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## PART-IIB

### THE HIGH COURT OF MEGHALAYA SHILLONG

#### NOTIFICATION

The 14<sup>th</sup> August, 2019.

**No.HCM.II/430/Pt/2013/102.** - In terms of the resolution adopted in the Full Court Meeting held on 7<sup>th</sup> August, 2019, and in supersession of notification No. HCM.II/430/Pt/2013/224, dated 27<sup>th</sup> January, 2016, the High Court of Meghalaya is pleased to make the following Rules for use, occupation, maintenance and control of the Guest House of High Court of Meghalaya.

1. **Short title and commencement:-** (1) These Rules may be called the "**High Court of Meghalaya Guest House Rules, 2019**" (hereinafter referred to as the "**Rules**").  
(2) These Rules shall come into force from the **date of publication in the Official Gazette.**
2. **Definitions:-** In these Rules, unless the context otherwise requires:-
  - (a) "**Caretaker**" means such person as may be designated from time to time under the orders of the Chief Justice to take care of the Guest House;
  - (b) "**Chief Justice**" means the Chief Justice of the High Court of Meghalaya;
  - (c) "**Guest House**" means the Guest House of the High Court of Meghalaya situated at 4th Furlong, McCabe Road, Shillong-793001 and at such other places as may be opened by the High Court from time to time;
  - (d) "**High Court**" means the High Court of Meghalaya;
  - (e) "**Judge-in-Charge**" means any Puisne Judge nominated and/or authorized by the Chief Justice to act as incharge of the Guest House and
  - (f) "**Registrar General**" means the Registrar General of the High Court of Meghalaya and in his absence, the Registrar, the Joint Registrar or any other officer authorized to act on his behalf.

- 3. Persons entitled to use and occupation of the Guest House:-** The Guest House shall be available for use to any of the following (*in order of precedence*):
- (1) The Chief Justice of India and Judges of the Supreme Court of India and their spouses and dependents;
  - (2) Chief Justice and Judges of the High Court of Meghalaya and their spouses and dependents;
  - (3) Retired Chief Justice and Judges of the Supreme Court of India / High Court of Meghalaya and/or their families;
  - (4) Chief Justices and Judges of other High Courts having reciprocal arrangement with the High Court of Meghalaya and/or their families;
  - (5) Any other dignitary with specific approval of the Chief Justice/ Judge-in-Charge.
- 4. Reservation, Cancellation and Control of Accommodation:-** (1) Control of accommodation in the Guest House shall rest with the Chief Justice / Judge-in-Charge and persons requiring accommodation shall obtain reservation in advance from the Registrar General.
- (2) More than 2 (two) rooms may be reserved, subject to availability of accommodation, in the Guest House for any of the entitled persons specified in clauses (1) to (3) of Rule 3, if specific request is made for such reservation.
  - (3) The reservation of accommodation for the persons in the same category shall be on 'first come first serve' basis.
  - (4) A room shall not be occupied by more than two adult persons.
  - (5) No person will be allowed to occupy the Guest House for any purpose other than for his or her stay.
- 5. Intimation of occupation and cancellation of reservation:-** (1) No person will be entitled to occupy the Guest House without prior permission of the competent authority.
- (2) Accommodation allotted/ reserved is liable to be cancelled after serving 48 (forty-eights) hours notice, in normal circumstances, or without serving any notice, in exceptional circumstances, for urgent requirement and in either case, without assigning any reason.
  - (3) A person for whom accommodation is reserved must inform the Registrar General atleast 24 (twenty-four) hours before the scheduled time of occupation in case he does not intend to occupy the accommodation reserved for him. In case the reservation is not availed of by him on the first day of such reservation, the reservation made will be cancelled and the allottee shall be liable to pay the charges for the period, the accommodation was kept reserved before cancellation.

- (4) No person, other than the Chief Justice and Judges of the Supreme Court of India / High Court of Meghalaya, shall occupy the Guest House for a period exceeding more than 3 (three) consecutive days without special permission of the Chief Justice / Judge-in-Charge.
- (5) Notwithstanding anything contained herein, VIP Suite No. 303 shall be at all times kept reserved and allotted under strict order(s) of the Chief Justice.
- 6. Charges for occupation/ Miscellaneous Charges:-** (1) The charges for occupation and use of the Guest House shall be as prescribed in Schedule – I of these Rules. For temporary occupation for 6 (six) hours or less, the charges shall be 50% of the rental charges mentioned in Schedule–I of these Rules.
- (2) The occupant shall make actual payment for the telephone calls made by him before leaving the Guest House.
- (3) Only vegetarian food will be cooked in the Guest House. Meals/ snacks may be supplied by the Caretaker/ attendant on prior payment of actual cost of the meal / snacks.
- (4) The occupant shall pay the above charges to the Caretaker as per the prescribed rates against proper receipt and the same will be deposited under proper head of account of the High Court.
- 7. Occupancy Register:-** (1) An Occupancy Register shall be maintained, in the Guest House in the prescribed form as per Schedule–II of these Rules, by the Caretaker and the same shall be produced to the guest immediately on arrival. The date and time of departure shall be entered at the time of departure.
- (2) Every room of the Guest House shall remain locked and keys shall remain with the Caretaker and keys be given to the occupant and whenever he goes out of the Guest House, the key shall be left in the custody of the Caretaker / attendant.
- (3) The Caretaker shall display a list of occupants of the Guest House on the notice board and update it every morning.
- 8. Loss and Damage of any article:-** (1) An occupant shall ensure proper use of furniture, crockery, linen, appliances and other articles kept inside the room.
- (2) In case of loss, damage or breakage of any article attributable to the occupant, the Caretaker shall recover the actual value from him against proper receipt and the same will be deposited under proper head of account of the High Court.
- 9. Power to Relax:-** 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.
- 10. Checking of Occupancy Register:-** The Occupancy Register shall be put up once in a month before the Registrar General for his perusal and necessary action, if any.
- 11. Interpretation:-** If any question arises as to the interpretation of these Rules, the Chief Justice shall decide the same.
- 12. Amendment and Repeal:-** (1) The Chief Justice may amend these Rules from time to time.
- (2) The High Court of Meghalaya (Guest House) Rules, 2016 as notified on 27<sup>th</sup> January, 2016 stands repealed.

REGISTRAR GENERAL,  
High Court of Meghalaya,  
Shillong.

**SCHEDULE – I***(See Rule 6 (1))*

<b>Sl. No.</b>	<b>DIGNITARIES</b>	<b>Tariff</b>
		<b>Rate / day</b>
1.	Chief Justice and Judges of the Supreme Court of India and/or their families/ guests	₹ 300/-
2.	Chief Justice and Judges of the High Court of Meghalaya and/or their families/ guests	₹ 300/-
3.	Retired Chief Justice and Judges of the Supreme Court of India/ High Court of Meghalaya and/or their families	₹ 300/-
4.	Chief Justices and Judges of other High Courts having reciprocal arrangement with the High Court of Meghalaya and/or their families	₹ 300/-
5.	Any other dignitary with specific approval of the Chief Justice/Judge-in-Charge.	₹ 300/-

**SCHEDULE-II***(See Rule 7)***OCCUPANCY REGISTER**

Sl. No.	Room No.	Name and designation of Guest / Official (Full postal address and contact No. in respect of others)	Purpose	Date & Time of Check-in	Date & Time of Check-out	Rate	Amount Paid	Guest's Signature	Signature of Receptient	Remarks
1	2	3	4	5	6	7	8	9	10	11