

HIGH COURT OF JAMMU & KASHMIR AND LADAKH

(Office of Registrar General at Jammu)

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ORDER

Subject: Guidelines for use, maintenance and control of High Court Guest Houses at Jammu/Srinagar.

No. 294 of 2025/RG Dated: 03-03-2025

Till such time, the Rules are framed and notified, the following guidelines are hereby issued for use, maintenance and control of High Court Guest Houses at Jammu/Srinagar:

- 1) **Control of Guest Houses:** The Guest Houses shall operate under the overall supervision and direction of Hon'ble the Chief Justice. Registrar Judicial, High Court Wing, Jammu/Srinagar shall be the immediate controlling officers for the purpose;
- 2) **Maintenance of the Guest Houses:** The maintenance/repair of the Guest Houses shall be catered by the Estates Department/PWD Department as per norms and established procedure related to maintenance/repair of the Guest Houses;
- 3) **Persons entitled to occupy the Guest Houses:** The Registrar Judicial, High Court Wing, Jammu/Srinagar shall provide accommodation to the Guests after seeking prior permission from the competent authority (Hon'ble the Chief Justice).
- 4) **Charges for occupation of the Guest Houses:** The charges for use of the Guest Houses shall be as under:

Srinagar:

- i. Guest House No. 401, Chashma Shahi, Srinagar = Rs. 1500/- per day;
- ii. Guest House No. 303, Chashma Shahi, Srinagar = Rs. 500/- per day.

Jammu:

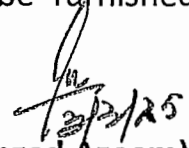
VIP Kothi No. 1 at Ved Mandir, Ambphalla, Jammu = Rs. 1500/- per day

- * **Provided that Hon'ble the Chief Justice on his discretion may waive off the charges and boarding charges.**

- 5). The Registrar Judicial, Jammu/Srinagar shall maintain separate bank account at Jammu/Srinagar for the purpose for deposition of the rentals received from the Guests into these accounts within 24 hours. Further, the controlling officer shall regulate the expenditure out of the said accounts to meet the maintenance expenses, if any, upto Rs. 15000/-PM (Rupees fifteen thousand), after observing the codal formalities. However, in respect of expenditure of more than Rs. 15000/-PM proper authorization shall be sought from Hon'ble the Chief Justice after routing the file through Director Finance.

- 6). Under no circumstances the stay of the guests shall exceed seven days. However, in exceptional case, the extension beyond seven days shall be considered only after seeking prior approval of Hon'ble the Chief Justice.
- 7). The controlling officers shall ensure that the daily room occupancy of the Guest Houses is shared with the Registrar General and a proper record is maintained in this regard. They shall also reconcile the remittances into the bank accounts with the occupancy register on monthly basis. The reconciled statements shall be furnished to the Director Finance on monthly basis.

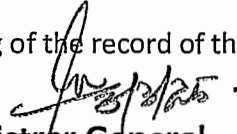
By order.


(Shahzad Azeem)
Registrar General

No: 10724-39 of 2025/RG/Infra Dated: 03-03-2025

Copy to: -

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K and Ladakh, for information of His Lordship.
2. Secretary to Hon'ble Mr./Ms. Justice _____
...for kind information of their Lordships.
3. Secretary to Government, Department of Law, Justice & Parliamentary Affairs, Civil Secretariat, Jammu
4. Registrar Vigilance, High Court of J&K and Ladakh, Jammu
5. Director, Jammu and Kashmir Judicial Academy, Jammu
6. Registrar Rules, High Court of J&K and Ladakh, Jammu
7. Registrar Judicial, High Court Wing, Jammu/Srinagar
8. Registrar Computer (IT), High Court of J&K and Ladakh, Jammu
9. Member Secretary, Legal Services Authority, Jammu
10. All Principal District & Sessions Judge, UT's of J&K and Ladakh...for information
11. Director Finance, High Court Main wing, Jammu
12. Central Project Coordinator, (CPC) e-Courts, High Court of J&K and Ladakh, Jammu for information and uploading the same on the official website of the High Court.
13. Accounts Officer, High Court Wing, Jammu/Srinagar
14. Assistant Registrar (Accounts), High Court Main Wing, Jammu
...for information and n/a.
15. Chief Librarian, High Court Wing, Jammu/Srinagar for keeping of the record of the same.
16. Order Book


Registrar General