

**DELHI JUDICIAL ACADEMY (REGULATION OF GUEST HOUSE AND JUDICIAL HOSTEL) RULES, 2017**

(As Approved by High Court of Delhi, New Delhi)

1. **Title** - These rules may be called Delhi Judicial Academy (Regulation of Guest House and Judicial Hostel) Rules, 2017.
2. **Commencement** - These rules shall come into force from the date of approval by the High Court of Delhi, New Delhi.
3. **Applicability** - These rules shall be applicable to the Guest House and Judicial Hostel located in the integrated complex of Delhi Judicial Academy and National Law University, Delhi.
4. **Definitions** -
  - (a) **Academy** means the Delhi Judicial Academy.
  - (b) **Caretaker** means the official designated by the competent authority for the upkeep and maintenance of the Guest House and Judicial Hostel.
  - (c) **Chairperson** means the Chairperson of the Academy.
  - (d) **Competent authority** means the Chairperson or any Officer authorized by him for exercising any power under these Rules.
  - (e) **Guest House** means the guest house building located in integrated complex of Delhi Judicial Academy and National Law University, Delhi.
  - (f) **Judicial Hostel** means the judicial hostel building located in integrated complex of Delhi Judicial Academy and National Law University, Delhi.
  - (g) **Non-Official Guest** means a person within the meaning of Rule 5(b).
  - (h) **Official Guest** means a person within the meaning Rule 5(a).
  - (i) **Trainee Officer** means a person undergoing training in the Academy.
  - (j) **Patron-in-Chief** means the Patron-in-Chief of the Academy.

## 5. Eligibility

The following persons shall be eligible for stay in the Guest House/Judicial Hostel:

### (a) **Official guests of the Delhi Judicial Academy**

- (i) Members of the Judicial Education and Training Programme Committee of the High Court of Delhi;
- (ii) Officers of the Delhi Judicial Academy;
- (iii) Persons invited/required to attend/ participate in the programmes or official function/meeting in the Academy; and
- (iv) Any other guests allowed to be treated as official guest by the Competent Authority.

### (b) **Non-official guests**

- (i) Judges of the Supreme Court and various High Courts, their spouses and dependant family members for non-official use;
- (ii) Judicial Officers of Delhi and other States, their spouses and dependant family members for their personal purpose or personal visit to Delhi;
- (iii) Guests of Judicial Officers of Delhi/ staff of Delhi Judicial Academy/ Former Faculty Members (Chairpersons/ Directors/ Additional Directors) and their guests ; and
- (iv) Any other person permitted by the Competent Authority as non-official Guest

### (c) **Trainee Judges**

- (i) Newly Officer recruited to Delhi Judicial Service undergoing one year induction training.
- (ii) Officer of District Judiciary undergoing orientation training on promotion to Delhi Higher Judicial Service.
- (iii) Newly recruited Officers to Delhi Higher Judicial Service undergoing foundation course.

6. **Allotment of Rooms** - The allotment of rooms in the guest house and judicial hostel shall be made by the competent authority.

## 7. **Duration of Stay**

**For Official Guests** - The duration of stay shall be as per their official engagement, as approved by Chairperson, DJA.

**For Non-official Guests** - The period of stay shall not exceed three continuous days, but may be relaxed by the Competent Authority in special cases.

**8. Reservation**

- (i) The reservation for the rooms in Guest House/ Judicial Hostel may be made on a request from the Guest to the Competent Authority. The rooms may be allotted, subject to the availability thereof.
- (ii) The official guest shall have priority over non-official Guest.

**9. Occupation Charges** - The occupation charges for the rooms shall be payable as per Schedule-A.

**10. Other Charges** - Non-official guests shall be liable to pay for dining and laundry charges directly to the service provider, on such rates, as may be approved by the Academy.

**11. Payment of Charges** - The occupancy charges shall be paid to the Caretaker against receipt and the amount shall be deposited under the head "Receipts of the Academy". Caretaker shall deposit the charges in the Accounts Section either on the same day or on the next working day. Food charges and Laundry Charges shall be paid directly to the service providers by the non-official guests.

**12. Accommodation Allotment Register** - The Caretaker shall maintain an Allotment Register for the reservations made for the Guest House and Judicial Hostel. The register shall contain the name, address and contact no. of the applicant/guest, details of communication received from the applicant/guest, number of the room allotted, if any, period of stay and remarks, if any.

**13. Occupancy Register** - The Caretaker shall maintain an occupancy register at the reception of the Guest House and Judicial Hostel containing the details viz. name, designation, address and contact no. of the guest, date and time of arrival, date and time of departure, purpose of visit, amount of charges paid, receipt number and date, signature of the guest and remarks, if any.



14. **Visitor's Book** - A visitors Book shall be maintained at the reception of the Guest House and Judicial Hostel for recording suggestions/complaints, if any, by the guests.

15. **Check-in Time** - The check-in time shall be 12.00 noon or any other time thereafter. The number of days of stay shall be calculated from 12.00 noon to 12.00 noon on the next day. Any guest checking out at any time before or at 12.00 noon shall be liable to pay the charges for one day.

Any guest checking out at any time after 12.00 noon, shall be liable to pay the charges for the next full day.

16. **Official Guests of National Law University, Delhi** - The official guests of National Law University, Delhi may be provided the accommodation in the Guest House and the Judicial Hostel subject to availability and under the reciprocal arrangement in terms of Memorandum of Understanding.

17. **Miscellaneous** - The accommodation shall not be claimed as a matter of right. The Academy shall have a right to get the rooms vacated at any time in case of any unauthorized stay or over stay or due to any other reasons without assigning any reason.

18. **Damage to property** - The occupants shall be liable to make good any loss/damage caused to the property, fixtures, fittings or furniture etc. during the period of their stay.

19. **Conduct during Stay**

The guest staying at the Guest House or Judicial House shall observe the following rules :

- (i) Treat the other guest(s) and support staff with respect and dignity.
- (ii) They shall not smoke or consume alcoholic beverages.
- (iii) They shall not play loud music or make noise etc.
- (iv) Keep the rooms clean and tidy.
- (v) They shall not throw litter in the common areas
- (vi) Guest shall keep their valuables in their safe custody and shall stay responsible for any loss that may arise. The Delhi Judicial Academy shall in no case be responsible if any loss of valuables results.

- (vii) They shall maintain decency and decorum throughout their stay in the Guest House/ Judicial Hostel.
- (viii) Observe all such instructions as may be issued by the Academy from time to time.

20. **Relaxation** - The Competent Authority may dispense with or relax the requirement of any rule to such an extent and subject to such conditions as may be considered necessary in any particular case.

21. **Power to Amend Rules** - Subject to the approval of the Patron-in-Chief, the Chairperson is competent to amend, modify or alter the Rules if deemed necessary by him.

## Schedule A

S.No.	Category of guest(s)	Type of accommodation	Rent chargeable (Per Day)
1.	Official Guest(s)	Single/Double occupancy at Guest House	No charges
2.		Single/Double occupancy at Judicial Hostel	
3.	Trainee Officers	Single occupancy at Judicial Hostel/ Guest House	Rs. 150/-
4.	Non-Official Guest(s)	Single occupancy at Guest House	Rs.700/-
5.		Double occupancy at Guest House	Rs.1,000/-
6.		Single occupancy at Judicial Hostel	Rs.500/-
7.		Double occupancy at Judicial Hostel	Rs.700/-