

## **Kerala Forest Department**

### **Guidelines for reservation of Forest Inspection Bungalows /Rest Houses**

Vide order dated 05/07/2018 in IA Nos. 2354-2355 in WPC 202/1995, Hon'ble Supreme Court of India has ordered the guidelines to be followed in controlling and managing the Forest Rest Houses/ Inspection Bungalows located within the forest areas. The guidelines will be strictly followed (Annexure II). Within the above guidelines, the following guidelines are issued for the smooth and efficient access to the Forest Rest Houses/ Inspection Bungalows.

1. Forest bungalows and rest houses are primarily intended for the use of Forest officers travelling on duty. Forest Officers shall have, at all times preferential claims for their occupation. While considering application for reservation from the Forest officers, reservation shall be confirmed in the order of seniority of the applications.
2. No officer in service or retired shall be allowed to stay in IBs for more than 5 days at a stretch.
3. While making reservation, the following priority will be followed.
  - (a) Reservation for official use by Ministers, Speaker, Deputy Speaker, Government Chief Whip, MPs, MLAs, Judges of the High Court of Kerala, Advocate General, Chief Secretary, Additional Chief Secretary/ Principal Secretary/ Secretary (Forests & Wildlife Department) and the Forest Officers on inspection.
  - (b) Reservation for private use by Ministers, Speaker, Deputy Speaker, Government Chief Whip, MPs, MLAs, Judges of the High Court of Kerala, Advocate General, Chief Secretary, Additional Chief Secretary/ Principal Secretary/ Secretary (Forests & Wildlife Department), and forest officers and retired forest officers of the State.
  - (c) Officers of the other Departments, Officers of Central Government, Officers of other State Government and PSUs.
  - (d) General public.
4. Reservation to rest house will be made on first come first serve basis within each category.
5. An office will be maintained in FMIS wing with existing staff as detailed below for the centralized reservation of Forest Inspection Bungalows /Rest Houses.

- a. Range Forest Officer (GIS II)
  - b. Section Forest Officer
  - c. PCM Section
6. The land line number 0471 2529233 available with the RFO (GIS II) of FMIS wing shall be the common centralized booking number for Forest Inspection Bungalows /Rest Houses.
  7. All the bookings for Forest Inspection Bungalows /Rest Houses shall be made in the above landline number and the above mentioned staff shall attend to the calls. Any one of the staff shall be present to receive calls at any given point of time on all working days from 10.15 AM to 5.15 PM.
  8. An online module for IB booking has to be made and all bookings shall be undertaken using the module at Forest Headquarter level and also by the DFOs/ WLWs/ DDs as per para 12.
  9. Ministers, Speaker, Deputy Speaker, Government Chief Whip, MPs, MLAs, Judges of the High Court of Kerala, Advocate General, Chief Secretary, Additional Chief Secretary/ Principal Secretary/ Secretary (Forests & Wildlife Department) / Forest Officers in service and retired Forest Officers can reserve rooms in IBs on phone calls to the above land line number.
  10. Bookings shall be entertained from other departmental staff and from the general public on the basis of a written application as in Annexure I giving full particulars of name, address, name of location of rest house, telephone number, period of occupancy and names of persons accompanying. The application should be sent directly to the booking office by post addressed to The Range Forest Officer (GIS II), O/o the Addl.PCCF (FMIS), Forest Headquarters, Vazhuthacaud, Trivandrum 695014 or by way of e-mail addressed to ro-gis.for@kerala.gov.in. The application shall reach seven days in advance of the proposed date of occupancy.
  11. Applications / Requests over phone will not be entertained from anyone except from those listed in para 9 above.
  12. DFOs/ WLWs/ DDs can reserve rooms in the IBs maintained in their jurisdiction in online module one day ahead and on the day of booking.
  13. All the bookings for the IBs shall be centrally managed in FMIS wing and the details on daily bookings shall be downloaded by the DFOs/ WLWs/ DDs and handed over to the care taker of the IB.

14. Depending on the availability, reservation will be made and intimated to the party and to the Divisional Forest Officer/ Wildlife Warden concerned through SMS.
15. Once a room is reserved, it shall not be cancelled normally. However the reservation made is liable for cancellation in case of emergencies and public exigencies with notice as far as possible.
16. The reservation made is not transferable.
17. Check out time is 24 hours.
18. The rent has to be levied as per the rates fixed in the Government Order from time to time and has to be collected for each occupant as mentioned in the daily report from the online module.
19. If a person having reservation on a particular day does not turn up on that day, the reservation will be treated as cancelled automatically.
20. A maximum of two adults and two children will be allowed to stay in one room.
21. A Forest Officer may occupy a bungalow or rest house or portion thereof as a residence with the permission of HoFF subject to the Rules regarding rent as laid down in the Kerala Financial Code.
22. No private person shall be allowed to stay in IBs for more than 2 days at a stretch.
23. Occupants should carry valid ID proof.
24. Reservation of a room in rest houses/ IBs does not entitle a person to visit forest area.
25. Reservation of conference hall, dormitory, huts, cottages, etc., shall be done by the DFO/ WW/DD who is having jurisdiction over the facility.



Principal Chief Conservator of Forests & HoFF