



**GOVERNMENT OF KERALA**

**Abstract**

Public Works Department - Implementation of online reservation facilities at Rest Houses -Rules for reservation - modified - Orders Issued.

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**PUBLIC WORKS(E) DEPARTMENT**

**G.O.(Ms)No.25/2019/PWD** Dated,Thiruvananthapuram, 14/06/2019

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Read 1 GO(P) No.58/2013/PWD dated 17.07.2013

2 Letter No.CE/BL/GL/RH/2486/2013 dated 12.02.2019 from the Chief Engineer(Buildings), Public Works Department, Thiruvananthapuram.

**ORDER**

As per Government Order read as 1<sup>st</sup> paper above, Government have issued Rules for reservation and occupation of Rest Houses, Camp sheds and Conference Halls under Public Works Department. As part of upgradation of official Web Portal of Public Works Department, it is decided to implement online reservation facilities at Rest Houses. As the software for online reservation is being developed in accordance with the guidelines stipulated in the Government Order read as 1<sup>st</sup> paper above, the Chief Engineer(Buildings) has submitted a proposal as per 2<sup>nd</sup> paper read above for suitable modification of the rules. The main points for clarifications/ modifications put forth by CE were as detailed below:

1. The number of rooms that can be booked by a single applicant for a particular period on a selected Rest House.
2. As per clause 4.4 of the Government Order read as 1<sup>st</sup> paper above, the Reserving Authority needs to approve each application for reservation of rooms. Further, it shall be the responsibility of the applicant to confirm the reservation from the Reserving Authority. It is suggested that the proposed online system will automatically confirm the room reservation provided the selected room is vacant and not booked for any other purpose including VIP visit.
3. As per clause 4.3 of the Government Order read as 1<sup>st</sup> paper above, the

full rent for the entire period of reservation shall be paid in advance before the room is occupied. Currently the rent is collected at the time of occupation of the room. But, in the online reservation system, before the booking is to be confirmed, the required rent shall be collected in advance at the time of booking. This needs online payment system to be integrated with the proposed rest house booking system.

4. As per clause 4.5 of the Government Order read as 1<sup>st</sup> paper above, if the occupant does not require the accommodation already reserved for the entire period, he may inform the reserving authority 24 hours in advance. Full repayment if the cancellation is due to departmental reason like Government functions or VVIP/VIP visit etc.
5. Calculation of rent when Government servants on official duty accompanied by his family members/friends who are not officials and not eligible for concessional rates:- If companions are occupied in the same rooms, who are not Government servant, there is no need of additional remittance, provided the journey of the original occupant should be for official purpose.
6. As per clause 4.2 of the Government Order read as 1<sup>st</sup> paper above, reservation shall not be ordinarily made at a stretch of more than seven days for Government Officers on official duty and three days for general public. Also, as per clause 5.9, for general public for occupation more than three days the rent shall be double the normal rent. It is suggested that for Government servants on official duty outside their head quarters, it will be better to give reservation at a stretch for maximum seven days. If rooms are available unreserved, further period can be allowed. Also for their private purposes, no concession shall be allowed. Also as the rent has already been revised, there is no need of collecting double the rent from the general public if they occupy the rooms beyond 7 days.
7. The Chief Engineer has suggested that for Government servants on private tour, there is no need of concession payment.

2) Government have examined the matter in detail and are pleased to issue the following clarifications/ modifications to the rules for reservation and occupation of Rest Houses under Public Works Department, issued as per 1<sup>st</sup> paper read above:

1. A single applicant can book only one room at a Rest House for a particular period. If additional room is required, separate booking has to be done.
2. The Rest house booking will be online on availability of room and on payment.

3. There will be online payment system using the e-Treasury payment gateway of Government. The receipt on account of rest house reservation charges will be accounted under the receipt head of PWD. The proposed portal can be integrated with the e-treasury portal for receiving digital payments on sharing the technical document in this regard . The POS facility available with e-treasury system can be utilized by the rest houses for counter receipts also.
4. There will be cancellation facility for online booking and refund of payment is also allowed for cancellation.
5. The family could stay with an Officer/ employees even during his visit for official purpose. As only one room can be booked by a single person at a selected Rest House, the rate will be based on rooms booked for official purpose and if additional room is required separate booking as private occupant has to be done.
6. The continuous booking for Government servants on official/ private purpose and for general public will be three days.

3) The Chief Engineer(Administration) is directed to share the technical documents in this regard to the Director of Treasuries for further proceedings for online payment.

(By order of the Governor)  
**ANAND SINGH**  
**SECRETARY**

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All Heads of Departments

All Chief Engineers in PWD

All District Collectors

The Private Secretary to Chief Minister

Private Secretaries to all Ministers

The Private Secretary to Leader Opposition/ Chief Whip

All Secretaries to Government

Secretary to Governor

The Principal Accountant General(A&E/Audit), Kerala, Thiruvananthapuram

The Secretary, Legeslature Secretariat, Thiruvananthapuram

The Advocate General, Ernakulam

Secretary, Kerala Public Service Commission, Thiruvananthapuram

The Registrar, High Court of Kerala, Ernakulam

The Secretary, Human Rights Commission, Thiruvananthapuram

The Secretary, State Information Commission, Thiruvananthapuram

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