

GOVERNMENT OF KERALA
General Administration (Political A) Department

CIRCULAR

No.4892/Pol.A3/86/GAD.

Dated, Trivandrum, 14th February,1986.

Sub:- Accommodation in Kerala House, New Delhi – Collection of rent purpose of visit
– Details furnishing of – Instructions issued.

Of late requests for reservation of accommodation in Kerala House, New Delhi are being received direct from officers concerned without indicating whether the visit is official or not. The requests for accommodation are not routed through the Heads of Departments/ offices concerned nor orders of competent authority deputing them to New Delhi enclosed. The Controller, Kerala House, New Delhi has reported to Government that he is experiencing much difficulties for collection of rent in the absence of information about the nature of the visit of the officers. i. e , whether visit is official, private, training etc. As the rates of rent for official and private visits of State Government officers are different, Government direct that hereafter request for accommodation in Kerala House, New Delhi where visit is official should be routed through the Head of Department/ Office concerned. The ahead of Department /Office will Clearly specify in their communications whether the visit of the officer is official not. Requests for accommodation received from officers direct without following this procedure will be treated as for private visits and rent will be charged accordingly.

2. The above instructions do not apply to Ministers, Secretaries to Government and Senior Heads pf Departments who are entitled to make reservation of a accommodation direct to the Controller, Kerala House, New Delh

P.VISWANATHAN NAIR,
Additional secretary to Govt.

To

The Director, Department of Tourism, Trivandrum.
The Commissioner and Secretaries to Govt./secretaries to Govt. and Special Secretaries to Government.
All Heads of Departments and Offices.
The Controller, Kerala House, New Delhi.
The special Representative, Kerala House, New Delhi.
All Depts. (All Sections of the Sectt. Including Law, Legislature and Finance.

Endt. No. G2-9860/86 dated 17-3-1986.

Copy forwarded to all Chief Conservators of Forests and Conservators of Forests for information.

For Chief Conservator of Forests.

Alk/24/3.