

OFFICE OF THE ROURKELA MUNICIPAL CORPORATION;ROURKELA

No. 1800

Dt. 17.2.17

OFFICE ORDER

In pursuance of the Rourkela Municipal Council resolution dt.02.02.2017 the following norms and principles are hereby fixed for operation and management of the Municipal Guest House, Uditnagar.

1. Any Government officials or Staff visiting Rourkela in connection with Municipal Corporation work can avail the Guest House accommodation with minimum daily rent of Rs100.00 per 24 hours subject to, availability of room and suitable arrangements shall be made as per need.
2. 4'suites will be kept reserved for VIP One suite for General category and One suite of the Municipal Guest house will be kept reserved for Caretaker and Official use.
3. Daily Rent @Rs. 800.00 for each A/C rooms and Rs.500.00 for Non A/c rooms will be levied from the visitors.
4. Required staff will be deployed in two shift for sanitation, cleaning and house keeping work of the Guest house as per suitability.
5. Sri Ajaya Kumar Nanda, SA is assigned with the charges of Caretaker of the Guest house in addition to his own duty. He shall collect room rent in Misc. receipt book and maintain income expenditure accounts in separate register for Guest House. One separate A/c will be opened and maintained for the purpose. In case of booking of room by outsider identity proof, address, purpose of visit, telephone number should be obtained. If the booking of room is recommended by RMC official/staff or any other Govt. office staff, name of such Official /staff should also be recorded in the booking register with check in and check out timing of guest. Deputy Commissioner/Executive Engineer shall certify and recommend for booking of room for the visiting Govt. officials.
6. Installation of LED TV, Aqua guard, and other required items shall be procured for the Guest house with installation of one glow sign board.

Municipal Commissioner,
Rourkela Municipal Corporation.

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Memo No. 1801

Copy to Office Notice Board for general information. Copy to MIS, he is directed to upload the Order in RMC website for wide information and publicity.

Copy to Sri A.K.Nanda,SA/ ,Stock & Store section/Area Sanitary Inspector /HA,General/Accounts for information and necessary action.

Copy to Head quarter A.E/AEE for information and necessary action.

Municipal Commissioner,
Rourkela Municipal Corporation