

## GUIDELINE FOR MANAGEMENT OF TRIBAL REST HOUSE

### 1. MANAGEMENT OF TRIBAL REST HOUSE :-

- Tribal Rest House located at Sub-Divisional Head Quarters shall be under the control of Sub-Divisional Welfare Officer. A Group-B or C level employee posted in the office of SDWO shall be entrusted to the function of care-taker of the concerned rest houses .
- Tribal Rest Houses located at District Head Quarters shall be maintained by all District Welfare Officers of concerned District.
- In respect of Dasarath Bhavan Tribal Rest House at 79 Tilla, Near G.B. Hospital and Kumari Madhuti Rupasree Tribal Rest House at Melarmath, Agartala, the District Welfare Officer, West Tripura shall be controlling and supervising authority. Tribal Welfare Officer posted as Co-ordinating Officer attached to Dasarath Bhavan at 79 Tilla, Near G.B. Hospital and Kumari Madhuti Rupasree Tribal Rest House shall be Officer-In charge of Both Rest House assisted by 2 Nos. Group-D employee as may be posted by the District Welfare Officer, West Tripura.

### 2. ELIGIBILITY FOR ACCOMMODATION :-

- Patients belonging to Scheduled Tribes community along with his or her guardian shall has preference for accommodation in the rest house and no other person will ordinary be allowed to stay at rest house.
- Critical patients may be accommodated at Tribal Rest House up to 20 days without break subject to production of recommendation of medical officers to this affect that he or she need continuous medical check up.
- No male and female persons shall be allowed to stay together in a room other than husband and wife.
- Scheduled Tribes persons coming from remote tribal areas may be accommodated at tribal rest house located at Block and Sub-Division Head Quarter and Kumari Madhuti Ruprasree Tribal Rest House utmost for 5 days. This shall not be applicable at Dasarath Bhavan Tribal Rest House at 79 Till, Near G.B. Hospital, Agartala and other rest houses attached to Hospitals in other places.
- Tribal cultural teams, artists and student may be accommodated by the SDMs /SDWOs or DWO's or DM & Collectors at tribal rest house subject to availability vacant seats or rooms.
- 50% seat will be reserved for ST patients.
- 50% seat allowed for ST Govt. employees.

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3. **FEE FOR ACCOMMODATION** :-

- Seat rent for BPL card holders shall be Rs.40/- (Rupees forty) only per head per day in all Tribal Rest Houses except Kumari Madhuti Rupasree Tribal Rest House at Melarmath, Agartala.
- Seat rent for others (non-BPL, irrespective of students, artist etc.) shall be Rs.100/- (Rupees one hundred) only per head per day in all Tribal Rest Houses except Kumari Madhuti Rupasree Tribal Rest House at Melarmath, Agartala.
- Artist and Government Guests accommodated during their participation events of function organized by Tribal Welfare Department are exempted from payment of seat rent.
- Seat rent structure of Kumari Madhuti Rupasree Tribal Rest House at Melarmath, Agartala

Sl. No.	Room Type	Rate per night
1	VIP Room (AC)	Rs.700/-
2	Normal Room (Double bedded)	Rs.200/-
3	Normal Room (Single bedded)	Rs.150/-
4	Dormitory room	Rs. 50/- for ST and Rs. 75/- for others per bed.

- When a fee collected from a guest, money receipt shall immediately be issue Number and printed money receipt shall be supplied by the Tribal Welfare Department to all controlling and supervising officer to Tribal Rest House after receipt of requisition from the concerned controlling officer.
- A ledger shall be maintained wherein all fees collected will be entered in to and debited from when deposited to Treasury.
- Revenue collected from the Tribal Rest House shall be deposited to concerned Head of Account month wise and report to be sent to the Directorate of Tribal Welfare.

4. **RESTRICTION** :-

- In no circumstances inmates of tribal rest houses will be allowed to cook inside the room they occupied or in the verandah.
- No inmates shall be allowed to brings contraband material inside the campus or rest house.
- No drink or liquor shall be allowed to be served inside the Tribal Rest House.
- No one from outside shall be allowed to gossip inside the rooms or campus.
- Main gate of Tribal Rest House must be closed after 9:00 PM during November to March and at 10:00 PM during April to October.
- No inmates shall be allowed to make noise inside the rooms.
- The Coordinating Officer of Dasarath Bhavan or the Office In-charge of Kumari Madhuti Rupasree Tribal Rest House may impose restriction on any matter in the interest of maintaining discipline and cleanliness inside the rest house.

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**5. USE OF CLOTHES :-**

- The Office In-charge of T.R. House shall issue clothes such as bed-sheet, quilt, pillow, mattress etc. after receiving security money of Rs.50/- only from each guest of Dasarath Bhavan and Kumar Madhuti Rupasree T.R. House and Rs.25/- only outside Agartala Town.
- The security money shall be refunded at the time of departure of the guest or patient from the guest house after duly verifying the articles.
- Folk artists, tribal guest, sponsored by the State Govt. on auspicious occasions shall be exempted from payment of security money.

**6. STORE OF TRIBAL REST HOUSE :-**

- A stock register shall be maintained by a responsible Tribal Welfare Officer posted at the office of Sub-Divisional Welfare in respect of Tribal Rest Houses located at Block and Sub-Divisional Head Quarters.
- In respect of Dasarath Bhavan and Kumari Madhuti Rupsree T.R. House, the Co-ordinating Officer and Officer In-Charge of the both Rest House respectively will maintain the stock register.
- All rest houses located at District Head Quarter of North, Unakoti, Dhalai, Khowai, Sepahijala, Gomati and South Tripura shall be maintained by the respective office of the District Welfare Officer.
- All furniture, clothes, utensils, mosquito nets etc. supplied to the Tribal Rest House shall be entered in the stock register properly.

**7. ARRANGEMENT OF MESS OF TRIBAL REST HOUSE:-**

- Dasarath Bhavan of G.B. Tilla shall have a mess for the inmates, to be arranged by the caterer. The DWO, West shall arrange caterer in consultation with Co-ordinating Officer, Price of menu shall be fixed accordingly to agreed rate between the caterer and DWO, West.

**8. CLEANLINESS AND DISCIPLINE :-**

- Co-ordinating Officer of Dasarath Bhavan shall be fully responsible for maintenance of the rest house including cleanliness, store etc. If he finds difficulties it should be reported to the DWO, West with an intimation to Director, Tribal Welfare.
- The Officer In-Charge of Kumari Madhuti Rupasree Tribal Rest House fully responsible for cleanliness and discipline of the Rest House.
- The Tribal Welfare Officer of the Sub-Division shall be fully responsible for accountable for proper maintenance of Tribal Rest House in their respective Sub-Division.

9. **POWER OF EXPEL THE INMATES :-**

- The Co-ordinating officer of Dasarath Bhavan shall have the authority to expel from the rest house any of the inmates for violation of restriction mentioned above (vide Sl. No. 4) or for creating unhealthy environment in the TR House.

10. **REVOLVING FUND :-**

A lump sum amount as revolving fund shall be placed at the Bank Account operated by the Co-ordinating Officer of Dasarath Bhavan and Officer In-charge Kumari Madhuti Rupasree Tribal Rest House for meeting unforeseen expenses relating to proper maintenance to the Rest House.

V. S. L. P.  
28/3/22  
Joint Secretary to the  
Government of Tripura

Copy forwarded to :-

The P.S. to the Hon'ble Minister, Tribal Welfare Department, Govt. of Tripura for kind information to the Hon'ble Minister.

No.F.22 -152/TW/PLG/ENGG/2018-19/46849-925

Dated, 30/3/2022.

Copy to :-

- 1) The P.S. to the Principal Secretary, Tribal Welfare Department, Govt. of Tripura for kind information to the Principal Secretary.
- 2) The District Magistrate & Collector, West /Khowai/Dhalai/Unakoti/North/Sepahijala/Gomati/ South Tripura for kind information.
- 3) The District Welfare Officer, West /Khowai/Dhalai/Unakoti/North/Sepahijala/Gomati/ South Tripura for information.
- 4) The Sub-Divisional Magistrate, Sadar/Mohanpur/Jirania/Khowai/Teliamura/Ambassa/Kamalpur/Gandacherra/L.T.Valley/Kumarghat/Kailasahar/Dharmanagar/Panisagar/ Kanchanpur/ Bishalghar/Sonamura/ Jampuijala/Udaipur/Amarpur/Karbook/Santirbazar/Sabroom/ Belonia for information.
- 5) The Sub-Divisional Welfare Officer, Sadar/Mohanpur/Jirania/Khowai/Teliamura/Ambassa/Kamalpur/Gandacherra/L.T.Valley/Kumarghat/Kailasahar/Dharmanagar/Panisagar/ Kanchanpur/ Bishalghar/Sonamura/ Jampuijala/Udaipur/Amarpur/Karbook/Santirbazar/Sabroom/ Belonia for information.
- 6) All Block Development Officer, \_\_\_\_\_ for information.
- 7) The Branch Officer, General Section/Establishment Section/PME Cell/IT Cell/Education Cell/Account Section/Sub-Plan/Legal Cell /Media Cell/Store Section/ ADC Cell for information.
- 8) The Member Secretary, TTWREIS, Gurkhabasti, Agartala for information.
- 9) The Executive Engineer, Tribal Welfare Department for information.
- 10) Guard file.

V. S. L. P.  
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