

MADHYA PRADESH STATE JUDICIAL ACADEMY, JABALPUR

Madhya Pradesh State Judicial Academy Guest House Rules, 2022

1. Title- These Rules shall be called “Madhya Pradesh State Judicial Academy Guest House Rules, 2022.”

2. Commencement- These Rules shall come into force with immediate effect.

3. Definitions- In these Rules unless the context otherwise requires:

- (i) “High Court” means the High Court of Madhya Pradesh.
- (ii) “Chief Justice” means Hon'ble the Chief Justice of High Court of Madhya Pradesh.
- (iii) “Academy” means the Madhya Pradesh State Judicial Academy, Jabalpur.
- (iv) “Chairman” means Hon'ble Chairman of the Governing Council of the Academy.
- (v) “Judge” means Hon'ble Judges of the Supreme Court of India, High Court of Madhya Pradesh and High Courts of other States/Union Territories as well as Judge Designate of the High Court of Madhya Pradesh.
- (vi) “Former Judge” means Hon'ble Former Judges of the Supreme Court of India, High Court and High Courts of other States/Union Territories.
- (vii) “Judicial Officer” means judges of the District Judiciary of the State of Madhya Pradesh and other States/Union Territories.
- (viii) “Retired Judicial Officer” means judges of the District Judiciary of the State of Madhya Pradesh and other States/Union Territories who has since retired from judicial services may or may not be holding any office.
- (ix) “Non-Judicial Person” means any person who is not a Judge or Judicial Officer but engaged in judiciary or court working.
- (x) “Registrar General” means Registrar General of the High Court of Madhya Pradesh.

- (xi) "Director" means Director of the Madhya Pradesh State Judicial Academy.
- (xii) "Participant" means any person who is a participant of any programme or course organized by the Academy.
- (xiii) "Guest Faculty" means any person who is a guest faculty or resource person of any programme or course organized by the Academy.
- (xiv) "Guest House" means guest house or hostel or any room(s) used for the purpose of stay or accommodation in the premises of the Academy.
- (xv) "Guest" means any person to whom Guest House facility is provided.
- (xvi) "Service Provider" means any person who is rendering housekeeping and catering services in the Academy on contract basis.
- (xvii) "Caretaker" means an employee of the Academy or Service Provider who is discharging duties for maintaining and providing services for the Guest House.

4. Entitlement of Guest House- (1) The Guest House shall be made available to all the participants and guest faculties of the programme /course organized by the Academy on first priority basis.

(2) The Guest House facility, subject to the availability thereof, may be provided to the guests of the following categories, in order of precedence, namely;

- (a) Judges and all former Judges
- (b) Judicial Officers
- (c) Retired Judicial officers
- (d) Non-Judicial persons

5. Reservation, period and cancellation- (1) The rooms in the Guest House shall be reserved to the participants and guest faculties by the Director as per the schedule of the programmes/courses organized by the Academy.

(2) The rooms in the Guest House shall be reserved to other guest by the Director with prior intimation to the Chairman.

(3) The Guest House shall be made available to the participants and guest faculty of the programme/courses organized by the Academy for the period of any

such programme/course including a day prior to commencement and a day after concluding of such programme/course.

(4) The Guest House shall be made available to other guests for a maximum period of seven days. However, this period may be extended further with prior intimation to the Chairman

(5) The rooms in the Guest House shall be reserved to the guests on “first come first serve” basis, as per request/intimation received for reservation.

(6) Judicial Officers, retired Judicial Officers and Non-Judicial persons shall make a request for reservation of room(s) in the Guest House through the Register General or the Director.

(7) Judicial Officers, retired Judicial Officers and Non-Judicial persons shall be entitled for Guest House facility only on their official visit or for official purpose of the High Court or Academy.

(8) Any reservation of room(s) in the Guest House, reserved under Sub-rule (1) may be cancelled by the Director and rooms reserved under Sub-rule (2) may be cancelled by the Director with prior intimation to the Chairman at any time.

6. Charges- (1) The expenses of lodging and boarding facility provided to the participants and guest faculties shall be borne by the High Court or the Academy.

(2) The Guest House shall be made available to other guests , as per Rule 4 (2), on payment of charges as per the Schedule-I.

(3) For the purpose of accounting, a day means 24 hours from the time of check-in or any fraction of the day.

7. Guest Register- The Caretaker shall maintain a Guest Register in which entries shall be made in the format as per the Schedule-II.

8. Mode of payment and accounting- (1) All charges shall be paid by the guests on or before checking out from the Guest House.

(2) The payment of charges of Guest House facility, as per Rule 6 (2) shall be made to the accountant of the Academy who shall deposit the same with the account section of the High Court and obtain a receipt which shall be given to the guest.

(3) All payments for paid services shall be made directly to the service provider as per the bill.

9. General Terms and conditions- The guests shall abide by the following terms and conditions;

- (a) Save as otherwise provided in these Rules, no facility or services shall be provided free of cost to the guests.
- (b) No helper like attending peon, driver etc. and conveyance facility shall be provided to the guests except the participants and guest faculties.
- (c) The guests may avail paid services like packed drinking water, tea, coffee, beverages, breakfast, lunch, dinner, laundry service etc. available with the service provider on payment of actual consumption basis.
- (d) The charges for any such paid services shall be applicable as per the approved rate/contract of service provider from time to time.
- (e) Except participants and guest faculty, no other person shall be allowed to stay in the Guest House without the prior permission of the Director.
- (f) In case of all other guests, the number of persons in a room/suit shall not be more than two adults and one child below the age of 12 years.
- (g) No extra beds or linen shall be provided in any room/suit.
- (h) The visitors, personal staff, driver, security personnel etc. of the guest and any unauthorized person shall not be allowed to stay in the Guest House.
- (i) The High Court or Academy shall not be responsible for personal belongings of the guests.
- (j) No room service shall be provided except Tea/Coffee (without snacks).
- (k) The guests shall not be allowed to have food in the room and food will be served only in dining halls of the respective blocks during fixed time for breakfast/lunch/dinner.
- (l) The guests may use Gymnasium and Library of the Academy during the opening hours.

- (m) The possession or use of alcoholic or intoxicant drinks, smoking and tobacco products are strictly prohibited in the premises of the Academy.
- (n) All guests shall abide by the rules of the Academy and shall ensure that during their stay in the Guest House, the activities of the Academy should not be disturbed and shall observe all disciplinary norms of the Academy.
- (o) The guests shall, at all times will keep the room clean and tidy.
- (p) The guests shall maintain decency and decorum during their stay in the Guest House.
- (q) The guests shall be personally liable for any loss or damage to articles or premises of the Academy for which the Academy reserves the right to direct the guest to make good the loss.

10. Relaxation- Hon'ble the Chief Justice may on recommendation of the Chairman relax the application of these Rules in any particular case or in exigencies of the circumstances or may direct otherwise.

BY ORDER OF HON'BLE THE CHIEF JUSTICE

(Ramkumar Choubey)
DIRECTOR

