

**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.

