

CLW/CHITTARANJAN

Dated:- 01-03-2011

No.EO/A/49(Policy)Pt.1

REVISED RULES FOR USE OF RABINDRA MANCHA OPEN AIR THEATRE

In supersession of this office circular No.EO/A/49(Policy) dated:- 14-05-2001 in connection with the use of Rabindra Manch. The following procedures are issued.

1. PURPOSES

The open Air Theatre will be issued for cultural functions and such other recreational performances. The theatre is not to be utilized for religious functions and for political activities, elections campaigns etc.

2. CONTROLLING OF ALLOTMENT

The theatre will be allotted with the approval of the Dy.GM/CLW to whom applications for allotment should be addressed with a clear notice of 15 days in advance. No appeal shall lie against the decision of the Dy.GM reg. allotment or refusal. The Administration reserves its right to cancel any booking within 03 days notice without showing any reason. A copy of the allotment order will be endorsed by Dy.GM to the SSE(W)/Col.II & SE/Elect./Amladahi.

3. Watching of the Mancha will be done by Chowkidars of Engg. Department round the clock.

4. UP-KEEP OF THE THEATRE

The theatre will be maintained as in the case of Service Building Civil Engg. portion by DEN. Electric assets by Dy.CEE(M) and sanitation by Sr.DMO(H).

The cleaning of the Theatre before and after the performance is the responsibility of the organizers. It will be the responsibility of the organizers to leave the premises in a tidy and clean condition after the performance is over. Fixing of nails and sticking of papers on the equipments and also on the walls on the Mancha are strictly prohibited.

5. SCREEN AND OTHER EQUIPMENTS

The screen and other equipments provided in the Mancha may be used by the organizers holding function there provided the said equipments are handled by an expert. In case of any damages to the screen and other equipments the party using the Mancha will be bound to pay for the damage or loss as the case may be. The decision of Dy.GM in the matter will be final.

6. PERMISSION FROM THE CIVIL AUTHORITIES ETC.

Whatever permission from the Civil Authorities in connection with the holding of performances is necessary; it will be the responsibility of the organizers to obtain the same prior to applying for the allotment of the theatre.

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7. CHARGES

For use of the theatre for Administrative purposes (including functions conducted by Rly. Schools) no charges will be levied.

For use of the Mancha a charge of Rs.3000.00(Rupees three thousand)only per day including electrical consumption charges is to be paid by the users. The above charges will come into effect from 14-02-2011 i.e. from the date of GM's approval.

This charges is fixed for a period from 14-02-2011 to 31-03.2012. After that the above charges will be escalated @ 7% per year of existing rate onwards in cumulative way.

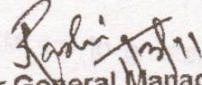
The above charges should be paid in advance.

The charges for using the Mancha deposited by the organizers is not refundable.

8. SECURITY DEPOSIT

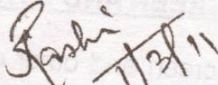
A sum of Rs.500.00 (Rupees five hundred)only is required to be deposited by the party/organisation as security deposit in the form of Bank Draft/Banker's Cheque payable to FA&CAO/CLW/CRJ and drawn on State Bank of India/Bank of India Chittaranjan Branch in addition to the above normal charges of Rabindra Manch under intimation to this office. The said Cheque/Draft will be released from FA&CAO(R&E)/CLW on production of clearance certificate from SSE(W)/Col-II & SSE(Electrical)/Amladahi to this office.

This issue with the approval of General Manager and concurrence of FA&CAO.


For General Manager(Estate)

Copy forwarded for kind information and necessary action:-

1. FA&CAO(R&E)
2. Dy.CEE(M)
3. Dy.CE(CON)
4. SC/RPF
5. Sr.DMO(PH)
6. DEN(CON)
7. SSE(W)/Col-II
8. SE(Electrical)/Amladahi
9. All concerned


For General Manager(Estate)