta.

1. Room rent shall be charged from different persons of different categories at rates as noted below. Category means the category referred to in Annexure 'F' of the Rules for accommodation at Orissa Bhavan/Orissa Niwas, New Delhi and Utkal Bhavan, Calcutta.

Class of rent	Category of persons	Suite	Special room		Ordinary room		One double bedded room	Dormitory accommodation Single bed
			Double bedded	Single bedded	Single bed in double room	Single bedded room		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
A.	Category—1							
	(a) On official duty	40.00	25.00	15.00	8.00	10.00	15.00	6.00
B.	(b) Not on duty	300.00	200.00	120.00	60.00	80.00	120.00	30.00
C.	Category—2		150.00	80.00	50.00	70.00	100.00	15.00
D.	Category—3	300.00	200.00	125.00	65.00	80.00	125.00	25.00
E.	Any other person (Normal rent)		400.00	250.00	150.00	180.00	300.00	50.00

NOTE—Following rooms in the Bhavans are declared Suites, Special rooms

ORISSA BHAVAN

Suites—301, 302

Special Rooms—304, 305, 203, 204, 205, 206, 106, 107, 108, 109, 110

UTKAL BHAVAN

Special Rooms—201, 202, 301, 302, 401, 402

2. The Governor of Orissa and members of the party accompanying him shall be entitled to accommodation without payment of room rent and other charges.

3. Members of Orissa Legislative Assembly visiting Delhi and Calcutta in connection with Committee duty or any other work assigned by the Speaker, O. L. A. shall be entitled to stay in the Bhavans on payment of concessional rent (vide 'A' of clause 1 ante) for the period requisitioned by the O. L. A. In addition to this, they are entitled to stay in the Bhavans on payment of the same concessional rent for a limited period of 3 days for their other works.

4. The period of stay permissible in cases where the period is not officially certified by the controlling authority or Government department shall be three days in the maximum.

5. If for any unforeseen difficulty any occupant wants extension he has to get it sanctioned by the Home Department well in time. The rent payable during the extended period of stay shall be double the rent the occupant would have paid had he not applied for and availed of the extension.

6. For each additional person over and above one person in a single room and two persons in a double room if accommodated and provided with an extra bed, the room rent shall be Rs. 30 per head extra per day.

7. Members of Parliament and Union Minister from the State not provided with quarters at Delhi may stay in Bhavans at Delhi for a period as may be determined by Government on payment of rent applicable to persons listed in category-I (a).

8. State Guests shall be entitled to hospitality in accordance with Government orders issued from time to time to the extent provided in such orders. Expenditure shall be met from the State hospitality grant.

9. Charges on account of heater/air-conditioner/air-cooler shall be same per room irrespective of the number of occupants. Until it is revised, the charges per day shall be Rs. 8.00 per single room and Rs. 16.00 per double room. When more than one person are occupying the room, such charges shall be apportioned among them equally.

10. 'Day' for the purpose of reservation and calculation of rent including charges for heater/air-conditioner/air-cooler shall be 8.00 A. M. of a particular date to 8.00 A. M. of the following day or any part thereof.

11. The charge for local telephone calls shall be Rs. 2.00 charges for trunk calls shall be as fixed by the Manager of the Bhavans on the basis of the charges the Tele-communication Department levy.

12. Subject to availability, the occupants of Bhavans only may be allowed to use the Bhavan cars during their stay. The rates shall be as follows :

Category of persons (1)	Rate per K. m. up to 50 K. m. on any single day (2) Rs.	For every extra Km. over 50 Kms. (3) Rs.
1. Category—1 person on official duty	1.50	2.00
2. Category—2 and 3 persons	2.50	3.50
3. Category—1 persons not on duty	2.50	3.00
4. Private persons	3.00	5.00

ORDER—Ordered that the Resolution be published in the *Orissa Gazette* and copies thereof be forwarded to all Departments of Government/all Heads of Department/all Collectors.

By order of the Governor

SAHADEVA SAHOC

Commissioner-cum-Secretary to Government



SUPPLEMENT PUBLISHED BY AUTHORITY

No. 7 CUTTACK, FRIDAY, FEBRUARY 14, 1992/MAGHA 25, 1913

SEPARATE PAGING IS GIVEN TO THIS PART IN ORDER THAT IT MAY BE FILED AS A SEPARATE COMPILATION

Resolutions, Weather and Crop Reports and other Statistical Reports, etc.

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No. 1905-Res (UB) 16/91-Pro.

GOVERNMENT OF ORISSA

HOME DEPARTMENT

RESOLUTION

The 10th January 1992

Utkal Bhavan, Calcutta for a period of four month at the rate as prescribed in the aforesaid resolution. This concession should be withdrawn after 120 days and if under special circumstances permission is given to an officer to avail accommodation beyond 120 days, room rent at the rate of 15% for single room and 20% for double bedded room will be charged from the officer concerned.

ORDER—Ordered that the Resolution be published in the next issue of the *Orissa Gazette* and copy of the Resolution be sent to all Departments and Heads of Departments.

By order of the Governor

B. RATH

Joint Secretary to Government

In partial modification of this Department resolution No. 25348-O. B. dated the 24th May 90, Government have been pleased to order that the State Government Officers on deputation to Central Government immediately after their joining Delhi/Calcutta will be entitled to accommodation in Orissa Bhavan/Orissa Nivas, New Delhi and

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Deputation

SUPPLEMENT PUBLISHED BY AUTHORITY

No. 26 CUTTACK, FRIDAY, JUNE 29, 1990/ASADHA 8, 1912

SEPARATE PAGING IS GIVEN TO THIS PART IN ORDER THAT IT MAY BE FILED AS A SEPARATE COMPILATION

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No. 25348—OB-118/89-Pro
GOVERNMENT OF ORISSA
HOME DEPARTMENT

RESOLUTION

The 24th May 1990

The Government have been pleased to decide that in the Annexure to Rules for accommodation an Orissa Bhawan, New Delhi and Utkal Bhawan, Calcutta published in the Home Department Resolution No. 33604-O. B., dated the 16th June 1988, the following amendments shall be made, namely :

AMENDMENTS

In the said Rules Serial 19 of the Annexure shall be substituted by the following:—

"The State Government Officers on deputation to Central Government immediately after their joining at Delhi/Calcutta may be given accommo-

dation in Orissa Bhawan, New Delhi/Utkal Bhawan, Calcutta as the case may be subject to availability 7½ per cent of their basic pay will be charged for first fifteen days towards room rent and thereafter the rent will be 10 per cent of the basic pay of the concerned Officers till the end of three months for occupation of single room in Orissa Bhawan/Utkal Bhawan. The percentage will be increased by three per cent for occupation of a double room. The above rate is inclusive of A. C. charges. The concession for occupation of a room in Orissa Bhawan/Utkal Bhawan should be withdrawn after 90 days from the date of occupation. If under special circumstances permission is given to an officer to avail of accommodation beyond 90 days then room rent at the rate of 20% of his pay will be charged from the officer concerned for occupation of a double room and at the rate of 15 per cent pay for a single room.

SAHADEVA SAHOO

Secretary to Government