

**PROCEDURE OF BOOKING / REFUND OF SECURITY DEPOSIT OF
EAST COAST RAILWAY KALYAN MANDAP, RAIL VIHAR, BHUBANESWAR**

1. Applicant shall apply in the prescribed application form duly filled in all respect, certified by Pass issuing authority & forwarded by Controlling Officer concerned for Serving/Retired Railway employees.
2. For outsiders any Serving Railway employee should sign the application as surety to the applicant.
3. Programme means marriages/engagement ceremony of self/son/daughter/dependant relatives (as per pass rule), birthday, Ekoisa, Anna Prasan, Namkaran ceremony, thread ceremony, Obituary function, Union conference (allotment in three occasions or 6 days in a year), all Railway functions including departmental functions as requested by HOD concerned, auction sale of scrap materials & departmental examinations of Railway. Kalyan Mandap will not be allotted for any political purpose. For any deviation/misinterpretation, applicant should be taken up under D&AR.
4. The Kalyan Mandap shall be allotted on first come first served basis (on the basis of date of application) strictly on priority –(i) Serving Railway employee (ii) Retired employee (iii) Railway Official function (iv) Union/Organisation function (v) Outsider. In case more than one application is received for any particular day on any day (within each priority) the allotment will be decided on the basis of lottery amongst the applications received up to 6.00 PM of that day.
5. Railway employees on deputation to RVNL, RITES, Rail Tel, IRCON & IRCTC etc are also eligible to book ECoRKM for different purposes at par with other Railway/Retd. Railway employees. However, non-Railway employees of these organizations can book only for marriage purpose and will be charged at par with outsiders.
6. Applicant has to submit the following documents & certification in the application form-

SERVING EMPLOYEE	RETIRED EMPLOYEE	OUTSIDERS
1. Self attested Identity card xerox.	1. Self attested Retired employee Identity card/service card xerox.	1. Self attested Identity / Residence proof xerox.
2. Son/Daughter/Dependent's age and ID proof.	2. Son/Daughter/Dependent's age and ID proof.	2. Adhar card of the Son/ Daughters age and ID proof.
3. Pass declaration.	3. Pass declaration.	3. Service employee surety.
4. Controlling Officer certification.	4. Service employee surety.	4. Wedding card/ Function card.
5. Wedding card/Function card	5. Wedding card/ Function card	

NB-For Official / Organisation/ Union booking, programme approval of PHOD shall be attached.

7. The advance booking period of the Kalyan Mandap for allotment in favour of applicants i.e. 4 months advance for Railway/Retired employee & 3 months in advance to Outsiders.
8. After confirmation of booking date, the applicant has to deposit **USER FEES** in favour of **EAST COAST RAILWAY KALYAN MANDAP, RAIL VIHAR, BHUBANESWAR** in SB A/c No - **3063455909** Central Bank of India, Chandrasekharpur Branch, Rail Vihar, Bhubaneswar within two days, otherwise it will be treated as **CANCELLED**. After submission of counterfoil of deposit slip, **PROVISIONAL ALLOTMENT ORDER** will be issued in favour of the applicant.
9. **FINAL ALLOTMENT ORDER** will be issued to the applicant after submission of wedding card/function card at least one month before the function.
10. In case of cancellation of the Reservation already confirmed (i.e. Provisional/Final) an amount of Rs. 2000 /- for serving/retired Railway employee and Rs. 5000 /- for outsiders & Rs. 300 /- for Official & Union Programmes will be forfeited.
11. Agencies like Railway Institutes, ECoRWWO, Recreation clubs, ECoRBS&G, Zonal Cultural Association, Quasi Administrative organization, ECoRSC, ECoRSU, AISCSTREA, AIOBCREA, AIRPFA, ECoROA, ECoRPOA can book ECoRKM at par with Administrative Organisations.
12. Rental details for allotment of ECoRKM, Rail Vihar, Bhubaneswar per day is as follows-

Users fees	Serving Railway employee	Retired Railway employee	Outsiders	Official Function	Unions/ Organization
Rent	5,000/-	5,000/-	30,000/-	300/-	500/-
Security deposit	2,500/-	2,500/-	7,500/-	NIL	NIL
Cleaning charge	1,000/-	1,000/-	1,000/-	500/-	500/-
TOTAL	8,500/-	8,500/-	38,500/-	800/-	1,000/-
Electric charges	As per meter reading			Nil	Nil

13. After the event, the allottee has to get the electric clearance from Section Engineer, Electric Maintenance, Rail Vihar, Bhubaneswar by depositing the energy consumption amount as per Electricity consumption at the Cash & Pay Office, Rail Kunj/Rail vihar.
14. Security deposit will be refunded though A/c payee cheque to the allottee after deduction of cost of all charges, dues and other damages (if any), submission of no claim certificate from the caretaker & electrical clearance receipt. If the security deposit is not sufficient to cover the cost then allottee has to deposit the balance amount in the ECoRKM, Rail vihar account.