JAWAHARLAL INSTITUTE OF POST-GRADUATE MEDICAL EDUCATION AND RESEARCH, PUDUCHERRY – 605 006
[Directorate General of Health Services]

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RULES AND REGUALTIONS FOR THE ALLOTMENT OF COMMUNITY HALL [SAMAJSADAN]

1. The allotment of Community Hall is done by the Manager-cum-Superintendent or Officer-in-Charges as pr 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 schedule function. The booking is done at the office of the Community Hall itself from 2 to 4.30 pm on all working days. The allottee who has been allotted the premises will take over the utensils etc. during 9 am to 1 pm on the same day or one day before in case the function is scheduled on Sundays or holidays.

3. The allotment is strictly made on the order of application date, first come first served. Official functions of JIPMER are given preference over unofficial and private functions.

4. The hall will be rented to an applicant to a maximum period of THREE days only at one time.

5. The hiring charges for the Community Hall for various categories shall be as under :

Functions	For Multipurpose hall + Kitchen + Dining Hall		For Conference Hall	For Dormitory Two Room
	Full Day	Half-a-Day	Full or Half-a-Day	Full or Half-a-Day
1. Official Functions	Free	Free	Free	Free
2. JIPMER Staff	Rs.2,000/-	Rs 1,000/-	Rs. 1,000/-	Rs. 500/-
3. Semi Official Functions	Rs.3,000/-	Rs. 1,500/-	Rs. 1,000/-	Rs. 500/-
4. Conference & workshops	Rs.20,000/-	- NIL-	- NIL -	- NIL -
5.For private Parties	Rs.31,000/-	Rs. 31,000/-	Rs.2,000/-	Rs 2,000/-

6. Explanation for item No.5 : All Official, Semi-Official functions required to be approved by the Director, JIPMER..

7. The above rates include charges for the premises, vessels, electricity, water and furniture's. Caution deposit &Security charges & Post function washing charges extra.

(PTO)

Superintendent-cum Manager
Community Hall
JIPMER
PONDICHERRY - 605 006
30/3/15

OFFICER-INCHARGE
Community Hall
JIPMER.

8. Definition of JIPMER Staff :

The term staff includes :

a) Working or Retired staff of JIPMER
b) Students of JIPMER
c) Staff of : 1. C.P.W.D
2. P.A.O
3. Central School.

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

10. Allotment to private parties is generally discouraged . Only in exceptional circumstances, it can be allotted at the specific discretion of the Director.

11. An advance of Rs.2000/-(Rupees one thousand only) as 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 the Cash Counter of JIPMER and a receipt is obtained. The caution deposit for private rent basis is Rs. 10000/- and for retired staff is Rs. 8000/-.

12. 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.

13. The allottee will have to arrange their own tanker for cooking of food, in case of short supply of water. It also has to arrange temporary electricity connection for decoration and electricity consumption charges will be borne by them.

14. The allottee is bound to vacate the premises on the expiry of 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 handover 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.

15. 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.

16. The allottee is responsible for cleaning of 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.

(PTO)

17. No loudspeakers should be fixed outside the hall and serving or drinking of alcoholic beverages is strictly prohibited. Smoking in Community Hall is also strictly prohibited.

18. Digging holes for fixing tents is not allowed. No dining table should be placed on the lawns.

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

20. Use of Community Hall is prohibited to death related ceremonies as marriages and death ceremonies should not be held in the same place.

21. The requests for all departmental functions like get-togethers, fare-wells, religious functions and the requests from other organizations, institutions will be treated as semi-official functions. These requests will be considered and allotments will be made at the specific discretion of the Director.

22. The allottees can use internal sterio-sets up to 10 pm. There should not be any external speakers.

23. Students should pay Rs.2000/- as caution deposit for borrowing furniture and utensils to their functions as for other staff.

24. The definition of the day shall be 24 hours and it will be counted from the time of reporting/occupation.

25. The decision of the Director on all matters will be final.

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Booking/Reservation through the email :- communityhall@jipmer.edu.in

JAWAHARLAL INSTITUTE OF POST-GRADUATE MEDICAL EDUCATION AND RESEARCH, PUDUCHERRY – 605 006

PH:0413-2296630

COMMUNITY HALL

DATE :

APPLICATION FORM FOR THE ALLOTMENT OF COMMUNITY HALL

1.NAME OF THE APPLICANT :

2.DSIGNATION & STAFF NO. :

3.DEPT. /SECTION /UNIT :

4.RESIDENTIAL ADDRESS :

5.PHONE/MOBILE NUMBER :

6.DATE OF JOINING IN THE INSTT. :

7.IF RETIRED PENSION NO. :

8.PURPOSE OF APPLICATION :

9.REQUEST FOR SELF/DEPENDENT :

10. IF DEPENDENT, NAME & AGE :

11.DATE & TIME OF FUNCTION :

12.NO. OF DAYS REQUIRED :

13.TYPE OF FUNCTION :

14.REQUIRED PLACE OF THE COM. HALL :

A)M.P HALL, KITCHiEN & DINING HALL : YES / NO

B)CONFERENCE HALL : YES / NO

C)DORMITARIES : YES / NO

I Agree to abide by the rules and instructions of the Community Hall.

Forwarded by: SIGNATURE OF THE APPLICANT