

Government of Kerala

Abstract

Government Guest Houses - Reservation of Accommodation - Guidelines -Prescribed - Orders issued

GENERAL ADMINISTRATION (POLITICAL) DEPARTMENT

G.O. (Ms) No. 173/2003/GAD.

Dated, Thiruvananthapuram, 24-6-2003.

Read:- GO(P) 341/2001/GAD Dated 4.10.01.

ORDER

In the Government Order read above, Government have prescribed certain procedure for allotment of rooms to VVIPs and other dignitaries in the Government Guest Houses. It is felt that the procedure for reservation of accommodation in Guest Houses has to be further streamlined, as the present system causes much embarrassment to the dignitaries who are requesting allotment of rooms in the Guest Houses. Therefore, the following further orders are issued with regard to the reservation of accommodation in the Guest Houses with immediate effect.

1. Reservation of accommodation will be made 15 days in advance on written request.
2. Confirmed reservation of accommodation will be given to all categories in advance if rooms are available and the system of reserving accommodation, subject to availability will be stopped.
3. If rooms are not available, the fact will be intimated to VIPs/Senior Officers who have requested for accommodation, in writing preferably on the same day itself.
4. While reserving rooms, for a particular day a waiting list of 2 persons will also be prepared.
5. Those who will not turn up for occupation of rooms on the first day of booking will lose their chance for the remaining days and the rooms will be allotted from the waiting list. The check in time prescribed for a particular day will be 2000 hrs.
6. If no rooms are available in the Guest Houses, for accommodating State Guests due to advance booking, they will be accommodated in KTDC hotels/Private hotels.
7. Suite rooms will be allotted only to the Governor, Chief Minister, Chief Justice and Judges of the Supreme Court and High Court of Kerala, Ministers, Leader of Opposition, Speaker, Deputy Speaker, Government Chief Whip, Vice-Chairman, Central Administrative Tribunal, Ernakulam, Chief Secretary, State Guests and Guests of Government.
8. The following number of suite rooms in the Guest Houses mentioned below will be kept reserved for Governor/Ministers of the State Government/Speaker/Deputy Speaker and shall not be allotted to any others.

Guest House, Thiruvananthapuram	-	One
Guest House, Ernakulam	-	Three
Guest House, Aluva	-	One
Guest House, Thrissur	-	Three (2 old block and 1 New block)
Guest House, Kovalam	-	One
Kerala House, Kanyakumari	-	One

The above mentioned rooms if not occupied can be allotted to other eligible categories with the permission from the Additional Secretary to Government & State Protocol Officer.

9. MPs are not allowed concessional rate of accommodation in the Kerala House, New Delhi since they are provided with Government accommodation at New Delhi by the Lok Sabha/ Rajya Sabha Secretariat. Similarly there will not be any concessional rate for MLAs in the Guest House, Thiruvananthapuram for getting accommodation as they are provided with accommodation by the Legislature Secretariat. If any MLA desires to get accommodated in the Guest House, Thiruvananthapuram he/she will be charged the full rate of rent. (Normal Rent)
10. Two rooms each in the following Guest Houses, will be kept vacant for allotment on emergency basis and such allocation will be made only on the previous day.
 1. Guest House, Thiruvananthapuram
 2. Guest House, Kovalam
 3. Guest House, Ernakulam
 4. Guest House, Thrissur
 5. Guest House, Kozhikode
 6. Guest House, Kannur
 7. Guest House, Kanyakumari

The allotment of rooms from the emergency quota will be made by the Addl. Secretary to Government & State Protocol Officer based on request/necessity.

11. The above guidelines will be displayed in all Guest Houses and Strictly observed.

Sd/-

By order of the Governor,
N. Chandrasekharan Nair
Chief Secretary to Government

To

The Director, Tourism Department, Thiruvananthapuram.
All Principal Secretaries and Secretaries to Government.
All Heads of Departments/All District Collectors
The Accountant General (A&E/Audit), Kerala, Thiruvananthapuram.
The Managers of all Guest Houses.
The Manager, Kerala House, Kanyakumari.
The Controller, Kerala House, New Delhi.
The Deputy Director, Guest House, Thiruvananthapuram/Thrissur.
The Joint Director, Guest House, Ernakulam/Kozhikode.

Copy to:

PS to Chief Ministers
PS to all Ministers.
PS to Speaker/Deputy Speaker
PS to Leader of Opposition
Additional Secretary to Chief Secretary.
PA to Principal Secretary, General Administration Department.
CA to Additional Secretary, General Administration (Pol.) Department.
General Administration (Tourism) Department.