

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS
(CENTRAL COMMAND) LUCKNOW-226002

GUEST HOUSE -PRABUDH VIHAR
Devi Khera, Lucknow.

No. AN/II/1023/SOP/Guest House
Dated 14.11.2018

STANDARD OPERATING PROCEDURE

Sub: Reservation/Allotment and Maintenance of Guest House and Community Hall at Prabudh Vihar Colony, Devi Khera, Lucknow-226002, SOP-2018.

1. SHORT TITLE AND COMMENCEMENT

- (i) This SOP may be called the Reservation/Allotment and Maintenance of Guest House & Community Hall located at Prabudh Vihar Colony, Devi Khera, Lucknow-226002, SOP-2018
- (ii) This will come into force from the date of its issuance.

2. AIM OF SOP

To lay down SOP and guidelines for reservations, occupation, facilities at Guest House/Community Hall & Community Hall, responsibilities of caretaker(s), code of conduct therein, collection of rent and other important aspects aimed at improving overall functioning of Guest house/Community Hall at Prabudh Vihar Colony, Devi Khera, Lucknow.

3. DEFINITION OF GUEST HOUSE/COMMUNITY HALL

Guest house/Community Hall at Prabudh Vihar, Devi Khera, Lucknow means a building specifically constructed for the purpose of Guest house & Community Hall and specifically declared as such by the competent authority as Guest House/Community Hall.

4. CONTROL AND MANAGEMENT OF GUEST HOUSE/COMMUNITY HALL

Guest House/Community Hall at Prabudh Vihar, Devi Khera, Lucknow, shall be under the administrative control of PCDA(CC) Lucknow (Admin-II Section).

5. ELIGIBILITY

- (i) Applicant shall be allowed to stay in Guest House in accordance with the tariff structure for DAD Guest Houses (attached as **Annexure "A"**) issued by the CGDA or any other competent authority.
- (ii) Allotment of accommodation in the Guest House shall be made to entitled officers/officials during their official/Pvt. visits(s) and families/first blood relation of DAD officers/staff. In case of other applicants viz. Central Govt./Armed Forces/Other Defence Establishments, State Govt./PSUs, Retired DAD Officers/Staff will be decided by GO(AN), however in respect of Private persons allotment will be decided by the PCDA(CC) Lucknow.
- (iii) Guest Rooms shall be booked for a maximum of "**Five Days**" at a time on the application received at least two days before the day of allotment (excluding Sat/Sun or closed holiday). However, extension in stay needs to be made 24 hours before expiry of initial reservation period.
- (iv) Allotting Authority for Guest House/Community Hall :
For Official Visits: Up to 05 days - GO(AN)
For Official Visits: More than 05 days - PCDA(CC)
For Personal visits: 01 day - GO(AN)
For Personal visits: More than 01 day - PCDA(CC)
Community Hall with or without Guest House : By PCDA(CC)
- (v) The procedure for allotment of Community Hall will be as per order issued by the CGDA Delhi Cantt. vide letter no. AN/XII/18001/I/CH/Vol.IX dated 11.07.2016 as amended from time to time (attached as **Annexure "B"**).

6. CHARGES FOR GUEST HOUSE

- (i) The person to whom accommodation in the Guest House may be allotted shall pay rent at the following rates:-

Sl no.	Category	ON DUTY			ON LEAVE /NOT ON DUTY		
		RENT	AC	TOTAL	RENT	AC	TOTAL
1	DAD officers/staff and families	80	20	100	100	20	120
2	Central Govt./Armd Forces/other Def. Estt	120	20	140	150	20	170
3	State Govt/PSUs	150	20	170	200	20	220
4	Retired DAD Officers & staff	80	20	100	100	20	120
5	Private Persons.	-	-	-	350	20	370

- (ii) Rates shown are on per day basis.

- (iii) Except on duty, accommodation shall be given for first 5 (FIVE) days at normal rent thereafter at DOUBLE THE NORMAL RENT for a maximum of 10 days. Thereafter accommodation may be given under special circumstances with prior approval of the allotting authority at the DOUBLE THE NORMAL RENT.
- (iv) When the family is not accompanied by the officer/staff on official duty, tariff shall be charged as "on leave" rate.
- (v) For the purposes of rent, a day will be calculated from mid day to next mid-day, and the rent shall become payable for full day if accommodation is occupied for any such portion of a day.
- (vi) The room shall be occupied by a maximum of two adults, no extra mattresses will be provided for children.

7. CHARGES FOR COMMUNITY HALL

- (i) The procedure for allotment of Community Hall will be as per order issued by the CGDA Delhi Cantt. vide letter no. AN/XII/18001/I/CH/Vol.IX dated 11.07.2016 as amended from time to time (attached as **Annexure "B"**). The rates are as under:-

Rental Charges for Marriage, reception, birthday, religious ceremonies per day	Rental charges for Kriya/death ceremony Per day	Water and electricity as per meter reading subject to minimum as under	Security deposit
₹ 4500.00	₹ 300.00	₹ 800.00	₹ 5000.00

- (ii) Any Loss, damage or breakage caused by the applicant to the community house building, fitting or fixtures shall be made good by himself and the Caretaker shall enter in the proper register the particulars of such loss/damage of breakage and shall prepare a bill of loss, to be payable by the allottee.
- (iii) The Security deposit Rs.5000.00 will have to be deposited in advance. The allottee shall ensure proper cleanliness, spic and span free Community Hall before leaving it. Not less than Rs.500.00 will be deducted from the Security deposit in case non-adherence to above.

8. ALLOTMENT/ RESERVATION PROCEDURE

- (i) The format of application for allotment is attached as **Annexure "C"**.
- (ii) A written request for reservation of accommodation shall be made to the Sr. Accounts Officer/Officer-in-charge (Admin II section) at least 02 days before the day of allotment (excluding Sat/Sun or closed holiday). Room shall be reserved strictly on "First come First serve" basis or as decided by the PCDA(CC).

- (iii) The booking of **Community hall** will be as per guidelines issued by CGDA Delhi Cantt. vide letter no. AN/XII/18001/I/CH/Vol.IX dated 11.07.2016 (attached as **Annexure "B"**). The allottee has to confirm the general instructions attached as **Annexure "E"** in addition to the instructions mentioned in this SOP.
- (iv) The applicant shall give his/her name, designation, office, contact number, e-mail and address, of resident city, along with the date and the time of arrival and the anticipated period of stay.
- (v) On receipt of the request and subject to availability of accommodation and allotment of approved by the competent authority, applicant can obtain information about allotment of the accommodation from Admin-II section or Contractor.
- (vi) Permission for stay in a room beyond the period of reservation shall not be normally given provided that the allotting authority may grant such permission if the accommodation has not already been reserved for another person or required for any other important purpose.
- (vii) At the time of occupying the accommodation, the allottee, hereinafter referred to as the resident, shall register his name, designation, office where serving, full address, contact number, date and time of arrival and departure in the Reservation Register kept in the Reception Office of the Guest House.
- (viii) The officer is bound to intimate about cancellation of a confirmed reservation at least 24 hours before, failing which room rent for that period shall be charged.

9. ARRANGEMENT FOR CATERING, SUPPLIES, ETC.

- (i) Guests may get meal/diet cooked at the kitchen of the Guest House at the rates specified in menu card (Menu is attached as **Annexure "D"**). The items not mentioned in menu card can be provided subject to availability with the caretaker.
- (ii) Guests shall not be permitted cooking in room or kitchen.
- (iii) Official telephone, wherever provided in the Guest House, may be used by the guests for local/STD calls, only.

10. DUTIES OF CARETAKER/CONTRACTOR

- (i) The Caretaker shall be responsible for over-all management, maintenance and cleanliness of Guest House and ensure that Guest House is, at all times in perfect order.
- (ii) The contractor will provide efficient Services and maintain the Guest House as per contractual obligation and ensure Guest House & community Hall in good & working condition.
- (iii) On arrival in Guest House, he shall ensure that the guest(s) are well received and housed in the allotted room.

- (iv) Bedroom linen and bathroom towels should be changed every day, whenever the rooms are in use.
- (v) Services will be done in hygienic conditions by the cook-cum-waiter.
- (vi) Bed tea will be served in the rooms but breakfast, lunch and dinner should be served in the dining hall during fixed hours.
- (vii) The kitchen will always be kept spick and span clean. The utensils, crockery, cutlery, refrigerator and other kitchen equipments/appliances shall be kept clean and also properly arranged at all times. The furniture, furnishings and other items in the rooms will be kept dust free. Fans, ACs, light fittings, water taps etc. will be kept clean and in working order.
- (viii) Laundry and mail services will be made available at actual rates to the visitors, if required by them.
- (ix) One daily newspaper will be provided by the Manager/Managing agency at his/its own expense to the guests.
- (x) Sweeping/Swabbing of all rooms, toilets, corridors etc. will be done by Contractor himself. The cost of materials for Sweeping/Swabbing etc. is to be borne by the Contractor.
- (xi) Maintenance of plants, trees and lawn in/adjacent to the guest house is responsibility of the contractor.
- (xii) Maintenance of Community Hall located at Prabudh Vihar Colony is also the responsibility of the Contractor. It includes proper cleaning and upkeep of community hall all the time.
- (xiii) The charges of fooding will be as per rate prescribed in menu card. The caretaker shall not charge more than the prescribed rates.
- (xiv) Bills for the stay, meals, and extra services will be presented to the visitors staying in the guest house and payment received against cash receipts.
- (xv) Room rents realized from the occupants based on rates prescribed by PCDA (CC), along with nominal roll of personnel concerned shall be remitted to PCDA (CC) Lucknow on fortnightly basis.

11. LOSSES, DAMAGES, ETC

Any Loss, damage or breakage caused by the guest to the building, fitting or crockery belonging to the Guest House/Community Hall shall be made good by the Guest himself and the Caretaker shall enter in the proper register the particulars of such loss/damage of breakage and shall prepare a bill of loss, to be payable by the resident or sponsor.

12. DECORUM/BEHAVIOR OF STAYING OFFICER/GUEST

- (i) Guests are advised to keep their expensive items, gold and cash under lock and safe custody. Management shall not be responsible for loss of such items.
- (ii) The guests shall keep the premises, furniture and room in clean and tidy condition.
- (iii) Pets will not be allowed in the Guest House.
- (iv) Liquor and use of intoxicants are strictly prohibited in Guest House.
- (v) Guest House accommodation or premises shall not be used for any function or ceremony except as permitted by the PCDA(CC) Lucknow.
- (vi) Any violation of these rules shall render the Guest liable to cancellation of his allotment and ejection/removal from the Guest house.
- (vii) A resident once ejected will lose his right of future accommodation in the Guest House except with special permission of the PCDA(CC) Lucknow.
- (viii) PCDA(CC) has right to cancel the allotment on the grounds of necessity for the organization. However cancellation of allotment will be intimated in advance if deemed necessary.

13. COMPLAINTS

- (i) In case of any complaint, the same should be either brought to the notice of the Caretaker/Contractor or entered in the Complaint Book, available at the reception. The Caretaker will produce this book to the Admin-II section on 1st working day of each month.
- (ii) In case of non redressal of complaint by the caretaker/contractor, the officer-in-charge Admin-II section can be informed.

14. ANOMALY COMMITTEE

This SOP may be reviewed, if necessary, by the committee constituted by the PCDA(CC) Lucknow. The recommendations of the committee will be submitted for approval of the PCDA(CC) Lucknow.



Dy. Controller (AN)

Tariff structure for DAD Guest Houses, Transit Accommodations, RTC Hostels and Holiday Homes

Sl No	Category	ON DUTY			ON LEAVE/NOT ON DUTY			HOLIDAY HOMES
		Suites	Rooms	Dormitory	Suites	Rooms	Dormitory	
1	DAD Officers / Staff and families	120	80	50	150	100	70	150
2	Central Govt/ Armed Forces/ Other Defence Establishments	180	120	70	250	150	100	300
3	State Govt/ PSUs	250	150	80	300	200	120	400
4	Retired DAD Officers and Staff	100	80	40	125	100	60	220
5	Private Persons	-	-	-	-	350	130	800

Note

1. Rates shown are on per day basis.
2. An additional amount of Rs. 20 per room shall be charged for AC rooms.
3. Except on duty, accommodation shall be given for first 5 days at normal rent and thereafter at double the normal rent for a maximum of 10 days. Thereafter, accommodation may be given under special circumstances with prior approval of allotting authority at double the rent.
4. When family do not accompanied by the officer/staff, tariff shall be charged as 'on leave' rate.
5. Suites shall be allotted to the officers belonging to SAG and above in DAD; and HAG and above in the Central Govt/Armed Forces / Other defence establishments/ Stage Govts/ PSUs.

CONTROLLER GENERAL OF DEFENCE ACCOUNTS

ULAN BATAR ROAD, PALAM, DELHI CANTT - 10

No. AN/XII/18001/1/CH/Vol. IX

Dated: 11.07.2016

To

All PCDA/CDA

(Through CGDA's website)

Sub: Procedure for Booking of Community Hall constructed in DAD Residential Complex for private use by DAD Officers & Staff and Fixation of Rentals thereof.

Ref: HQrs Office Circular letters No.

- i) AN/XVIII/18001/1/CH/Policy/Vol. III dated 30.12.1999
- ii) AN/XVIII/18001/1/CH/Policy/Vol. III dated 12.01.2001
- iii) AN/XVIII/18001/1/CH/Vol. IX dated 18.09.2014

Comprehensive instructions have been issued vide HQrs office letter dated 30.12.1999 as slightly amended vide letter dated 12.01.2001, to regulate the procedure for allotment/booking of Community Hall constructed at various DAD Residential Complexes. Further, HQrs office, vide letter dated 18.09.2014, had revised the rentals for booking of Community Halls and other allied charges which are effective from 01.10.2014.

2. Recently, HQrs office is in receipt of complaint related to booking of Community Hall which has been viewed with concern. It is, therefore, advised that all PCsDA/CsDA/Estate Officer/Allotting authorities, under whose administrative control the Community Hall is situated, to follow the instructions contained in HQrs office letters cited at reference.

3. This has the approval of CGDA.

Encl: As above.



(Kavita Garg)

Sr. Dy. CGDA (AN)

Important Circular

Office of the CGDA
Ulan Batar Road, Palam, Delhi Cantt- 110010

145

No. AN/XII/18001/1/CH/Vol IX

Dated : 18.09.2014

To

Subject: Revision of Rentals for booking of Community Hall provided in DAD Residential Complexes for private use by DAD Officers and Staff

Reference: CGDA Office Circular No. AN/XVIII/18001/1/CH/Ploicy/Vol VIII dated 30.12.1999

The rates of Rentals, Water & Electricity Charges and Security Deposit for booking of Community Halls in the DAD Residential Complexes for their use by DAD Officers and Staff as stated in the Para 4 of the Annexure 'A' to the HQrs Circular cited under reference have been revised. The revised rates are as follows:

Plinth Area	Rental Charges for marriages, reception, birthday, religious ceremonies etc Per Day	Rental charges for Kriya/ death ceremony Per Day	Water & Electricity as per meter reading subject to minimum as under	Security Deposit
Upto 100 Sqm	₹ 1500/-	₹ 300/-	₹ 300/- per day	₹ 1000/-
101 to 200 Sqm	₹ 2250/-	₹ 300/-	₹ 400/- per day	₹ 2000/-
201 to 300 Sqm	₹ 3000/-	₹ 300/-	₹ 500/- per day	₹ 3000/-
301 to 400 Sqm	₹ 3750/-	₹ 300/-	₹ 600/- per day	₹ 4000/-
401 to 500 Sqm	₹ 4500/-	₹ 300/-	₹ 800/- per day	₹ 5000/-

2. These rates will be effective from 1st October 2014.
3. Other terms and conditions enumerated in the original circular remain unchanged.
4. The contents of the letter may be circulated to all Estate Officers under the command.

Please acknowledge receipt.


(P. K. Rai)
Dy.CGDA(AN)

Copy to :
EDP Center, Local - for uploading on website

IMPORTANT CIRCULAR

No. AN/XVIII/18001/1/CH/Policy/Vol. VIII
Office of the CGDA, West Block V,
R.K.Puram, New Delhi - 110066
Dt.: 12 Jan 2001

To

1. All PCsDA
2. All CsDA (including Jt.CDA(Funds) Meerut)

Subject: Procedure for allotment of Community Halls and fixation of rates of licence fee, Electricity/water charges and Security deposits etc., for use of Community Halls constructed in DAD Residential Complexes.

Reference: In continuation this HQrs important circular of even No. dt.30.12.99.


The procedure and Rules regarding allotment and usages of Community Halls provided in DAD residential complexes at various stations laid down in this HQrs important circular of even No. dt.30.12.99 have been reviewed in consultation with the PCsDA/CsDA/Allotting Authorities and it has been decided that the procedure/rates/rentals etc. prescribed therein will be applicable for one more year with effect from 1st Jan 2001 to 31st Dec 2001 with the following amendments/modifications:-

- i) In line 2 of para 1(i) of Annexure 'A' to circular dt.30.12.99 under sub heading 'eligibility', please add "including retired DAD employees" after the word "DAD employees".
- ii) In the table under para 4 of Annexure 'A' to circular dt.30.12.99 under Col. Plinth area :

FOR "401 to 500 SM"
READ "401 SM and above"


2. The procedure and rentals respecting Community hall will again be reviewed for their continuance and otherwise during Nov.2001 on receipt of considered views of PCsDA/CsDA/Allotting Authorities which should be submitted during 1st week of Nov 2001. Para 3 of the HQrs circular dt.30.12.99 be deemed to have been modified accordingly.

3. Please acknowledge receipt.


(RAKESH KUMAR)
Dy.CGDA(PROJECT)

Copy to:

1. All Estate Officers/Allotting Authority
DAD Pool Accn other than CsDA
2. Ministry of Defence (Fin) DAD Coord
South Block New Delhi
3. All officers in HQrs office.
4. All Sections (Local)


(RAKESH KUMAR)
Dy.CGDA(PROJECT)

IMPORTANT CIRCULAR

NO.AN/XVIII/18001/1/CH/Policy/Vol.VIII
OFFICE OF THE CGDA, W.BLOCK-V
R.K.PURAM, NEW DELHI-110066
DATED : 30-12-99

To

- (i) The Principal Controller of Accounts(Fys) Calcutta.
- (ii) The Principal Controller of Defence Accounts(P) Allahabad
- (iii) All the Controller of Defence Accounts(including Jt. CDA(Funds) Meerut.


Subject: Procedure for allotment of Community Halls and Fixation of rates of Licence Fee, Electricity/ water charges and Security deposits etc. for use of community halls constructed in DAD Residential Complexes.

The Community Halls have been constructed at certain DAD residential colonies viz. Pune, Nasik, Secunderabad, Allahabad, Bangalore, Guwahati, Shillong, Meerut, Roorkee, Lucknow, Cochin, Lansdowne, Jaipur, Jabalpur, Pathankot, Jammu, Delhi Cantt etc. There was no uniform procedure for allotment of these community Halls nor any rental charges/water electricity charges/security deposit were fixed so far. The concerned Controllers/Allotting Authorities have been charging the rentals as fixed by them locally.

2. In order to have uniformity, the procedure for allotment/booking of accommodation in the Community Halls and the per day rental charges, water/electricity charges, and security deposit to be recovered from the users/allottees are indicated in Annexure 'A' to this circular. Prescribed format of application with general instructions are also enclosed for compliance by all concerned. As regards rental charges, these are with reference to the plinth area of each community Hall given in AEs part II to the sanction accorded by the CFA for construction of Community Halls. Allotting Authorities/Estate officers are requested to find out the plinth area of Community Halls from the sanction letter in order to recover correct rental and allied charges.

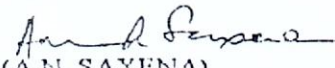
3. These rates/procedure will take effect from 1st Jan.2000 and will be valid for one year till 31.12.2000. These will be reviewed for their continuance or otherwise during Nov. 2000. Controllers/Allotting Authorities are requested to submit their considered views on the laid down procedure/rent etc. by 1st week of November 2000 for further consideration/review.

4. Please acknowledge receipt.


(AMAR CHAND)
J.C.G.D.A.(ADMIN)

Copy to:-

1. All Estate Officers/Allotting Authorities DAD Pool accommodation(other than CsDA)-----
2. Ministry of Defence (Finance) DAD Coord, South Block, New Delhi.
3. All Officers in Hqrs. Office.
4. All sections (Local).


(A.N. SAXENA)
DY.C.G.D.A.(ADMIN)

2/12

ANNEXURE 'A' to
C.G.D.A. New Delhi Circular
No.AN/XVIII/18001/1/CH/Policy/Vol.VIII
Dated : 30.12.99

Subject: Fixation of rentals & Procedure for Allotment / Booking of Community Halls provided in Defence Accounts Department Residential Complexes for private use by DAD Officers and Staff.

1. Eligibility for the allotment of Community Halls.

- (i) Community Halls provided in DAD residential Complexes may be allotted to all the DAD employees for their personal use on submission of their written requests to the Allotting Authorities in the prescribed format for organizing social/religious functions like marriage, reception, birthday, religious/cultural functions etc.

2. Booking of Community Halls

- (i) The allotment shall be made by the allotting authority on first come first serve basis on receipt of an application from the DAD employees and payment of full rental, water & electricity charges and security deposit in advance.
- (ii) The application for allotment of Community Hall should be submitted to Allotting Authority at least 15 days before the date of functions.
- (iii) Community Hall can be booked 45 days in advance from the date of functions.
- (iv) Allotting Authority shall have the right to cancel any booking 15 days prior to the date of function without assigning any reason and full rentals and security money shall be refunded in such cases.
- (v) In case of cancellation of booking by the allottee, refund of security deposit and water/electricity charges will be in full. However, rental charges will be refunded as follows:-
- | | |
|--|---|
| (a) Application for cancellation received more than 3 weeks from the date of function : | Full refund of rentals paid in advance. |
| (b) Application for cancellation received not less than 3 weeks but more than 2 weeks from the date of function. | 75% refund of rentals paid in advance. |
| (c) Application for cancellation not less than 2 weeks but more than 3 days from the date of function. | 50% refund of rentals paid in advance. |
| (d) Application for cancellation received less than 3 days from the date of function. | No refund of rentals. |

3. Period of Stay

- (i) The maximum allotment period for which an allottee can book the DAD Community Hall shall be for 3 days.
- (ii) The timing of the allotment will be from 9.00 AM on the date of occupation to 9 AM of the following day which will be counted as one day for the purpose of payment of rentals.

4. Rent for the use of Community Halls

Rate of rent and allied charges per day recoverable for DAD Community Halls w.e.f. 1st January 2000

Plinth Area	Rental charges for marriages, reception, birthday, religious ceremonies etc. Per day	Rental charges for Kriya/death ceremony per day	Water & Electricity as per meter reading subject of minimum as under	Security Deposit
Upto 100 Sqm.	Rs. 500/-	Rs. 100/-	Rs. 150/- per day	Rs. 300
101 to 200 Sqm.	Rs. 750/-	Rs. 100/-	Rs. 200/- per day	Rs. 350/-
201 to 300 Sqm.	Rs. 1000/-	Rs. 100/-	Rs. 250/- per day	Rs. 400/-
301 to 400 Sqm.	Rs. 1250/-	Rs. 100/-	Rs. 300/- per day	Rs. 450/-
401 to 500 Sqm.	Rs. 1500/-	Rs. 100/-	Rs. 400/- per day	Rs. 500/-

NOTE :

I. The above charges should be recovered in advance from the allottees at the time of allotment of Community Halls. Proper cash receipt will be issued for the amount received on account of advance booking and will be accounted for in a separate cash book under the Control of Allotting Authority.

II. Security amount will be refunded on receipt of no claim certificate from the caretaker/Allotting Authority.

III. The rent and allied charges recovered from the allottees of community Hall will be deposited into govt. treasury/Bank through MRO on the date of function/ceremony and compiled to code head 0/094/21 as govt. receipt. No amount will be allowed to remain in the personal possession of any body.

IV. In addition, the allottee of the Community Hall will be required to give an undertaking alongwith application for allotment to the effect that he/she will pay the cost of any damages/theft to the property, as may be assessed by the Estate Officer/Allotting Authority and has read and abide with the rules and procedure for the booking of Community Halls and understand them fully for compliance.

V. A complete inventory of the fixtures/fittings in the Community Hall will be got signed by the allottee before handing over the possession to the user and the fixtures/fittings will be taken over after completion of the function ceremony in perfect working condition.

VI. The use of Community Hall for Cultural activities on the eve of National festivals by the Welfare Association of the DAD Residential Complexes will be free.

5. Maintenance of Community Hall

- (i) The allottee of the Community Hall shall handover the Hall in a clean and proper condition.
- (ii) At the time of taking over possession of the Community Hall from the allottee, the allotting authority shall ensure that there are no breakages or other damages and no item provided therein as per inventory is short or missing. If there are any breakages or any shortage, the allotting authority shall charge barrack damages at replacement cost of missing or broken articles/items as assessed by MES.

6. General Conditions

- (i) The applications for booking will have to be submitted in the prescribed form (in duplicate) and allotting authority has the power to confirm or reject the booking.
- (ii) Pasting of bills or posters on the Community Halls is strictly prohibited.
- (iii) No allottee will be allowed to disturb the fixtures and fittings.
- (iv) Tampering with electricity and water installations/meters shall not be allowed.
- (v) The electricity/power will be used as per the fixed points/fittings in the Community Hall and no extension for outside decoration/lights will be allowed. No electrical appliances requiring power connection will be used/or connected to the electrical fittings in the Community Hall. Allottee shall have to make separate temporary connection of electricity from MES/State Electricity Board or arrange for DG Set for decoration purpose, and for electrical appliances requiring power connection, if necessary.
- (vi) Use of alcoholic drinks or other intoxicants in and around the Community Hall is strictly prohibited.
- (vii) The allotment made in favour of the allottee is non transferable.

- (viii) Estate Officer/Allotting Authority shall not be liable for any action/compensation in case of failure of electricity etc. for the reasons beyond its control.
- (ix) Allottee is bound to vacate the Community Hall premises on the expiry of stipulated time and in case the vacant possession of the premises is not handed over, allottee is liable to be evicted by force and the Estate Officer will not be liable for any loss/damages/compensation on this behalf.
- (x) In case of violation of the rules, allottee would be liable for disciplinary/penal action as per rules and such allottee would forfeit any further chance to use the Community Hall.
- (xi) Utensils and other articles should be arranged by the individuals who are performing the functions. No utensils/furniture etc. should be issued for private functions.
- (xii) No amount of Rental charges are to be credited into residential welfare amenity fund.

7. Interpretation

In case of any queries as to the interpretation of these orders/procedure, the same shall be decided by the Controller General of Defence Accounts.

2

APPLICATION FOR ADVANCE RESERVATION OF
ACCOMMODATION IN DAD COMMUNITY HALL.

1. Name, Designation & Address of official
(in Block letters) _____
2. Occupations, Office Address
& Telephone No. _____
3. Days & Dates for which
Reservation is required _____
4. Nature of the function to be held _____

I have read the procedure for the booking of Community Hall and I understand to abide by them.

Dated _____

Signature _____

FOR OFFICE USE ONLY

The Community Hall is available for booking on _____
and may be booked in favour of the applicant on payment of the following charges.

- | | | |
|------|--|-----|
| i. | Rental Charges | Rs. |
| ii. | Water & Electricity charges as per meter reading
Subject to minimum charges prescribed. | Rs. |
| iii. | Security deposit. | Rs. |

Amount Deposited

- | | | |
|------|--|-----|
| i. | Rental Charges | Rs. |
| ii. | Water & Electricity charges as per meter reading
Subject to minimum charges prescribed. | Rs. |
| iii. | Security deposit. | Rs. |

Allotting Authority _____