



**Indian Council of Agricultural Research  
Krishi Bhawan, New Delhi- 110001**

**F. No. 10(1)/2013- E&M**

**Date 26<sup>th</sup> February 2014**

**Circular**

The guidelines and rates for booking of Community Centre, Krishi Vihar have been revised and uploaded on website of ICAR ([www.icar.org.in](http://www.icar.org.in)). The revised rates and guidelines will be effective from 01.03.2014. All concerned who intend to book the community centre are requested to read the guidelines before booking. Those who have already booked the community centre on pre-revised rates may please deposit the balance amount immediately failing which the booking is liable to be cancelled and the deposited amount will be forfeited.

  
(S.K. Sinha)

**Under Secretary, E&M**

**Distribution:-**

1. All Officers/Sections of ICAR
2. President, Krishi Vihar Residents Welfare Association
3. Caretaker, Krishi Vihar



**Indian Council of Agricultural Research**  
Krishi Bhawan, New Delhi- 110001

**Terms & Conditions for Booking of Community Centre at Krishi Vihar**

1. **Booking Timings:** 10:00 AM to 1:00 PM on all working days.  
(Monday to Friday)
2. **Hiring Period:** Not exceeding two days for single party or marriage.
3. **Timings of use of Community Centre:** From 11:00 AM of that day to 8:00 AM of the next day.
4. **Documents required to be produced, along with attested photocopies, thereof at the time of booking of Community Centre:-**
  - CGHS card (In case, the name of son/ daughter has been struck off from the CGHS card then a photocopy of any educational certificate/ Ration Card/ Election Card indicating their relationship may be produced)
  - Identify Card/ Pension Payment Order (PPO).
  - Photocopy of Birth Certificate in case of celebration of birthday party.
5. **Time limit for booking of Community Centre for all type of functions will be upto 6 months in advance.**
6. **Mode of Payment:-** By Challan/Banker's Cheque/Pay order drawn in favour of **Secretary, ICAR payable at New Delhi.**
7. **Cancellation of Booking:-**
  - a) The hiring charges will stand forfeited unless another party books the Community Centre for that day, in which case a penalty of Rs. 500/- will be levied.
  - b) Where the marriage is cancelled on account of unfortunate death of the boy/girl for whose marriage the Community Centre is booked or due to the death of either of the parents of the bride or bridegroom, the booking amount as well as security amount may be refunded in full subject to the production of the Death Certificate from the appropriate authority as well as the affidavit, if required.
8. **Vacation of Community Centre:-**
  - a) The booking party should vacate the premises of Community Centre before the expiry of the prescribed time by removing all their belongings, tents, furniture, etc.

failing which hiring charges for one more day along with penalty of Rs. 500/- per hour will be recovered from the Security Deposit.

#### 9. Penalties on account of violation:-

a) Penalty for digging of holes, breaking of glass panes, breaking of tiles, theft/ loss of fitting and spoilage of white-wash, tiles etc. will be Rs. 500/- or actual cost whichever is higher. The amount decided by ICAR authorities will be final and binding.

b) The following violations shall attract a penalty of Rs. 2,000/-

- i) Loading of tent material at the time of vacating the premises outside the permitted timing viz. between 5 AM to 8 AM.
- ii) Illumination on trees and bushes.

c) Violations entailing forfeiture of Security amount in full:-

- i) Consumption of liquor/alcoholic drinks in and around the Community Centre.
- ii) Using the Community Centre for purpose other than the one for which it is booked.
- iii) Booking of Community Centre by serving/ retired ICAR employees at concessional rates for use by others.
- iv) Bursting crackers inside the campus.
- v) Disturbance of peace and tranquility by booking party in and around the Community Centre due to quarrel etc.
- vi) Playing of loudspeakers or DJ or Band etc. between 10 PM to 5 AM next day. Further, DJ will be allowed in the hall only and not in the open space. Security deposit would stand forfeited in case of violation of this provision.

**Note: -** All the acts of omission and commission by the guests of function will be sole responsibility of the person booking the Community Centre. The concerned Caretaker as well as Area Welfare Office is authorized to take necessary steps including calling of police in case of violation of any terms and conditions.

#### 10. Refund of Security:-

(I) The cheque of refundable security deposit may be collected by hand by the booking person only after vacation of Community Centre else it would be sent by Speed Post to the address mentioned on the application.

(II) The concerned Booking person has to submit the following documents for refund of Security Deposit:-

- (i) Original Receipt.
- (ii) Invitation Card ( in case of marriage related function)
- (iii) Allotment Letter.

#### 11. General Instruction:-

- i. Availability of a Community Centre can be checked from Caretaker, Krishi Vihar. The booking form can also be obtained from caretaker, Krishi Vihar/E&M Section or may be downloaded from the website of ICAR.

- ii. The booking can be done by the serving as well as retired ICAR employees only for bonafide purpose for a function relating to their blood relation i.e. son, daughter, grandson/ grand daughter, brother, sister. Female employee can also book for their sister-in-law and brother-in-law. Requests for booking in respect of niece, cousin etc. will not be entertained.
- iii. Community Centre will be booked strictly on "first come first served" basis.
- iv. Giving false information in the application form and misuse of Community Centre is an offence.
- v. Playing music/ band etc. in low decibel may be done during permissible timings only so as not to disturb and cause inconvenience to the residents of the area.
- vi. Only noiseless Generators set (Upto 5 KVA) having installed mandatory acoustic enclosures and adhere to the prescribed standards for noise and emissions will be allowed.
- vii. The parking area is very limited therefore, booking party should bear this fact in mind while bringing the vehicles during the function. Vehicles are to be parked in the parking area and buses outside the campus/colony.
- viii. Booking person has to arrange his own water tanker for cooking etc.
- ix. Maintaining law and order is the responsibility of the booking party. The activity of booking party shall not in any way infringe or disturb the peace and tranquility of the area.
- x. The party has to vacate the premises before the expiry of stipulated time and in case the vacant premises is not handed over on the scheduled time, the party is liable to be evicted by force and the ICAR will not be liable to pay for any loss/damage or compensation.
- xi. A dari/ carpet should be laid before meals are served during function.
- xii. The party may instruct the Halwai/tentwala etc. that their workers should not misbehave with the local residents and do not make loud noise by throwing/putting their articles in the vehicle at the time of unloading/loading of tent material even during the permissible timings.
- xiii. Cooking/ warming of food is allowed only at earmarked cooking space. For cooking only PNG gas is to be used.
- xiv. Pasting bills/postures, fixing nails etc. on the interior/exterior walls of Community Centre is not allowed and will attract penalty.
- xv. The ICAR reserves the right to cancel the bookings in public interest for other overriding priorities with prior notice. In such cases, full amount of Security Community Centre Hall will be refunded.
- xvi. No tips are to be given to any worker of ICAR. In case any employee asks for money or any other favour, the user may contact Under Secretary (E&M) (25842871).

## **12. AVOID NOISE POLLUTION CAUTIONS DELHI POLICE**

Loud music, beating drums, loudspeaker, cracker or any form of intense noise decreases one's ability to hear, increases stress, distraction and discomfort and takes away the peace of mind. Moreover, making loud noise is punishable by law with imprisonment up to five years or fine upto rupees one lakh, or both.

1. The operation of Generator sets above 5 KVA capacities shall not be allowed in residential area between 10 p.m. & 6 a.m.

2. Mobile Generator sets used in social gatherings and public functions shall be permitted only if they have installed mandatory acoustic enclosures and adhere to the prescribed standards for noise and emissions.
3. The Noise Pollution (Regulations and Control) Rules, 2000 Prescribed Ambient Air Quality Standards in respect of noise for residential area at **55 db (A) during day time (6:00 AM to 10:00 PM) and 45 db (B) during night (10:00AM to 6:00AM).**

### 13. Non Booking of Community Centre:-

Keeping in view of the Boards Examination, Community Centre shall not be booked in favour of any other person other than resident of Krishi Vihar Colony for holding marriage/cultural function etc. during the month of March. However, this may be allowed only if the booking person gives a written undertaking that no loud music shall be played and in case of breach of this undertaking the entire amount of security deposit shall be forfeited.

### 14. BOOKING CHARGES OF COMMUNITY CENTRE W.E.F. 01.01.2014

Accommodation Available	Security Deposit	Hiring Deposit
Main Hall, Mezzanine, Kitchen & Open Lawn (for full day functions)	Rs. 5,000/-	Rs. 4,000/-
Main Hall, Mezzanine, Kitchen & Open Lawn (for half day function- upto 6 hrs.)	Rs. 3,000/-	Rs. 2,000/-

**Note:** - Rates for half day (6 hrs.) basis shall be for small functions like Ring Ceremony, birthday party etc.

1. An amount of Rs. 500/- (in cash) will be charged extra from the users as cleanliness charges.
2. Charges for electricity and Piped Natural Gas (PNG) will be extra, on actual uses basis in case of any difficulty in realizing the charges on account of excessive use of electricity/PNG, the ICAR may recover unpaid amount from the salary of employee concerned/guarantor in case of pensioner.
3. Hiring charges for condolence meetings or any other sad occasion will be at the concessional rate of Rs. 1000/- excluding the charges towards electricity/PNG.
4. The Security deposit, hiring charges etc. can be changed/ revised by the ICAR from time to time. The booking person will be required to pay the charges applicable at the time & date of function not at the time of booking.
5. The security deposit, booking amount, cleanliness charges etc. will have to be deposited only after confirmation of booking.

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**APPLICATION FORM FOR BOOKING OF COMMUNITY CENTRE AT KRISHI VIHAR**  
**NEW DELHI-110048**

- |  |   |       |
|--|---|-------|
| 1. Date(s) on which required   | : | ..... |
| 2. Purpose for which required  | : | ..... |
| 3. In case of marriage/birthday/etc. please write<br>the name & relation of person | : | ..... |
| 4. By whom required (Name)   | : | ..... |
| Designation  | : | ..... |
| 5. Office Name & Address   | : | ..... |
| 6. Residential Address   | : | ..... |
| 7. Telephone No. Office  | : | ..... |
| Res.   | : | ..... |
| Mobile   | : | ..... |
| 8. Identity Card No.   | : | ..... |
| 9. C.G.H.S. card No.   | : | ..... |
| 10. P.P.O. No. (If retired )   | : | ..... |

I hereby declare that the above particulars are true and correct to the best of my knowledge. I have read all the terms & conditions regarding use of Community Centre and I hereby undertake to abide by them.

(Signature, name and designation  
of the guarantor, if the booking has  
to be made by retired ICAR employee)

Dated.....

Signature.....

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**FOR OFFICE USE ONLY**

Community Centre is available for the period and may be booked.

Caretaker, Krishi Vihar

**APPLICATION FORM FOR REFUND OF SECURITY AMOUNT FOR BOOKING OF  
COMMUNITY CENTRE AT KRISHI VIHAR NEW DELHI-110048**

To,

Under Secretary (E&M)  
NASC Complex,  
New Delhi-110048.

Sir,

I have deposited a sum of Rs. .... as security amount vide  
cheque no. .... dated ..... in connection with booking of  
Community Centre at ..... on ..... for  
holding ..... of .....

It is, therefore, requested that security amount of Rs. ....  
may be refunded to me.

Dated .....

Yours faithfully

Signature .....

Name .....

Address .....

**Encl:-**

(1) Original Receipt (2) Invitation Card(if applicable) (3) Allotment Letter

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**FOR OFFICE USE ONLY**

Entered in refund register at Serial No. .... dated .....  
And the security Amount of Rs. .... is being refunded vide  
Cheque No. .... dated .....

Caretaker, Krishi Vihar