

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: SPORTS BRANCH
CHHATRASAL STADIUM: MODEL TOWN: DELHI-110009

No. DE- 41 / Sports / 2015 / 4506-4555

Dated:- 24th July 2015

OFFICE MEMORANDUM

Sub : Guidelines regarding refund on account of cancellation of booking of sports stadia / sports complexes of the Directorate of Education.

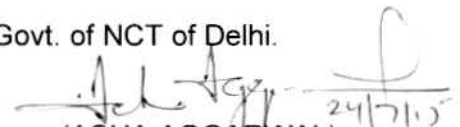
Reference is invited towards this Office Memorandum No. DE 41/Sports/2010/ CWG/ 12913-13012 dated 14th January, 2011, whereby the facility of booking of sports stadia/sports complexes of the Directorate of Education was provided to various federations / associations / organizations on payment of user charges.

On number of occasions, requests are received from various organizations that they have to cancel their activity and request for refund of booking amount. Hence, it has been decided that the following guidelines will be followed in case any federation / association / organization requests for cancellation of sports stadia / complexes of the Directorate of Education.

- (1) The entire amount of booking will be refunded if the cancellation request is received before one month of the actual date of commencement of the event.
- (2) 50 % of the deposited amount will be refunded if the cancellation request is received before 15 days of the actual date of commencement of the event.
- (3) 20% of the deposited amount will be refunded if the cancellation request is received before 7 days of the actual date of commencement of the event.
- (4) No amount will be refunded if the request of cancellation is received within one week of the actual date of commencement of the event.

These guidelines will come into force with immediate effect.

This issues with the prior approval of Pr. Secretary (Education), Govt. of NCT of Delhi.


(ASHA AGGARWAL)

Deputy Director of Education (Sports)

Copy to :

- (1) All Addl. DEs
- (2) All RDEs
- (3) All DDEs
- (4) All ADEs
- (5) All Eos
- (6) All SPEs
- (7) The venue Administrators / Incharges of all the stadia / sports complexes with the request to display the cancellation charges on the Notice Board of the stadia / complex.
- (8) Pay & Accounts Officer-IX
- (9) Accounts Officer (Sports)
- (10) PS to Secy. (Edn.)
- (11) PS to Director (Edn.)
- (12) OS (IT) with the request to place the circular on website.