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## HOME DEPARTMENT

### NOTIFICATION

The 27th May, 2021

No.19560—HOME-PROT-RULE-0001/2017/PRO.— In supersession of the Rules for accommodation in Odisha Bhawan/ Odisha Niwas, New Delhi and Utkal Bhawan, Calcutta made vide Home Department Notification No.-43046 dated the 23rd May,1991 and all other previous orders issued in this regard, Government hereby make the following Rules regulating the ACCOMMODATION AND OTHER SERVICES IN BHAWANS, OWNED & MAINTAINED BY THE HOME DEPARTMENT OUTSIDE STATE.

1. These Rules may be called the RULES FOR ACCOMMODATION AND OTHER SERVICES IN BHAWANS, OWNED & MAINTAINED BY THE HOME DEPARTMENT OUTSIDE THE STATE, 2021. They shall come into force on the date of their publication in the *Odisha Gazette*.

2. Definition :- In these rules, unless the context otherwise requires

- (a) "Bhawan" means accommodation units owned and maintained by Home Department, Government of Odisha outside the State irrespective of its nomenclature ;
- (b) "Concessional rent" means the rent applicable to allottees coming under Category-I during their private visit and Category-II & III during their official and private visit;
- (c) "Department" means Home Department, Government of Odisha ;
- (d) "Government" means Government of Odisha ;
- (e) "Normal rent" means the rent applicable to the allottees coming under Category-IV;
- (f) "Official rent" means the rent applicable to allottees coming under Category-I during their official visit;



- (g) "Occupant" means any person in of occupation of a room or bed in the Bhawan on the strength of a valid reservation order granted by the Home Department;
- (h) "Rent and Other charges" means rent and charges fixed and notified by Government from time to time ; and
- (i) "Schedule" means Schedule appended to these rules.

### **3. Accommodation in Bhawans –**

Bhawans are primarily meant for accommodation of persons during their visit or halt on Government duty in the cities where the Department owns and maintains accommodation units.

### **4. Priority of Reservation—**

- (1) No person shall be entitled to occupy a room in the Bhawans without a prior reservation granted by the Department and a list of eligible persons under the categories for accommodation in the Bhawans is given in Schedule.
- (2) Priority in reservation shall be in the order of the category assigned and among the persons listed in the same category, priority in reservation shall be in the order their names appear in their respective category.

### **5. Earmarking of suites—**

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

### **6. Restrictions on availing accommodations and extra charges—**

- (1) Irrespective of the order of precedence or priority in the list, no person shall be entitled to more than one room on concessional rent and any extra room or bed allotted on request shall be charged at normal rent.
- (2) Governor of Odisha and his or her immediate family members accompanying shall be entitled for accommodation free of cost or charges.
- (3) Members of Odisha Legislative Assembly visiting cities where the Department owns and maintains accommodation units, in connection with Committee duty or any other work assigned by the Speaker, Odisha Legislative Assembly shall be entitled to stay in the Bhawans on official rent for the period requisitioned by the Odisha Legislative Assembly.
- (4) Members of Odisha Legislative Assembly visiting on their other works are entitled to stay in the Bhawans on payment of the official rent applicable



during official visit for a limited period of three days and thereafter on concessional rent applicable during private visit.

- (5) The period of stay permissible in cases where the visit is not official, shall be three days maximum and the official visit is to be certified by the Controlling Authority or Government Department. However this shall not be applicable to patients of Cancer, Heart diseases and Thalassemia allotted with room in Odisha Bhawan, Mumbai for undergoing treatment in Mumbai.
- (6) Government officials on official duty shall be entitled to official rent and on private visit they shall be liable to pay concessional rent.
- (7) If for any unforeseen difficulty, any occupant wants extension of accommodation, he has to apply for the same at least 24 hours prior to expiry of original reservation.
- (8) The rent payable during the extended period\_of stay shall be double of the rent applicable to the occupant during his visit for private purpose, however, this will not be applicable to Ministers and State Government Officials going on official tour or training programme. This provision shall not be applicable to patients of Cancer, Heart diseases and Thalassemia allotted with room in Odisha Bhawan, Mumbai for undergoing treatment in Mumbai.
- (9) 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, extra room rent per head per day as per the prevailing rate decided by the Department from time to time shall be charged and children below 12 years of age shall, however, be exempted from such payment.
- (10) Persons other than 'Government Servants on official duty' shall be charged extra at the prevailing rate as may be decided by the Department by order or resolution issued from time to time, over and above the normal rent, in case of spot reservation by the Chief Resident Commissioner, New Delhi or Manager or In-charge of the concerned Bhawan, as the case may be, if rooms are available and this will, however, be permissible for one day only.
- (11) Members of Parliament and Union Ministers from the State not provided with quarters at New Delhi may stay in Bhawan or Niwas at New Delhi for a period as determined by Government on payment of concessional rent applicable to person (s) coming under Category-1.



- (12) State Guests shall be entitled to hospitality in accordance with Government orders issued from time to time to the extent provided in such orders and the expenditure shall be met from the State hospitality grant.
- (13) "Day" for the purpose of the reservation and calculation of room rent shall be 08.00 AM of a particular date to 08.00 AM of the following day for all the Bhawans.

#### **7. Procedure for making applications for reservation**

- (1) Request for accommodation in the Bhawans shall be made by online application to the website "[bhawan.homeodisha.gov.in](http://bhawan.homeodisha.gov.in)" in advance ordinarily not later than three days before the intended date of occupation and the application shall be considered on priority basis as provided in the schedule.
- (2) The applicants of all categories shall have to upload documents in support of their identity and category while applying online for reservation of accommodation. Category-I, II and III applicants not uploading document in support of their categories will be treated as Category-IV applicants for purpose of reservation of accommodation in their favour.
- (3) The applicants of category-I, II and III applying for accommodation for official purpose shall have to upload the official letter addressed to Home Department by their controlling officers mentioning the purpose of journey and the number of days of stay required in the Bhawans.
- (4) In case reservation of accommodation is applied for non official purpose by the applicants of Category-I, II and III, no official communication is required to be uploaded.
- (5) Applicants applying for reservation of accommodation, as patients or students, are required to upload relevant supporting documents.
- (6) Department reserves the right to accept or reject any application for reservation of accommodation for private purpose without assigning any reason thereof.

#### **8. Denial of accommodation —**

Notwithstanding anything contained in these rules, accommodation may be denied to any person if he is in arrears in respect of dues payable to any Bhawan or to the State Guest House or on account of any facility arranged for him by the Government:

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

#### **9. Cancellation of Reservation —**

- (1) Reservation made shall be cancelled at the request of the requisitioning officer and such request must be made online not less than 24 hours prior to the intended time



of occupation, otherwise rent for the room reserved but not occupied shall be recovered from the person concerned and a bill on the account shall be sent by the Bhawan to the person concerned under "certificate of posting" or email.

- (2) Reservation of room made for private purposes and not occupied within 12 hours of the intended date and time of occupation shall be charged for non-occupancy as per rule and be re-allotted in favour of fresh applicants.

#### **10. Maintenance of Records —**

Department shall maintain record showing the particulars of reservations granted and cancelled from time to time.

#### **11. Transit Accommodations —**

State Government Officers proceeding to the cities, where the Department owns and maintains official accommodation unit, on transfer may be granted such minimum transit accommodation subject to availability at that time and room rent shall be decided by Department by order or resolution issued from time to time.

#### **12. Payment of dues —**

- (1) Dues in full shall be paid to the Receptionist at the reception counter at the time of check out and printed receipt shall be provided for the payments made.
- (2) The cost of replacement of articles lost, broken or damaged by the occupant shall be paid by the occupant at the time of check out and printed receipts will be provided for such payments made.
- (3) State Government officials or M.Ps or M.L.As, as office bearers of Boards or Corporations and other Government undertakings shall pay rent as chargeable to such undertakings.

#### **13. Catering and Food —**

- (1) 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 Department from time to time.
- (2) Foods once indented shall be billed for payment, even if the occupant fails to take the same.

#### **14. Feed backs —**

There shall be online feedback or complaint option in which the visitors may enter views or suggestions, if any.

#### **15. Cashless and Digital transactions —**



Cash transactions shall be minimized and persons depositing different charges shall be encouraged to use digital payment facilities such as PoS machines, UPI interface etc.

**16. Heads of Accounts —**

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

**17. Regulations and use of Government Vehicles at Bhawans —**

- (1) Government Vehicles shall be available with the Managers of the Bhawans outside the State, where the Department owns and maintains official accommodation units for use of the dignitaries visiting the cities on official duties, even without availing accommodation in the Bhawans subject to the following rules;
- (2) 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 Department;
- (3) One car should always be kept reserved for the Governor and Chief Minister and shall not ordinarily be allowed for use by others;
- (4) Bhawan vehicles may be used on usual charges by an occupant extended with vehicle facility by order of Home Department subject to availability; (a) for reaching the Bhawans from the air port or railway station, (b) for reaching the air port or railway station on departure from the Bhawan and (c) for attending to official work within the metropolitan limits of the City where the Bhawan is situated (d) for transport within the city limits under clause (c), no vehicle shall be used before 8.30 AM and after 07.30 PM except for reception and see-off.
- (5) 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 the Governor and Chief Minister.



- (6) For use beyond the permitted hours as under clause (d) of Sub Rule-4 of rule-17, the user of the car shall pay the hire charges per hour as fixed by Department from time to time, over and above the usual kilometer charges.
- (7) No person shall be entitled to use more than one car at any given point of time.
- (8) Charges for use of Bhawan car shall be as fixed by Department from time to time.
- (9) The Manager may hire private vehicles for reception and see-off based on the reservation order from Department.
- (10) The Transport facilities shall be extended to the dignitaries of the rank of Additional Secretary to Government and above level, visiting the places, where Department maintains accommodation units outside the State, on official duty only for one day or more and without applying for accommodation in the Bhawans on payment of usual charges.
- (11) Department shall designate one existing officer of the Bhawan as Nodal Officer for vehicle management.
- (12) The Nodal Officer of the Bhawan for vehicle management shall coordinate all arrangements like deployment of vehicles, maintenance of vehicles and their records, collection of hire charges and shall ensure the provision of POS machines to the driver of the vehicle deployed for the purpose of collection of hire charges on the spot.

**[Schedule]****CATEGORY-I**

1. Governor of Odisha
2. Chief Minister of Odisha
3.
  - a. Chief Justice of Orissa High Court
  - b. Speaker, O.L.A., Odisha
  - c. Lokayukta, Odisha
4.
  - a. Cabinet Ministers
  - b. Government Chief Whip
  - c. Deputy Chairman, State Planning Board
  - d. Leader of Opposition, O.L.A, Odisha
5.
  - a. Judges of Orissa High Court
  - b. Chairperson, Odisha Human Rights Commission
  - c. Vice-Chairman of Central Administrative Tribunal functioning in Odisha
  - d. State Chief Information Commissioner
6.
  - a. Ministers of State
  - b. Deputy Speaker, O.L.A
  - c. Deputy Minister of State
7.
  - a. Members of Parliament from the State
  - b. Government Deputy Chief Whip
  - c. Members of O.L.A,
  - d. Chairperson, State Social Welfare Advisory Board, Odisha
  - e. Chairperson, Special Development Councils for Tribal Dominated Districts
8.
  - a. Chief Secretary
  - b. Chairman, Odisha Public Services Commission
  - c. Member, Board of Revenue
  - d. Additional Chief Secretary
  - e. State Election Commissioner
  - f. Chairperson, Food Commission of Odisha
  - g. Chairperson, OERC
  - h. Chairperson, State Commission for PWD
  - i. Chairperson, State Commission for Protection of Child Rights



- j. Chairperson, Odisha State Commission for Women
  - k. Chairman, Odisha Staff Selection Commission
  - l. Chairman, Odisha Subordinate Staff Selection Commission
  - m. Members, Odisha Human Rights Commission
  - n. Members of Central Administrative Tribunal functioning in Odisha
9.
    - a. Advocate General of Odisha
    - b. D.G."& I.G. of Police
    - c. Vice- Chancellors of State Universities
    - d. Member, OERC
  10.
    - a. Principal Secretaries to Government
    - b. Principal Chief Conservator of Forests
    - c. Commissioner-*cum*-Secretaries to Government
    - d. Revenue Divisional Commissioners
    - e. Members, Odisha Public Service Commission
    - f. Member, Odisha Staff Selection Commission
    - g. Secretary to Governor
    - h. ADG/ IG of Police
  11.
    - a. 'Special/ Additional Secretaries to Government
    - b. Chairpeison, Zilla Parishad
    - c. Secretary, Odisha Legislative Assembly
    - d. EIC/ Chief Engineers
    - e. Directors of Heads of Departments
  12.
    - a. DM & Collectors of the Districts
    - b. Registrar of Orissa High Court
    - c. District & Sessions Judges
    - d. Joint/Deputy Secretaries to Government
    - e. Other State Government Officers and officials
  13. Government Advocates
  14.
    - a. Secretary, State Council for Child Welfare
    - b. Secretary, Council of Higher Secondary Education.
  15.
    - a. Honorary Secretary, Hind Kustha Nivaran Sangh
    - b. Honorary Secretary, Indian Red Cross Society, Odisha State Branch etc.
  16.
    - a. Principal AG/ AG/ DAG, Office of the Principal AG, Odisha
    - b. Post Master General, Odisha, Bhubaneswar



- c. Director, Doordarshan
  - d. Directors, All India Radio located in Odisha
  - e. Commissioners of Income Tax and Central Excise & GST of Odisha
  - f. Vice-Chancellor, Central University, Koraput
17. Member Secretary, Odisha State Legal Service Authority
  18.
    - a. Member , Food Commission of Odisha
    - b. Member, Odisha State Commission for Women
    - c. Member, State Information Commission
  19. Technical Officers of the State Police Housing and Welfare Corporation Ltd. while visiting to cities where Home Department maintains official accommodation Units outside the State, for supervision and maintenance of Bhawans
  20. The Audit party of O/o. the Principal A.G., Odisha while visiting for cities where Home Department maintains official accommodation units outside the State for audit purpose
  21. Freedom fighters getting State Freedom Fighter Pension or Central Freedom Fighter Pension.

#### **CATEGORY-II**

1. Visit of Gajapati Maharaja, Puri in connection with the affairs of Shree Jagannath Temple Management to a city outside the State where Home Department maintains accommodation Units.
2. Persons nominated by State Government for receipt of gallantry awards or Certificates of merit to be awarded by President of India.
3. Mayor of Municipal Corporations/ Chairman of Municipalities/ NACs or Panchayat Samiti sponsored by Government of Odisha to attend seminars and other Government functions in the cities where the Home Department maintains official accommodation units outside the State.
4. Former Members of Parliament and Legislative Assembly of Odisha.
5. Students from educational institutions sponsored by Government of Odisha to appear talent award test of different types.
6. Candidates of Odisha called for interview by Union Public Service Commission.
7. Cultural Delegations of State sponsored by Government of Odisha.
8. Representatives of Voluntary Organizations sponsored by Government of Odisha.
9. Editors of Daily News Papers and accredited Press Correspondents recommended by Information & Public Relations Department.
10.
  - a. Retired Chief Justice and Judges of Orissa High Court



- b. Senior Officers of OREDA recommended by Science & Technology Department
- 11. a. Senior Officers of Odisha Electricity Regulatory Commission
- b. Senior Officers of Odisha Staff Selection Commission.
- c. Senior Officers of Odisha Subordinate Staff Selection Commission.
- d. Recipients of Padma Awards/ Arjun Awards from the State of Odisha
- e. Participants of Olympic Games from the State of Odisha

**CATEGORY-III**

- 1. a. Chairman and Managing Directors of State Owned Public Undertakings/  
Boards/ Corporations
- b. Members of State Academic
- 2. a. Other Officers of State Government deputed to Boards/ Corporations/  
Universities/ State Undertakings
- b. University Professors/ Associate Professors and Asst. Professors.
- 3. a. Retired Officers of the State Government.
- b. Addl. Govt. Advocates/ Standing Counsels/ Advocates on Record / other  
Advocates recommended by Government to defend any case on behalf of the  
State.

**CATEGORY-IV**

- 1. All other persons of Odisha, who do not belong to above three categories.

By Order of the Governor  
SANJEEV CHOPRA

Additional Chief Secretary to Government