



सत्यमेव जयते

जवाहरलाल स्नातकोत्तर आयुर्विज्ञान शिक्षा एवं अनुसंधान संस्थान
JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION &
RESEARCH

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
(An Institution of National Importance under Ministry of Health & Family welfare)
भारत सरकार / GOVERNMENT OF INDIA



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No. Admn.I.8(80)/2021

Dated: 29 JUN 2024

CIRCULAR

Sub: Rules & Regulations for the allotment of Community Hall - Reg.

Ref: 2nd meeting of DAC held on 21.06.2024

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With reference to the above, the undersigned is directed to convey the amended Rules and Regulations for the allotment of Community Hall are enclosed for information. These rules will be effective from the date of 1st July 2024. All future bookings as well as the bookings already made for the Community Hall for dates on or after 01.07.2024 will also governed by these rules. For bookings already made, the difference amount has to be paid as per the amended Rules & Regulations.

Encl: As stated above.

Signed by

Hawa Singh

Date: 29-06-2024 12:43:52

(HAWA SINGH)

SENIOR ADMINISTRATIVE OFFICER

वरिष्ठ प्रशासनिक अधिकारी / Senior Administrative Officer

जिपमेर, पुदुच्चेरी / JIPMER, Puducherry

To:

All HODs/Officer in-Charge/ Section In-charge – To circulate.

Copy to :

1. PS to Director/M.S./ DD(A)/ Dean(Research)/ Dean (Academic)/ Dean (Karaikal)
2. PA to Sr. Admn. Officer/Sr. Acc. Officer.
3. Officer-in-Charge of Community Hall/Auditorium
4. Officer-in-Charge of IT Wing – To upload in JIPMER website.
5. OIC, Hindi Cell – To translate in Hindi version and upload in official website.



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**RULES AND REGULATIONS FOR THE ALLOTMENT OF COMMUNITY HALL,
JIPMER, PUDUCHERRY- 2024**

1. The allotment of Community Hall is done by the Manager-cum-Superintendent or Officer-in-Charges as per the guidelines defined in the document. Any exceptions to the rules and regulations require the approval of the Director, JIPMER.
2. An applicant will submit a written request to the Office well in advance, not less than 48 hours before the scheduled function. The booking is done at the Office of the Community Hall itself from 2pm to 4.30 pm on all working days. The booking can be confirmed only after full payment and a receipt is shown at the community hall. The allottee who has been allotted the premises will take over the utensils, etc., from 9 am to 1 pm on the same day or one day before if the function is scheduled on Sundays or holidays,
3. The allotment can be made a maximum of 6 months in advance.
4. The allotment is strictly made on the order of application date, first come, first served. The official functions of JIPMER are preferred over unofficial and private functions.
5. Allotment can be cancelled at any time from JIPMER without assigning any reasons, and in such event, JIPMER will not be liable for any losses or damages.
6. Community hall should be given on a priority basis to functions requested from a group of JIPMER staff and students for festival celebrations or any other events over individual functions.
7. The hall will be rented to an applicant for a maximum period of three (3) days only at one time.
8. All the allotments must be approved by the Director, JIPMER.
9. The rates include charges for the premises, vessels, electricity, water and furniture. Caution deposit & Security charges & Post function washing charges extra.
10. The hiring charges for the Community Hall for various categories shall be as follows:

Functions / Events	For Multipurpose hall + Kitchen + Dining Hall		For Conference Hall	For Dormitory two Room	Caution deposit
	Full Day	Half a Day	Full/Half a Day	Full/Half a Day	
Official Functions	Free	Free	Free	Free	NIL
JIPMER Staff	Rs.4,000/-	Rs.3,000/-	Rs.1,350/-	Rs.750/-	Rs.3,000/- (for regular employees) Rs.8,000/- (for Retired staff)
Semi Official Functions	Rs.3,000/-	Rs.1,500/-	Rs.1,000/-	Rs.500/-	Rs.3,000/-
Conference & Workshops involving JIPMER	Rs.20,000/-	- NA-	- NA -	- NA-	Rs.3,000/-
For private events	Rs.1,00,000/-	Rs.1,00,000/-	NA	Rs.2,000/-	Rs.10,000/-
	GST @18%	GST @18%	GST @18%	GST @18%	GST @18%

11. Definition of JIPMER Staff:

- a. Working or Retired staff of JIPMER
- b. Students of JIPMER
- c. Staff of: i. C.P.W.D. ii. P.A.O. iii. Central School (KV No.1)

12. JIPMER staff can book Community Hall for the marriage or other family functions of self or the direct dependents, i.e. Son, Daughter or others whose name is mentioned in the service book. Preference will be given to the staff that is in active service over the retired staff, staff of CPWD, PAO, Central School, etc.

13. The term "Family Functions" includes all the functions related to staff, his/her spouse, children and daughters and daughter-in-law's Seemantham.

(Handwritten signature)

14. Community hall will not be used for political functions/ meetings. Other activities, such as coaching centres and classes/ tests by private agencies, cannot be held at the community hall. It will not be allotted to any commercial organization or for any commercial activities. For all private functions allotment, the Director has the discretion to refuse.
15. Allotment to private parties is generally discouraged. Only in exceptional circumstances can it be allotted at the specific discretion of the Director.
16. An advance of Rs.3000/- (Rupees three thousand only) as a caution deposit will be paid by the allottee along with one-day rental charges. The caution deposit is the security for the loss or breakage of utensils, etc., made available to the allottee in the hall. All payments are made to JIPMER's cash counter, and a receipt is obtained. The caution deposit for private rent basis is Rs. 10,000/- and for retired staff is Rs. 8,000/-.
17. It is noted that after a function, decorations are sometimes not removed by the hirer, which causes inconvenience to others. Decorations and banners cannot be put outside the premises. It is mandatory that all decorations are removed by the hirer at the end. Otherwise, no dues will be issued, and advances will be forfeited.
18. In case of cancellation of booking of the Community Hall for any reason by the allottee, the hiring charges for the full or half a day shall stand forfeited. Caution deposit will be refunded.
19. In an unforeseen rare event, where community hall, after booking, needs to be cancelled from the JIPMER side (official function, maintenance issues, natural calamity, etc), a full refund will be issued. JIPMER will not be liable for any loss or damages. And no such claims can be made from the allottee or its representative.
20. The allottee will have to arrange their own tanker for cooking food in case of a short supply of water. It also has to arrange temporary electricity connection for decoration and electricity consumption charges will be borne by them.
21. The allottee is bound to vacate the premises on the expiry of the stipulated time, and in case vacant possession of the premises is not handed over, the allottee is liable to be evicted, and this department will not be liable to pay for any loss/damage or compensation in this regard. After the function is over, the allottee will hand over all the utensils and furniture taken for the purpose along with the premises to the Manager-cum-Superintendent for the hall and obtain a No Dues letter from him.
22. The allottee is fully responsible for any theft or loss of fittings and fixtures already installed there during the period of booking. In case of any loss, the cost of the fitting and fixtures, including the labour charges, will be recovered from the caution deposit.
23. The allottee is responsible for cleaning the premises and utensils. This will be ensured by the Manager-cum-Superintendent before signing the No Dues Certificate. An amount of Rs. 500/- will be deducted from the security deposit in case of default.
24. No loudspeakers should be fixed outside the hall, and serving or drinking alcoholic beverages/ Smoking in the community hall is strictly prohibited.
25. Digging holes for fixing tents is not allowed. No dining table should be placed on the lawns.
26. Use of Community Hall is prohibited for death-related ceremonies, as marriages and death ceremonies should not be held in the same place.
27. The requests for all departmental functions like get-togethers, fare-wells, and religious functions of JIPMER staff and students will be treated as semi-official functions. These requests will be considered, and allotments will be made at the discretion of the Director.
28. The allottees can use internal stereo sets up to 10 pm. There should not be any external speakers.
29. Students should pay Rs.3000/- as a caution deposit for borrowing furniture and utensils for their functions.
30. The definition of the day shall be 24 hours, and it will be counted from the time of reporting/occupation.
31. The decision of the Director on all matters will be final.

This is issued with the approval of the competent authority.

Signed by

Hawa Singh

Date: 29-06-2024 13:08:29

SENIOR ADMINISTRATIVE OFFICER

वरिष्ठ प्रशासनिक अधिकारी / Senior Administrative Officer

जिपमेर, पुदुच्चेरी / JIPMER, Puducherry