

## APPENDIX VI.

## RULES FOR THE OCCUPATION OF GOVERNMENT TRAVELLERS BUNGALOWS.

*(Vide Paragraph 286 of this code)*

This appendix contains the following :—

Section A—Norms for classification of Government Traveller's Bungalows.

Section B—Rules applicable to Government Traveller's Bungalows

Section C—Rules applicable to Government Traveller's Bungalows to the use of which, officers of Public Works Department have no preferential right.

Section D—Rules applicable to Government Traveller's Bungalows, to the use of which, officers of Public Works Department have a preferential right.

Section E—Order of precedence for (the occupation of) the Government Traveller's Bungalows under the control of Public Works Department.

Section F—Rates of rent for occupation of Government Traveller's Bungalows in the State of Tamil Nadu.

Section G:—Rules for use of Telephones in Government Traveller's Bungalows

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Section A:—Norms for classification of Government Traveller's Bungalows.

All Government Traveller's Bungalows in the State of Tamil Nadu shall be grouped under two categories viz class I and class II.

(a) Class I, Bungalows are air conditioned Bungalows, and those among the non-air conditioned Bungalows, that have the following amenities :—

(i) First class construction with R. C. C. roof Mangalore tiled roof over flat tiles.

(ii) Rooms of size not less than 13.38m<sup>2</sup> (144 sq. ft.) each.

(iii) Cot with mattresses, bed spreads and mosquito nets

(iv) Running Water Supply

(v) Electric lights and fans

(vi) Modern Sanitary facilities.

(b) Bungalows lacking, even one of the conditions mentioned under (a) and others will be grouped under class II.

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## SECTION B.

## RULES APPLICABLE TO GOVERNMENT TRAVELLER'S BUNGALOWS.

1. The Government Traveller's Bungalows in the State shall be in charge of the Public Works Department Divisions concerned, but their use is subject to the control of the Collector of the district concerned.

2. The order of precedence for the occupation of the Government traveller's bungalows are contained in Section 'E' of this appendix.

(i) The Collector of the district concerned, in consultation with the Executive Engineer, Public Works Divisions, may forbid any person, to use the Government Traveller's Bungalows, if in his opinion, the occupant is not likely to use the Bungalow, in proper manner.

(ii) Members of general public shall not have precedence over officials and others entitled to occupy the Government Bungalows, under the above rules.

(iii) The Government reserve the right of accommodation at their discretion and the intending visitors shall not claim admission as a matter of right.

3. Accommodation should as far as possible be reserved by addressing the Collector of the district concerned in advance. A reply to the application will be sent only, if a stamped self addressed envelope is enclosed. Applications by telegrams will be replied, provided, telegraphic charges are prepaid.

4. Reservation on official duty, usually carries right to occupy. Such reservations can however be cancelled by the Collector of the district concerned, if accommodation is required by some other officer or a Minister with higher priority.

5. Accommodation to visitors, is subject to the availability, after meeting the requirements of the persons with higher priority or preference.

6. No reservation may extend beyond a period of three days except in the case of Ministers and Government Officers on duty. A visitor may however occupy the Government Traveller's Bungalows, beyond three days if there is no demand for occupation by any other visitors. Visitors, who have not reserved accommodation may also occupy the Government Traveller's Bungalows, if the suite of rooms have not been reserved for any other visitor for the period they wish to occupy.

**NOTE.**—One day's rent shall be remitted along with the application for reservation of accommodation, which should be adjusted towards the rent payable by the occupant for the period of occupation. This amount will not be refunded if the reservation is cancelled later on for any reason, by the applicant.

The State Government Servants are exempted from the above rule viz. collection of one day's rent for reservation of accommodation.

7. The rent for accommodation includes electric lights and fans and use of garage, if vacant. Charges for the use of telephones if any, should be paid separately.

NOTE.—No tent will be permitted to be fixed within the compound of the Government Traveller's Bungalows except in cases of security needed for the Ministers and other very important persons only under previous intimation to the Executive Engineer of the division concerned.

8. Luggage arriving in advance must be paid for, at half the rates specified above for single person, if stored in one of the suits of the rooms to the possible inclusion of other visitor's otherwise it may be stored elsewhere within the premises at owner's risk.

9. A book of suggestions shall be kept in the Government Traveller's Bungalows, in which all persons, stopping there shall be required to enter their names, time of arrival and departure and fees due paid. The person occupying the Government traveller's bungalows shall enter under column headed "name" his own name and below that state the particulars of the member or members of family, who accompanied him specifying merely the relationship and age in the case of children.

10. All persons occupying the Government Traveller's Bungalows shall be responsible for any damage, they or their servants and followers may cause to the buildings or to the fittings and furniture and other articles of the Government travellers' bungalows. Damages or losses or breakage caused either by occupants or their servants shall be compensated by the concerned occupants. The Executive Engineer concerned will be authority to decide on the amount to be recovered and his decision in the matter shall be final.

11. All persons occupying the Government Traveller's Bungalows are required to pay without fail, the rent due, before they vacate the Government Traveller's Bungalows.

12. A list of furniture and fittings shall be displayed in each suite of the rooms.

13. A price list of utensils, etc., is maintained in the premises, and damages, loss or breakages must be paid before leaving the Government Traveller's Bungalows as per the cost noted therein.

14. Charges for all caterings, etc., provided by the Government Traveller's Bungalows steward, will be extra and will be according to the tariff rates displayed in each room of the Government Traveller's Bungalow.

15. A steward is in-charge of the Government Travellers' Bungalow. He will provide meals if required and ordered in advance. Vegetarian and non-vegetarian charges for meals, etc., are displayed on a separate notice. Meals ordered through the steward must be paid for whether consumed or not, unless, atleast three hours of cancellation has been given. Unless, the steward has been notified in advance that, meals are required, he will prepare them only on receipt of orders on arrival of the visitors.

16. (i) When such lunch or dinner is served in Western style, full rates will be charged for single service meals and 2/3 rates for every additional service.

(ii) Charges will be only for meals actually taken by the occupant.

(iii) When meals are ordered as individual items in menu of service, the above concession is not permitted.

(iv) Any laxity on the part of the Government Travellers Bungalows servants and stewards, should be noted in the complaint book, that is maintained in the Traveller's Bungalow

(v) If any loss is incurred by the Government on account of changes in the programme of guest, which are not intimated at least 12 hour earlier than the arrival of the guest, the guest will have to make good the loss.

(vi) Steward shall submit to the Executive Engineer concerned, a fortnightly statement showing the details of the occupants and their parties, the extent of durations of stay and charges collected, including advance collection, etc.

17. The steward will arrange to supply lunch, dinner or tea to the visitors, who do not stay in the Government Travellers Bungalows, provided, sufficient advance intimation is given for the supply of dinner, lunch or tea at the charges specified in rule 14 subject to the condition that no disturbance is caused to the guest in the Government Travellers Bungalows.

### SECTION—C.

**RULES APPLICABLE TO GOVERNMENT TRAVELLER'S BUNGALOWS, TO THE USE OF WHICH OFFICERS OF THE PUBLIC WORKS DEPARTMENT HAVE NO PREFERENTIAL RIGHT.**

1. Each Government Traveller's Bungalow is in-charge of the Executive Engineer of the division but its use is subject to the control of the Collector of the district.

2. In cases of emergency which render it imperatively necessary that accommodation should be reserved for officers of the Public Works Department, the Collector may in consultation with the Superintending Engineer, Public Works Department accord preferential right to the use of the Government Traveller's Bungalow to the officers of the Public Works Department as a temporary arrangement, subject to this limitation. Honourable Ministers of Government all Officers A and B Group of Government including Central Government, non-official Chairman of Panchayat Union Councils, District Health Officers and the Commissioner of Hindu Religious Endowment Board on tour in their official capacity, shall have the right to use the bungalow, but the Collector in concurrence with the Superintending Engineer may forbid any such officer, the use of the bungalow, if it is shown that he had used it improperly. Officers C and D Group of Government may not use the bungalow, unless they have special permission from the Collector. Members of the Public may use the bungalow with the previous permission of the Collector, but the Collector, after consulting the Superintending Engineer, may reserve it for the use of Government officers, non-official Chairman of Panchayat Union Councils, District Health Officer, and the Commissioner of Hindu Religious Endowment Board on tour in their official capacity, either temporarily or permanently.

The Collector of a district may accord general permission for the use of the Government Traveller's Bungalows in the district to members of the Legislative Council, the Legislative Assembly and the Chairman, Panchayat Union Council who may apply for it before undertaking a journey through the district. The Collector of a district may also accord general permission to Tahsildars, Inspecting Tahsildars and Deputy Tahsildars for the use of specified Government Traveller's Bungalows in the district, in places where no other suitable accommodation is available for them.

During emergency, the staff of the recruiting organisation while on duty in connection with the recruitment of Jawans for the armed forces, should be provided with rent free accommodation to the Government Travellers' Bungalows and the staff of recruiting organisation should be given the same priority, as applicable to Central Government Officers. The recruiting officers may also use the Government Travellers' Bungalows, having only one suite or room as venue for recruitment to the Defence forces and not, in other cases and that too when the only suite is occupied by the recruiting staff.

**NOTE 1.**—Members of State and Central Legislatures may be allowed to occupy the Public Works Department Government Travellers' Bungalows, without first obtaining the permission of the Collector concerned or of the officer in charge of the bungalow, subject to the following conditions:—

- (1) That accommodation is actually available at the time.
- (2) That they pay the stipulated fee.
- (3) That they do not occupy the bungalow for more than 18 hours.
- (4) That they shall vacate the bungalow immediately without dispute if accommodation is required for a Government official, even during the period of occupation.
- (5) If they want to stay beyond 18 hours they should obtain the sanction of the competent authority, viz., the Collector or the other officers in charge of the bungalow in the usual course.
- (6) If accommodation is already reserved, they should not occupy the Government Travellers' Bungalow on the days so reserved even if vacant, except for taking their meal which should not extend beyond the time when the persons for whom it is reserved is expected.
- (7) Those who want to stay in the Government Travellers' Bungalows should reserve accommodation in advance. If any accommodation is vacant and unreserved, there is no objection to occupy the travellers bungalows, by those who have not made advance reservation but they will be required to vacate when the person who had already reserved it (Irrespective of the order of precedence) require accommodation.

**NOTE 2.**—In the case of Government Travellers' Bungalow at Mahabalipuram (Chengalpattu District) which is used frequently by tourists, no previous permission of the Collector, Chengalpattu District is necessary for occupation. The Collector, may however reserve accommodation for not more than one day at a time (from 6.00 a.m. to 6.00 p.m. the next day) in favour of any person. Applications for reservations should reach the Collector, Chengalpattu District atleast a week in advance and should always be accompanied by a day's fee. Applications will be considered in order of priority of receipt. If it is not possible to reserve accommodation the advance fee will be refunded. But fees will not be refunded if accommodation is reserved but not utilised. Those who do not reserve accommodation may occupy the bungalow if it is available on arrival and not reserved for anybody under proper authority. Whenever such a reservation is made, the Government Traveller's Bungalow should be vacated by any occupant, before the reservation begins to be operative.

The State Government Servants are exempted from the collection of one day's rent for reservations of accommodations.

**NOTE 3.**—Touring members of the Federated Association in the Eastern Touring Federation and foreign tourists, who possess the tourist introduction cards, issued by the Government of India are permitted to occupy the bungalow at any time, without first obtaining permission of the Collector concerned or of the other officers in whose charge the bungalow may be subject to the following conditions:—

- (1) that accommodation is actually available at the time.
- (2) that they pay the stipulated fee
- (3) that they do not occupy the bungalow for more than 18 hours.

(4) that they vacate the bungalow immediately without dispute, if accommodation is wanted for a Government official even during the period of their occupation.

(5) that if they desire to extend the period of occupation beyond 18 hours they should obtain forth-with, the sanction of the competent authority in the normal course.

(6) that when accommodation has already been previously reserved by the Collector or under his order, the members of the Automobile Association and the Foreign Tourists, as such should not occupy the Government traveller's bungalow on any day, it is so reserved, even if, when they arrive, it is unoccupied, except for the purposes of taking a meal which will not involve their remaining in the bungalow after the time when the person for whom it is reserved is expected and

(7) that the members of the Automobile Association and Foreign Tourists show to the watchman of the bungalow their current Federated Association in the Eastern Tourist Federation membership cards, signed by the Secretary of the Association, bearing the Association seal and the tourists introduction cards issued by the Government of India respectively.

3. The order of precedence for the occupation of Government traveller's Bungalows will be as in "Section E" of this appendix.

A member of any of the above categories may be required to vacate after 24 hours occupation in favour of any other member of the same category as his, and after six hours occupation in favour of any member in any category higher than his own.

In cases of any emergency the District Magistrates will have discretion to waive the normal order of precedence in respect of the officers—A and B Group of the Police Department, provided the Honorable Ministers are not affected.

NOTE 1.—Officers of Army Service Corps, controller of Defence Accounts—Southern command and the Deputy and Assistant Controllers of Defence Accounts and Accounts Officers of Defence Accounts Department will be ranked among the "Officers—A and B Group" of the State for purposes of these rules.

NOTE 2.—The Controller of Defence Accounts (Factories), the Director, Geological survey of India and "Officers A and B Group" of their staffs will be ranked among the state "Officers—A and B Group", while the "Officers—C and D Group" of their staffs will be ranked among the state "Officers—C and D Group" for purposes of these rules.

4. Touring officers should give specific intimation to the subordinate in district or to Collectors or Revenue subordinates, whether Traveller's Bungalows should be reserved for them. If under their instruction bungalows are reserved, but are not occupied, rent should be recovered for the period of reservation, even if there were no applications from others for occupation during the period. But Collectors of districts are allowed to use their discretion and waive the recovery of rent in exceptional cases, due regard being given in the interest of Government. Parties of persons will be permitted to occupy the bungalows only, when the bungalows can be made wholly available for their use, but not when only one set of rooms therein is available. The previous permission of the Collector should be obtained in all such cases.

5. The Collector is authorised to charge higher fees, whether temporarily or permanently, for special reasons.