

SW-13

CLW/Chittaranjan

No. PEO/A/69 Policy

Dated: 28/04/2000

OFFICE ORDER

The competent authority's approval is hereby communicated towards increasing of security deposit and rental charges for booking of Community Halls which is as under:

i) The security deposit will be increased to Rs.300 in place of Rs.250/- which is to be deposited in the form of banker's cheque as usual.

This increase will take effect for the bookings which will be allotted by this office on and from 01-05-2000. In case where the booking has already been given prior to 01-05-2000 even for the month of May onwards those old cases need not be charged @ Rs.300/- considering the difficulties in exchange of banker's cheque already deposited/purchased.

ii) The rental charges for use & occupation of Community halls is increase to Rs.200/- per day instead of Rs.50/- per day.

Out of Rs.200/- Rs.50/- will be deposited with ACC/CLW/CRJ. as usual of Rs.150/- (remaining portion) will be deposited with the Vice Wardens directly at the time of taking over the possession of the Community Hall. This Rs.150/- will be utilised by Vice Wardens for cleaning and maintenance of the Community halls.

The Vice Wardens will be held responsible and accountable for proper utilisation and accountal of the said Rs.150/- directly received by them and they are to submit audited report of receipt & expenditure of the cleaning charges. The Vice Wardens are to grant the receipt acknowledging the payment of the cleaning charges and the no. of said receipt should be intimated to the Office of AEO while giving the clearance for refund of security deposit.

This order will take effect from 01-05-2000 and the booking already done prior to this date will also be subject to payment of such cleaning charges of Rs.150/- per day. The Vice Wardens are to realise the amount from the allottee at the time of handover of the Community Halls w.e.f. 01-05-2000.

This has approval of the competent authority and concurrence of the FA&CAO.

Handwritten signature
A E O 28/4/2000

D I S T R I B U T I O N

- 1. All Concerned.
- 2. CEE & Chief Warden
- 3. Warden Area No. 1, 2, 3, 4, 5, 6, 7, 8.
- 4. Vice Warden Area No. 1, 2, 3, 4, 5, 6, 7, 8.
- 5. Jt. Secretary, Staff Council.
- 6. A W O (50 copies) - He is requested to properly circulate the above order.

7. S. P. O. For information pl.

Dt. 14-4-1986. SukanyaALL CONCERNED:

Sub: Enhancement of rental of Community Hall at Chittaranjan.

The Administration has revised the rent for hiring the Community Hall at Chittaranjan commensurate with the high trend of costs for maintenance w.e.f. 10.4.86. The revised rate is as follows:-

1. The Organiser/Club/Staff who wants to book the Community Hall have to deposit a sum of Rs.250/-(two hundred fifty) only as Security Deposit which is refundable after obtaining clearance from the respective Vice-Warden of the Area.
2. Rental charges of the Community Hall would be Rs.50/-(fifty) only per day or part of a day for non-commercial purposes, such as Puja Marriage, drama, Musical Soiree, conference other than Political affairs, religious discourses etc. subject to the terms and conditions as laid down of the bye-laws of the Community Hall.
3. The rental charge of the Community Hall would be Rs.100/-(one hundred) only per day or part of a day for commercial purposes such as Jatra, Drama, Theatre, Musical Soiree, Magic Show, Film Show etc.
4. For holding Administrative and Area Committee functions no charge would be levied but the same should be certified by the respective Wardens of the Area duly recommended by the Vice-Wardens of the respective Area.

This is in supersession of Clause no.18 of the Bye-laws of the Area Committee circulated vide letter no.CHW/AC/Misc.Pt.VI dt.7.9.1979.

The respective Warden/Vice-Warden should ensure that nobody would be allowed to use the Community Hall without prior approval of the competent authority. The respective Vice-Warden should also ensure that he would maintain a Register for such purposes to have proper record of such rentals and account for money receipts. The Vice-Warden/Warden should indicate whether Community Hall would be used as commercial purposes or non-commercial purposes before forwarding the application for booking the Community Hall.

This has approval of the competent authority.

(S)
Pr. Rao 11/4/86
 for General Manager (PR).

Distribution:

1. FA&CAO(R).
2. -to- (FX). } copy together with a copy of the meeting of the Area Committee held on 6.2.86 is sent herewith for record.
3. COS.
4. CPO.
5. DyGM.
6. All Wardens. They are requested to give wide publicity amongst the residents of Chittaranjan.
7. FA&CAO(Pay & Cash).
8. All Vice-Warden. They are requested to give wide publicity amongst the residents of Chittaranjan.

Pr. Rao 11/4/86
 Asstt. Estate Officer.

DECLARATION FORM

I, _____ am fully aware that Community hall can be used for Puja, Marriage, Social and Cultural purpose and it can not be used for political meeting, religious discourses.

I do hereby declare that the Community hall to be taken shall be used for _____ purpose only and not for political purpose, election campaign, anti social/ anti national activities.

The declaration as given above is correct. If any statement is found to be untrue I shall be liable for disciplinary action in terms of Rly. Service (Conduct) rules.

Place
Date

(Signature)

Name _____

T/No. _____

Design _____

Control no. _____

B.U.No. _____

Working under / Department _____

Phone No. _____