

**TRIPURA JUDICIAL ACADEMY CIRCULAR, 2024**

1. The Judicial Academy Building complex including the Administrative Block, Hostels and Auditorium shall be primarily utilized for the aims and objects of the Judicial Academy.
2. The infrastructure and facilities of the Judicial Academy complex may be let out for short terms, to educational institutions, public and private institutions, for workshops, seminars, symposia or any other activity which is in consonance with the aims and objects of the Tripura Judicial Academy on payment basis as per schedule I.
3. The allotment of Auditorium/Conference Room/Training Halls will be made under the orders of the Judge-in-charge of Judicial Education and Training of the Tripura Judicial Academy.
4. The allotment will be made on deposit of security money and other terms and conditions as laid down by the Judicial Academy.
5. Allotment shall normally be made in a manner that it does not disturb the normal activity of the Judicial Academy.
6. The allotment of VIP Suites in the Hostel/Guest House (as per Schedule-I) will be made under the order of Judge-in-charge, Tripura Judicial Academy.
7. In case of request by in-service and retired Judicial Officers of Tripura and Judicial Officers from outside the state for allotment of rooms in the Hostel, for their stay or for the stay of their family members, the order of allotment may be passed by the Director, Tripura Judicial Academy for up to 3 days. Beyond stay of 3 days order will be issued by the Director, Tripura Judicial Academy subject to approval by the Judge-in-charge.
8. The guest house shall be made available to other guests for a maximum period of seven days. However, this period may be extended further with prior intimation to the Director, Tripura Judicial Academy and subject to the approval of the Judge In-charge.
9. In special cases, allotments may be made in favour of persons other than Judicial Officers in the Hostel under the orders of The Chief Justice-cum-Patron-In-Chief of the Tripura Judicial Academy.
10. For the purpose of accounting, a day means 24 hours from the time of check-in or any fraction of the day.
11. The mess services to the occupants of the Hostels will be available on payment basis, on mess charges as applicable from time to time. Occupants shall make payment of mess charges directly to the Agency providing catering services.

12. The trainee Judicial Officers may bring their spouse during the training period for a period not exceeding three days in a month, only after prior permission of the Director, Judicial Academy on payment basis at the rate of Rs. 200.00 per day as accommodation charges and mess charges as applicable.
13. The accommodation will not be charged from Trainees nominated by the High Court of Tripura or Tripura Judicial Academy. For other allottee it will be collected by the designated staff of the Judicial Academy and the amount so collected shall be deposited to the account of Tripura Judicial Academy (UCO Bank, High Court Branch). The fund so collected in the account will be used for the maintenance and renovation of Tripura Judicial Academy with the approval of the Judge In-charge or as desired by the Hon'ble Judge-in charge of Judicial Education and Training.
14. The staff assigned by the Tripura Judicial Academy as caretaker shall maintain the Guest Register and fill in the details as mentioned in the Schedule-II (Guest Register).
15. The Account of Tripura Judicial Academy will be maintained by the Accountant of High Court of Tripura.
16. Any one or more Judicial Officer or any party in whose favour an allotment of any portion of the Judicial Academy has been made shall be liable to make good any loss or damage to any article, equipment, fixtures installed or kept in the building due to his/her fault.
17. The Chief Justice-cum-Patron-In-Chief of the Tripura Judicial Academy may relax the terms, and the schedule rates mentioned here-in-below above regulations in special cases.

**SCHEDULE-I  
(CHARGES)**

<b>Type of suites/room</b>	<b>Number of suites/rooms</b>	<b>Chargeable Amount per Room per day (in Rupees) For Sitting and Former Judges of Hon'ble Supreme Court and High Courts.</b>	
VIP Suites	4	<b>₹750.00</b>	
<b>Type of suites/room</b>	<b>Number of suites/rooms</b>	<b>Chargeable Amount per Room per day (in Rupees)</b>	<b>For Judges and Judicial Officers of Tripura</b>
Twin Sharing Room	17	Single occupant: <b>₹500.00</b> Double occupant: <b>₹700.00</b>	Single occupant: <b>₹200.00</b> Double occupant: <b>₹300.00</b>
Double bedded Room	4	<b>₹700.00</b>	<b>₹300.00</b>

<b>Particulars</b>	<b>Capacity</b>	<b>Chargeable Amount per day (Maximum 8 Hours)</b>	<b>Facilities Available</b>
Auditorium	234	<b>₹11,000.00<sup>#</sup></b>	<b>Centralised Air Conditioning, Preinstalled Hi-Fi Sound System with digital podium, projector.</b>
Conference Room	14	<b>₹3000.00<sup>#</sup></b>	<b>Air Conditioning, Preinstalled Sound System, Internet Connectivity, Video Conferencing Solutions, Large Display for Presentations.</b>
Conference Hall(Hostel building)*	--	<b>₹2500.00<sup>#</sup></b>	<b>Air Conditioning</b>
Training Hall-1	50	<b>₹3000.00<sup>#</sup></b>	<b>Air Conditioning, Preinstalled Sound System, Internet Connectivity, Large Display for Presentations.</b>
Training Hall-2	56	<b>₹3000.00<sup>#</sup></b>	<b>Air Conditioning, Preinstalled Sound System, Internet</b>

<b>Particulars</b>	<b>Capacity</b>	<b>Chargeable Amount per day (Maximum 8 Hours)</b>	<b>Facilities Available</b>
			<b>Connectivity, Video Conferencing Solutions, Large 4K Display for Presentations.</b>
Training Room-1	21	<b>₹2000.00<sup>#</sup></b>	<b>Air Conditioning, Preinstalled Sound System, Internet Connectivity, Digital 4K Projector.</b>
Training Room-2	24	<b>₹2000.00<sup>#</sup></b>	<b>Air Conditioning, Internet Connectivity, Large 4K Display for Presentations.</b>

\* The Seat & Stage arrangements to be done by the organiser as per requirement.

# Generator Backup available on ₹1000/hr chargeable basis.

## **SCHEDULE-II**

### **GUEST REGISTER**

<u>Sl. No.</u>	<u>Name and Designation of Guest with Address &amp; Contact Number</u>	<u>Room No.</u>	<u>Date and Time of Arrival</u>	<u>Date and Time of Departure</u>	<u>Loss or Damage of any Articles (if any)</u>	<u>Amount paid by the Guest</u>	<u>Signature of the Guest</u>

**Director**  
**Tripura Judicial Academy**