

Office of the Principal Accountant General (Audit-I),
M.P., Gwalior – 474002

Terms and conditions for booking Community Center (Community hall and attached 08 Rooms) in A. G. Colony, Shastri Nagar, Gwalior, M.P.

1. Booking Timing : All working days (Monday to Friday).

2. Hiring Period : Not exceeding three days only at one time.

3. Booking charges :

Hiring charges- Rs. 3000/- per day (Community hall & attached 08 rooms as per availability).

Security charges-Rs. 9000/-

Cleaning charges- Rs. 3000 /-

(i) Hiring charges for condolence meetings or any other sad occasions will be at free of cost.

(ii) The hiring charges, the security charges and the cleaning charges can be changed/ revised by the Estate Officer from time to time. The booking parties will pay the charges accordingly.

4. Timing of use of Community Center : From 08:00 a.m. to 08:00 a.m. of the next day.

5. Documents required to be produced at the time of booking of Community Center :-

(i) ID proof of the applicant viz. Office ID card.

(ii) ID proof of the person for whom function is being conducted viz. Driving Licence/Passport/Aadhar/PAN card/Voter ID or any other Government IDs.

(iii) Copy of address proof of being local resident (Aadhar/Ration card/Voter card or any other Government IDs.)

(iv) Two passport size photographs of the person for whom the function is being conducted.

(v) Photocopy of birth certificate in case of birthday celebration.

6. The Community center is for the welfare of residents of A.G. Colony, Shastri Nagar, Gwalior. But it can also be allotted to the IA&AD working staff. So, residents of A.G. colony /IA&AD working staff can book Community center for marriage or other family functions like birthday etc. of self and the dependent.

Note: 1. Dependent of Central Government employee's means sons/daughters and others whose names are included in the Service Book.

2. Retired employees of IA&AD and retired employees/working employees of other departments will be prohibited for allotment process.

7. Mode of payment :By cash deposited in Cash Branch, O/o the Principal Accountant General (Audit -I) M.P., Gwalior or by Banker's Cheque in favour of the Pay & Accounts Officer, O/o the Principal Accountant General (Accounts & Entitlement) -I, M.P., Gwalior.

8. Cancellation of booking :

- (i) The hiring charges shall be forfeited.
- (ii) Where the marriage is cancelled on account of unfortunate death of the boy or the girl for whose marriage the community center is booked or due to the death of either of parents of bride or bridegroom, the booking amount as well as security amount may be refunded in full subject to the production of death certificate from the appropriate authority as well as the affidavit, if required.

9. Vacation of Community center :

The booking party should vacate the premises of community center before the expiry of the prescribed timings by removing all the belongings, tents, furniture, etc. failing which hiring charges for day uses and also penalty will be recovered from the security deposit.

10. Penalties on account of violation :

- a) A Penalty of Rs. 500/- or the cost of repair etc, whichever is more shall be deducted from Security amount for any theft/spoilage/loss/breakage of fittings and fixtures in the community hall and attached 08 rooms.
- b) In case of violation of any T&Cs, forfeiture of Security amount in full.
 - (i) Playing band / loud music / D.J. loud noise etc. is totally ban.
 - (ii) Consuming liquor / alcoholic drinks in and around the Community center.
 - (iii) Using of Community center for the purpose other than the one for which it is booked.
 - (iv) Bursting crackers inside the colony campus.
 - (v) Disturbance of peace and tranquility by the booking party in and around the community center (including colony campus) due to quarrels etc.
 - (vi) Fails to surrender the community center in net and clean condition to caretaker.

Note : The concerned Caretaker is authorized to take necessary action including calling of local police in case of violation of any T&Cs.

11. Refund of security amount :


The refundable Security deposit will be sent to the bank account of the booking party. As soon as the function is over and the booking party vacates the Community center, the concerned Caretaker will submit the vacant report of Community center in the office.

12. General Instruction :

- (i) The Community center will be booked strictly on **First Come First Serve** basis.
- (ii) The application with full details as per proforma with supporting documents to be submitted at least 15 days in advance.
- (iii) Giving false information in the application form and misuse of Community center are an offence. In these cases, a disciplinary action may be initiated.
- (iv) The booking party will pay electricity charges. The booking party should take a temporary electric connection from Madhya Pradesh Madhya Kshetra Vidyut Vitran Co. Ltd., Gwalior (M.P.) for the booked period of Community Center. Final order of allotment of community center will be issued separately after submitting the receipt of deposit of fee regarding temporary electric connection and the receipt of booking charges of community center to General Section / Estate Management Section.

- (v) The Community Center is given on 'AS IS WHERE IS BASIS'.
- (vi) No grace period shall be allowed for creation/removal of tent material.
- (vii) Only noiseless Generator sets are allowed.
- (viii) During the function vehicles are to be parked in Community center area.
- (ix) Booking party has to arrange their own water tanker for cooking etc.
- (x) The booking party is strictly advised to bring their own locks and keys for the safety of their items kept in the rooms being offered to them at the hall. After close of function, the booking party is also advised to remove their locks from the rooms without delay.
- (xi) Office administration or Caretaker is not responsible for theft or loss of any personal belongings of the booking party.
- (xii) 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.
- (xiii) A dahi/carpent should be laid before meals are served during function.
- (xiv) 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 this office will not be responsible to pay for any loss/damage or compensation for this function.
- (xv) Cooking/ warming of food is allowed only at earmarked cooking space. For cooking, only LPG gas stove is to be used.
- (xvi) Cleanliness of the community center premises must be maintained at all the times during use. Walls, floors, doors etc. should not be disfigured with notices, posters, or marks of any kind. In particular, spitting out with paan or paan masala within the premises is strictly prohibited. The booking party should surrender the allotted community center to the caretaker in neat and clean condition.
- (xvii) The Office does not provide any security personnel at the community center and hence the booking party is advised to make his own arrangements for posting of private security personnel on the date of his/her allotment.
- (xviii) This office reserves the right to cancel the bookings in public interest or other overriding priorities with prior notice. In such cases, full amount of Security deposit, hiring charges & cleaning charges shall be refunded. The booking party may also book community center on an alternate date, if available and in such cases Security deposit, hiring charges & cleaning charges will be adjusted accordingly.

(Authority: Approved by Pr.AG sir's order dated 10/10/2022)


DAG/Admin cum Estate Officer

**कार्यालय प्रधान महालेखाकार (लेखापरीक्षा – प्रथम), मध्यप्रदेश,
ग्वालियर- 474002**

** सामुदायिक केंद्र (सामुदायिक भवन तथा संलग्न 08 कमरों) के आवंटन हेतु आवेदन पत्र **

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| 1. | शासकीय कर्मचारी/ अधिकारी का नाम (हिंदी एवं अंग्रेजी में स्पष्ट अक्षरों में) | |
| 2. | पदनाम एवं स्थायी क्रमांक | |
| 3. | कार्यालय, समूह एवं अनुभाग | |
| 4. | कब से कब तक चाहिए - | |
| 5. | प्रयोजन | |
| 6. | आवेदक से सम्बंध | |
| 7. | शादी के मामले में वर/ वधू की उम्र | |
| 8. | क्या सेवा पुस्तिका में उम्मीदवार का नाम वर्णित है - | |
| 9. | शासकीय कर्मचारी की PFMS Id. | |
| 10. | बैंक का नाम, IFSC Code, पता एवं खाता क्रमांक (आयोजन उपरांत नियमानुसार जमा राशि वापस किये जाने के सम्बंध में) | |
| 11. | शासकीय कर्मचारी का वास्तविक पता एवं दूरभाष क्रमांक | |

(Note:- All fields are mandatory to be filled by the applicant.)

Disclaimer :-

मैं स्व-प्रमाणित करता/ करती हूँ कि उपरोक्त जानकारी मेरे ज्ञान एवं विश्वास के अनुसार सही है तथा जिस व्यक्ति के लिये सामुदायिक भवन एवं संलग्न कमरें आवंटित कराये जा रहे हैं, वह पूर्णतः मेरे ऊपर आश्रित है। मेरे द्वारा सामुदायिक केंद्र आवंटन सम्बंधी सभी दिशा-निर्देश पढ लिये गये हैं एवं मेरे द्वारा इनका पूर्णतः पालन किया जायेगा।

स्थान

दिनांक

आवेदक का पूर्ण हस्ताक्षर

प्रति हस्ताक्षरित :-

स.ले.प.अ. / स.ले.अ.- प्रशासन :

(सेवा पुस्तिका सम्बंधित अनुभाग)

आवेदक का नाम

पदनाम एवं स्थाई क्रमांक

अनुभाग का नाम

अनुभाग का दूरभाष क्रं.

नोट : यदि उक्त आवेदन पत्र में दी गई सूचनायें गलत पाई जाती हैं तथा उक्त दिशा निर्देशों की पूर्णतः अनुपालना नहीं की जाती है तो उक्त स्थिति में शासकीय कर्मचारी/ अधिकारी के विरुद्ध नियमानुसार प्रशासनिक कार्यवाही की जा सकती है।

SS: AO/15 Wing

*** General Instructions ***

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Signature of the applicant with full name