



No.DJB/AC(L&E)/OS/Comm./2017/ 5086

Dated:- 23-1-2017

CIRCULAR

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Sub:- Temporary booking of newly constructed community centre at Dallu Pura (Kondli) to Private person as well as DJB employees.

The Competent Authority of Delhi Jal Board, vide its order dated 06-01-2017, has allowed the temporary booking of its Community Centre at Dallu Pura, Kondli to general public for marriage purposes etc.. Eligibility, Terms and Conditions and charges for the booking of Community Center are as under:-

Booking Charges for Private Persons:- (Figure in Rs.)

Area of community Centre	Usage charges (Per day) (Non-refundable)	Sanitation/ maintenance charges. (Per day) (Non-refundable)	Tent licence Fee. (Per day) (Non-refundable)	Cost of Form (One time) (Non-refundable)	Total	Security Deposit (Refundable)
3569 Sq. Meter	17500-00	1000-00	575-00	100.00	19175/-	20000.00

Booking Charges for DJB Employees :- (Figure in Rs.)

Area of community Centre	Usage charges (Per day) (Non-refundable)	Sanitation/ maintenance charges. (Per day) (Non-refundable)	Tent licence Fee. (Per day) (Non-refundable)	Cost of Form (One time) (Non-refundable)	Total	Security Deposit (Refundable)
3569 Sq. Meter	Nil	1000-00	575-00	100.00	1675/-	5000.00

❖ **Allowed Functions at Community Hall :-**

1. Marriage.
2. Religious Programme.
3. Social Functions.

❖ **Maximum Time period for submission of application in advance from the date of function/event for booking:-**

S. No.	Applicant	For marriage	For Other Function
1.	DJB Employee	120 Days	30 Days
2.	Private Person	60 Days	30 Days

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❖ **Documents required for temporary booking of Community Centre :-**

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- A. Application form duly attested by DDO in case of DJB employee/ self- attestation in case of private person.
- B. One Demand Draft for Usage Charges plus cost of form plus sanitation/maintenance charges +Tent licence fee in favour of Delhi Jal Board and one Demand Draft for Security Deposit (refundable) payable in favour of Delhi Jal Board, payable at Delhi.
- C. Photo Identity proof.(Voter ID/PAN Card/Aadhar Card/Driving Licence)
- D. Residential Proof.(Voter ID/Aadhar Card/Electricity Bill/Water Bill etc.)
- E. Identity proof of son/daughter in case of marriage/engagement programme.

❖ **Illegal use of Premises/Ground without proper Booking.**

- A. If any person is found to be using Community Hall / Land without proper booking, he/she shall be liable to pay penalty equal to 03 times of booking charges (for each day). In Addition, DJB officials shall be authorised to stop the function and get it vacated immediately and FIR for criminal trespass shall be lodged against the violator (as well as persons conspiring).
- B. Disciplinary proceedings shall be initiated against the in-charge of the said premises if he/ she fails to report and take action against the said illegal use.

❖ **Refund of security deposit .**

The applicant shall be entitled for 100% refund of security subject to following conditions :-

1. Applicant has faithfully abided by all terms & conditions of booking.
2. Applicant hands over peaceful vacant possession of the community hall/site on Completion of booking period.
3. The premises is properly handed over and there is no damage to items and property. There should be no loss to DJB property.
4. The waste generated during the function is properly managed and disposed off by the allottee and there is no littering in or around the premises.
5. The application along-with original G-8 receipt, issued at the time of booking needs to be submitted in the office of AC(L&E)along-with mandate form/ photocopy of Bank pass book.
6. In case of damage by the booking party either it should be repaired or security deposit will be forfeited.
7. Security will be refunded after obtaining the declaration report from the AE (Civil) concerned that "The premises was cleared on the very next day of the function by the allottee at his own cost and there is not any damage found in the premises".

❖ **Terms & Conditions :-**

1. For marriage/religious purpose the community hall can be booked for a period of maximum 02 days.
2. The applicant shall be required to deposit 01 printed invitation card in the office of AC(L&E) at least 07 days before the marriage function. Failure to submit the invitation card would mean unauthorised booking of the premises and DJB shall have right to cancel the booking and allot the same to any other applicant.
3. Applicant cannot transfer the booking to any other person and cannot sublet the premises.
4. The premises so booked is used for the declared function of applicant only and not by his guest/client/friend/relative.

5. No Tent Walla or professional Function Organiser shall be eligible to book the Community Centre. Applicants are required to book personally.
6. In case of confirmation of booking, the check in time will be 8:00 A.M from the date of commencement of booking and check out time will be 8:00 A.M on the next day of last booking date.
7. The booking party will be responsible for maintenance of Law and Order, Security arrangement traffic control/parking of vehicles, during the function, at its own cost.
8. No plants, infrastructure, fittings and fixtures, doors, windows, lights etc. provided by DJB at community centre shall be damaged.
9. Applicant shall obtain NOC from Police, Fire Service & MCD whichever required at his own cost. DJB shall not be responsible on this account.
10. The use of loud speakers/D.J would not be allowed at the Community Hall, as per the direction of Supreme Court of India and user has to submit an Under- taking at the time of taking over the possession of Community Hall for the same.
11. No loud band, fire crackers, D.J. Music etc. which create noise pollution are allowed to be used between 10:00 P.M to 6:00 A.M.
12. Dismantling of Tents, loading of furniture, utensils and all other activity of tent walla should be done only after 6:00 A.M.
13. The applicant shall make his own arrangement for electricity. Generators would be allowed only if they are sound less/ non polluting.
14. Illumination on the trees and hedges shall not be allowed.
15. The booking party should inform about damage of DJB property, if any before departure/ check out.
16. Pasting of bills or poster in the premises as well as on boundary wall of the Community Centre is strictly prohibited.
17. The material of stage should be fire proof. No open fire will be allowed in the building except for outdoor kitchen. Cooking or warming of food is allowed only at earmarked cooking space. No fire arms/weapons and crackers will be allowed in the premises of building.
18. DJB will not be responsible for the damage/loss due to natural calamity.
19. If any booking is found fraudulent, it will be cancelled forthwith and full usage charges and the security amount will be forfeited and 10 times that of rate prescribed as usage charges would be levied upon the booking party.
20. Digging of hole in the cemented portion for fixing nails for pitching of tents is not allowed. The damage caused due to breaking of tiles, breaking of windows panes, theft/ loss, Breaking of fitting and fixtures, any spoilage of white wash etc. noticed during the function is liable to be adjusted/recovered from the amount of security deposit.
21. Serving/consumption of alcohol/liquor in the community hall/park is strictly prohibited.
22. In case a DJB employee as well as private person apply on same day for booking for the same date, then the DJB employee will get preference. Further in case of DJB employees of different category, who have applied for booking for the same date, first come first serve policy will be applied.
23. The booking can be cancelled by the Head of Department, DJB without assigning any reason. In all cases, decision of Head of Department, DJB shall be final.
24. In case of any dispute, only Delhi Court will have jurisdiction.

Chief Executive Officer, Delhi Jal Board will have the authority to make the booking/extension/cancellation of land/parks etc. in accordance with above.

All DDOs

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(Alka Sharma)
Asstt. Commissioner (L&E)

Copy for kind information to:-

1. Vice Chairman, Delhi Jal Board.
2. CEO, DJB/Member (Admn.)/Finance/Water Supply/Drainage.
3. CVO,DJB /Secretary,DJB/ Addl.CEO/All Chief Engineers/Directors /CSI,DJB/ADOV-I & II / All Suptd. Engineers/All Asstt. Commissioners/ all Dy. Directors/LWO/LO (W)/All AAO,/All ACAs/All Accountants/All Jr. Accountants.
4. Consultant PR with request to get this information published in all newspapers.
5. Notice Board at Varunalya Ph-I/II.

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Asstt. Commissioner (L&E)