

CONTROLLER GENERAL OF DEFENCE ACCOUNTS

ULAN BATAR ROAD, PALAM, DELHI CANTT - 10

No. AN/XII/18001/1/CH/Vol. IX

Dated: 11.07.2016

To

All PCDA/CDA

(Through CGDA's website)

Sub: Procedure for Booking of Community Hall constructed in DAD Residential Complex for private use by DAD Officers & Staff and Fixation of Rentals thereof.

Ref: HQrs Office Circular letters No.

- i) AN/XVIII/18001/1/CH/Policy/Vol. III dated 30.12.1999
- ii) AN/XVIII/18001/1/CH/Policy/Vol. III dated 12.01.2001
- iii) AN/XVIII/18001/1/CH/Vol. IX dated 18.09.2014

Comprehensive instructions have been issued vide HQrs office letter dated 30.12.1999 as slightly amended vide letter dated 12.01.2001, to regulate the procedure for allotment/booking of Community Hall constructed at various DAD Residential Complexes. Further, HQrs office, vide letter dated 18.09.2014, had revised the rentals for booking of Community Halls and other allied charges which are effective from 01.10.2014.

2. Recently, HQrs office is in receipt of complaint related to booking of Community Hall which has been viewed with concern. It is, therefore, advised that all PCsDA/CsDA/Estate Officer/Allotting authorities, under whose administrative control the Community Hall is situated, to follow the instructions contained in HQrs office letters cited at reference.

3. This has the approval of CGDA.

Encl: As above.


(Kavita Garg)
Sr. Dy. CGDA (AN)

Office of the CGDA
Ulan Batar Road, Palam, Delhi Cantt- 110010

145

No. AN/XII/18001/1/CH/Vol IX

Dated : 18.09.2014

To

Subject: Revision of Rentals for booking of Community Hall provided in DAD Residential Complexes for private use by DAD Officers and Staff


Reference: CGDA Office Circular No. AN/XVIII/18001/1/CH/Ploicy/Vol VIII dated 30.12.1999

The rates of Rentals, Water & Electricity Charges and Security Deposit for booking of Community Halls in the DAD Residential Complexes for their use by DAD Officers and Staff as stated in the Para 4 of the Annexure 'A' to the HQrs Circular cited under reference have been revised. The revised rates are as follows:

Plinth Area	Rental Charges for marriages, reception, birthday, religious ceremonies etc Per Day	Rental charges for Kriya/ death ceremony Per Day	Water & Electricity as per meter reading subject to minimum as under	Security Deposit
Upto 100 Sqm	₹ 1500/-	₹ 300/-	₹ 300/- per day	₹ 1000/-
101 to 200 Sqm	₹ 2250/-	₹ 300/	₹ 400/- per day	₹ 2000/-
201 to 300 Sqm	₹ 3000/-	₹ 300/	₹ 500/- per day	₹3000/-
301 to 400 Sqm	₹ 3750/-	₹ 300/	₹ 600/- per day	₹ 4000/-
401 to 500 Sqm	₹4500/-	₹300/	₹ 800/- per day	₹ 5000/-

2. These rates will be effective from 1st October 2014.
3. Other terms and conditions enumerated in the original circular remain unchanged.
4. The contents of the letter may be circulated to all Estate Officers under the command.

Please acknowledge receipt.


(P.K. Rai)
Dy.CGDA(AN)

Copy to :

EDP Center, Local -

for uploading on website

IMPORTANT CIRCULAR

No.AN/XVIII/18001/1/CH/Policy/Vol.VIII

Office of the CGDA, West Block V,

R.K.Puram, New Delhi - 110066

Dt.: 12 Jan 2001

To

1. All PCsDA
2. All CsDA (including Jt.CDA(Funds) Meerut)

Subject: Procedure for allotment of Community Halls and fixation of rates of licence fee, Electricity/water charges and Security deposits etc., for use of Community Halls constructed in DAD Residential Complexes.

Reference: In continuation this HQrs important circular of even No. dt.30.12.99.

The procedure and Rules regarding allotment and usages of Community Halls provided in DAD residential complexes at various stations laid down in this HQrs important circular of even No. dt.30.12.99 have been reviewed in consultation with the PCsDA/CsDA/Allotting Authorities and it has been decided that the procedure/rates/rentals etc. prescribed therein will be applicable for one more year with effect from 1st Jan 2001 to 31st Dec 2001 with the following amendments/modifications:-

- i) In line 2 of para 1(i) of Annexure 'A' to circular dt.30.12.99 under sub heading 'eligibility', please add "including retired DAD employees" after the word "DAD employees".
- ii) In the table under para 4 of Annexure 'A' to circular dt.30.12.99 under Col. Plinth area :

FOR "401 to 500 SM"
READ "401 SM and above"


2. The procedure and rentals respecting Community hall will again be reviewed for their continuance and otherwise during Nov.2001 on receipt of considered views of PCsDA/CsDA/Allotting Authorities which should be submitted during 1st week of Nov 2001. Para 3 of the HQrs circular dt.30.12.99 be deemed to have been modified accordingly.

3. Please acknowledge receipt.


(RAKESH KUMAR)
Dy.CGDA(PROJECT)

Copy to:

1. All Estate Officers/Allotting Authority
DAD Pool Accn other than CsDA
2. Ministry of Defence (Fin) DAD Coord
South Block New Delhi
3. All officers in HQrs office.
4. All Sections (Local)


(RAKESH KUMAR)
Dy.CGDA(PROJECT)

IMPORTANT CIRCULAR

NO.AN/XVIII/18001/1/CH/Policy/Vol.VIII

OFFICE OF THE CGDA, W.BLOCK-V

R.K.PURAM, NEW DELHI-110066

DATED : 30-12-99

To

- (i) The Principal Controller of Accounts(Fys) Calcutta.
- (ii) The Principal Controller of Defence Accounts(P) Allahabad
- (iii) All the Controller of Defence Accounts(including Jt. CDA(Funds) Meerut.


Subject: Procedure for allotment of Community Halls and Fixation of rates of Licence Fee, Electricity/ water charges and Security deposits etc. for use of community halls constructed in DAD Residential Complexes.

The Community Halls have been constructed at certain DAD residential colonies viz. Pune, Nasik, Secunderabad, Allahabad, Bangalore, Guwahati, Shillong, Meerut, Roorkee, Lucknow, Cochin, Lansdowne, Jaipur, Jabalpur, Pathankot, Jammu, Delhi Cantt etc. There was no uniform procedure for allotment of these community Halls nor any rental charges/water electricity charges/security deposit were fixed so far. The concerned Controllers/Allotting Authorities have been charging the rentals as fixed by them locally.

2. In order to have uniformity, the procedure for allotment/booking of accommodation in the Community Halls and the per day rental charges, water/electricity charges, and security deposit to be recovered from the users/allottees are indicated in Annexure 'A' to this circular. Prescribed format of application with general instructions are also enclosed for compliance by all concerned. As regards rental charges, these are with reference to the plinth area of each community Hall given in AEs part II to the sanction accorded by the CFA for construction of Community Halls. Allotting Authorities/Estate officers are requested to find out the plinth area of Community Halls from the sanction letter in order to recover correct rental and allied charges.

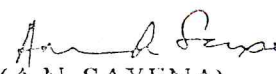
3. These rates/procedure will take effect from 1st Jan.2000 and will be valid for one year till 31.12.2000. These will be reviewed for their continuance or otherwise during Nov. 2000. Controllers/Allotting Authorities are requested to submit their considered views on the laid down procedure/rent etc. by 1st week of November 2000 for further consideration/review.

4. Please acknowledge receipt.


(AMAR CHAND)
Jt.CGDA(ADMIN)

Copy to:-

1. All Estate Officers/Allotting Authorities DAD Pool accommodation(other than CsDA)-----
2. Ministry of Defence (Finance) DAD Coord, South Block, New Delhi.
3. All Officers in Hqrs. Office.
4. All sections (Local).


(A.N. SAXENA)
DY.C.G.D.A.(ADMIN)

3/12

ANNEXURE 'A' to
C.G.D.A. New Delhi Circular
No. AN/XVIII/18001/1/CH/Policy/Vol.VIII
Dated : 30.12.99

Subject: Fixation of rentals & Procedure for Allotment / Booking of Community Halls provided in Defence Accounts Department Residential Complexes for private use by DAD Officers and Staff.

1. Eligibility for the allotment of Community Halls.

- (i) Community Halls provided in DAD residential Complexes may be allotted to all the DAD employees for their personal use on submission of their written requests to the Allotting Authorities in the prescribed format for organizing social/religious functions like marriage, reception, birthday, religious/cultural functions etc.

2. Booking of Community Halls

- (i) The allotment shall be made by the allotting authority on first come first serve basis on receipt of an application from the DAD employees and payment of full rental, water & electricity charges and security deposit in advance.
- (ii) The application for allotment of Community Hall should be submitted to Allotting Authority at least 15 days before the date of functions.
- (iii) Community Hall can be booked 45 days in advance from the date of functions.
- (iv) Allotting Authority shall have the right to cancel any booking 15 days prior to the date of function without assigning any reason and full rentals and security money shall be refunded in such cases.
- (v) In case of cancellation of booking by the allottee, refund of security deposit and water/electricity charges will be in full. However, rental charges will be refunded as follows:-
- | | | |
|-----|--|---|
| (a) | Application for cancellation received more than 3 weeks from the date of function : | Full refund of rentals paid in advance. |
| (b) | Application for cancellation received not less than 3 weeks but more than 2 weeks from the date of function. | 75% refund of rentals paid in advance. |
| (c) | Application for cancellation not less than 2 weeks but more than 3 days from the date of function. | 50% refund of rentals paid in advance. |
| (d) | Application for cancellation received less than 3 days from the date of function. | No refund of rentals. |

3. Period of Stay

- (i) The maximum allotment period for which an allottee can book the DAD Community Hall shall be for 3 days.
- (ii) The timing of the allotment will be from 9.00 AM on the date of occupation to 9 AM of the following day which will be counted as one day for the purpose of payment of rentals.

4. Rent for the use of Community Halls

Rate of rent and allied charges per day recoverable for DAD Community Halls w.e.f. 1st January 2000

Plinth Area	Rental charges for marriages, reception, birthday, religious ceremonies etc. Per day	Rental charges for Kriya/death ceremony per day	Water & Electricity as per meter reading subject of minimum as under	Security Deposit
Upto 100 Sqm.	Rs. 500/-	Rs. 100/-	Rs. 150/- per day	Rs. 300
101 to 200 Sqm.	Rs. 750/-	Rs. 100/-	Rs. 200/- per day	Rs. 350/-
201 to 300 Sqm.	Rs. 1000/-	Rs. 100/-	Rs. 250/- per day	Rs. 400/-
301 to 400 Sqm.	Rs. 1250/-	Rs. 100/-	Rs. 300/- per day	Rs. 450/-
401 to 500 Sqm.	Rs. 1500/-	Rs. 100/-	Rs. 400/- per day	Rs. 500/-

NOTE :

I. The above charges should be recovered in advance from the allottees at the time of allotment of Community Halls. Proper cash receipt will be issued for the amount received on account of advance booking and will be accounted for in a separate cash book under the Control of Allotting Authority.

II. Security amount will be refunded on receipt of no claim certificate from the care taker/Allotting Authority.

III. The rent and allied charges recovered from the allottees of community Hall will be deposited into govt. treasury/Bank through MRO on the date of function/ceremony and compiled to code head 0/094/21 as govt. receipt. No amount will be allowed to remain in the personal possession of any body.

IV. In addition, the allottee of the Community Hall will be required to give an undertaking alongwith application for allotment to the effect that he/she will pay the cost of any damages/theft to the property, as may be assessed by the Estate Officer/Allotting Authority and has read and abide with the rules and procedure for the booking of Community Halls and understand them fully for compliance.

V. A complete inventory of the fixtures/fittings in the Community Hall will be got signed by the allottee before handing over the possession to the user and the fixtures/fittings will be taken over after completion of the function ceremony in perfect working condition.

VI. The use of Community Hall for Cultural activities on the eve of National festivals by the Welfare Association of the DAD Residential Complexes will be free.

5. Maintenance of Community Hall

- (i) The allottee of the Community Hall shall handover the Hall in a clean and proper condition.
- (ii) At the time of taking over possession of the Community Hall from the allottee, the allotting authority shall ensure that there are no breakages or other damages and no item provided therein as per inventory is short or missing. If there are any breakages or any shortage, the allotting authority shall charge barrack damages at replacement cost of missing or broken articles/items as assessed by MES.

6. General Conditions

- (i) The applications for booking will have to be submitted in the prescribed form (in duplicate) and allotting authority has the power to confirm or reject the booking.
- (ii) Pasting of bills or posters on the Community Halls is strictly prohibited.
- (iii) No allottee will be allowed to disturb the fixtures and fittings.
- (iv) Tampering with electricity and water installations/meters shall not be allowed.
- (v) The electricity/power will be used as per the fixed points/fittings in the Community Hall and no extension for outside decoration/lights will be allowed. No electrical appliances requiring power connection will be used/or connected to the electrical fittings in the Community Hall. Allottee shall have to make separate temporary connection of electricity from MES/State Electricity Board or arrange for DG Set for decoration purpose, and for electrical appliances requiring power connection, if necessary.
- (vi) Use of alcoholic drinks or other intoxicants in and around the Community Hall is strictly prohibited.
- (vii) The allotment made in favour of the allottee is non transferable.

- (viii) Estate Officer/Allotting Authority shall not be liable for any action/compensation in case of failure of electricity etc. for the reasons beyond its control.
- (ix) Allottee is bound to vacate the Community Hall premises on the expiry of stipulated time and in case the vacant possession of the premises is not handed over, allottee is liable to be evicted by force and the Estate Officer will not be liable for any loss/damages/compensation on this behalf.
- (x) In case of violation of the rules, allottee would be liable for disciplinary/penal action as per rules and such allottee would forfeit any further chance to use the Community Hall.
- (xi) Utensils and other articles should be arranged by the individuals who are performing the functions. No utensils/furniture etc. should be issued for private functions.
- (xii) No amount of Rental charges are to be credited into residential welfare amenity fund.

7. Interpretation:

If any question arises as to the interpretation of these orders/procedure, the same shall be decided by the Controller General of Defence Accounts.

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APPLICATION FOR ADVANCE RESERVATION OF
ACCOMMODATION IN DAD COMMUNITY HALL.

1. Name, Designation & Address of official
(in Block letters) _____
2. Occupations, Office Address
& Telephone No. _____
3. Days & Dates for which
Reservation is required _____
4. Nature of the function to be held _____

I have read the procedure for the booking of Community Hall and I understand to abide by them.

Dated _____

Signature _____

FOR OFFICE USE ONLY

The Community Hall is available for booking on _____
and may be booked in favour of the applicant on payment of the following charges.

- | | | |
|------|--|-----|
| i. | Rental Charges | Rs. |
| ii. | Water & Electricity charges as per meter reading
Subject to minimum charges prescribed. | Rs. |
| iii. | Security deposit. | Rs. |

Amount Deposited

- | | | |
|------|--|-----|
| i. | Rental Charges | Rs. |
| ii. | Water & Electricity charges as per meter reading
Subject to minimum charges prescribed. | Rs. |
| iii. | Security deposit. | Rs. |

Allotting Authority _____