(146)

East Coast Railway

Office of the General Manager

Rail Sadan, 1st Floor, Chandrasekharpur, Bhubaneswar-17.

MEMORANDUM

Sub: Revised Tariff for booking of the Rail Auditorium at Bhubaneswar.

Ref: This office Letter No. ECoR/GA/Genl./Rail.Auditorium/387 Dt.20.07.2022.

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With the approval of General Manager, the tariff of the Rail Auditorium at Bhubaneswar with its operational conditions has been revised w.e.f 01.09.2022. The copy of the revised tariff with detailed operational procedures are enclosed herewith.

1/9/2022

(R.R.Panda)
Sr.ADGM
For General Manager

No: ECoR/GA/Genl./Rly.Auditorium/492 Dtd: 01.09.2022

Copy forwarded for information & necessary action to:-

i) Secy. to GM for for kind information of the General Manager.
ii) Secy. to AGM for kind information of Addl. General Manager.
iii) CPRO/ECoR/BBS for information and necessary action please.
iv) All PHODs/CHODs for information please.
v) DRM/KUR for information please.
vi) Committee members for information please.

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For General Manager

1.1 **Category of users**:

Category	Category of Users
A	Only officially recognized Railway Bodies/Associations & Unions recognized by E Co. Railway shall be covered under this category .
B	For Central & State Govt. Bodies/ Central & State Govt. recognised Schools/Colleges.
C	Public Sector Undertakings (both State and Central PSUs)
D	Non. Government Organizations/Associations involved with any social welfare or promotion of Art, Culture, Heritage environment, Women empowerment, Public health, Education etc.
E	Organizations/institutions for commercial purpose such as organizing private seminars, Corporate meetings, reality shows, musical concerts promoting some products/business etc.

N.B: - All units under Category - D are required to submit relevant documents declaring that they are not organising any commercial/business related program and it clearly falls within the category as per the definition as stated above.

1.2 :**Revised Tariff Structure per day for Main hall of Auditorium with specified facilities** :

(Figures are in Rs.)

	Category-A	Category-B	Category-C	Category-D	Category-E
Auditorium with all facilities as available except Reserved Lounge , Lawn, Basement	5,000/-	40,000/-	50,000/-	60,000/-	80,000/-
Caution money	Nil	50,000/-	50,000/-	50,000/-	60,000/-

N.B:-

i. The caution money, though refundable in nature, is to cover usage of electric charges/cost of diesel on A/c of DG operation which is to be charged on actual usage basis and also to cover any losses caused during the programme on party's account.

ii. The categorization of various applications is subject to final decision of the Railway Administration.

iii. **GST as per prevailing rate will be levied over and above the per day tariff plan.**

1.3: **Tariff for other facilities**

Facilities to be spared	Tariff plan per day for the categorized User.(in Rs.)				
	Category-A	Category-B	Category-C	Category-D	Category-E
Reserved Lounge	Nil	Nil	2,000/-	2,000/-	2,000/-
Lawn	Nil	10,000/-	10,000/-	10,000/-	20,000/-
Basement	Nil	5,000/-	5,000/-	5,000/-	10,000/-

N.B: GST as per the prevailing rate will be levied over and above the per day tariff plan.

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1.4 a. **Reserved Lounge**: Reserved lounge will be spared selectively on hiring basis as per the applicable rates.

b. **Lawn located adjacent to Auditorium** : The lawn can be spared as per demand on applicable rates as proposed separately for different categories

c. **Basement for Dining purpose**: Basement can be used for dining purpose as per the applicable rates proposed for different categories.

1.5 Rail Auditorium to various Departments of Indian Railways should be free of any charges. No caution money is to be asked for such programmes. However, for Departmental functions with small gathering , the use of Railway Auditorium needs to be restricted. SDGM shall be the final authority for the allotment for all Departmental functions based on the justification given by the respective department.

1.6 Railways' own official functions need to get precedence over other classes of booking in respect to booking of Auditorium.

1.7 Electric charges are to be levied on actual basis as per the reading and not on lump sum basis. Electric charges are to be levied at the rate as applicable to outsiders as per commercial rate. This has to be certified by SSE/Electrical in charge while submitting details of electric charges, diesels consumed in the event of operation of DG set during the programme. Since the electric charges are to be levied on actual basis, proper meter reading is to be taken in a particular register and a statement duly signed by SSE/SE/JE (Electrical) in charge need to be incorporated in the consolidated clearance certificate duly countersigned by the ADEN/Sett/BBS for facilitating refund of caution money deposited with Railway Administration.

2.0 There should be a defined timing of full day session. The timing of full day session is from 10.00 A.M to 10.00 P.M and for such booking three hours of allowance is given before the actual programme, i.e from 7.00 A.M. The party may take occupation of the auditorium duly signing on the register (being maintained at the auditorium under the disposal of the care taker and overseen by the SSE(Works) in-charge. Similarly two hours allowance towards winding up and clearing the auditorium shall have to be allowed after the given time i.e upto 12.00 P.M.

3.0 Signing into and signing off time needs to be clearly recorded in the aforesaid register which will be also made available at times for checking at appropriate levels. However, in case auditorium is not cleared by the party from his men & materials after due allowance period is over for clearance i.e. after (10.00 +2.00) 12.00 PM penalty @ Rs.2,000/- shall be levied and the amount of recovery as

certified on the basis of actual time taken to clear the auditorium. In case of continuous booking, limited manpower and materials may be allowed to be in the premises on the condition that electric charges be levied as per actual consumption for the entire period of programme including preparatory and signing off period. However, safety and security of man materials of the party rests with the party

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concerned. Railway will not be responsible for any missing and damages/loss thereof.

3.1 In case someone asks for auditorium for one night for preparatory arrangement from 17.00 hrs. to 22.00 hrs, the same may be allowed on payment of Rs.10,000/- (excluding GST) plus additional electric charges as per actual.

3.2 Cleaning of premises shall have to be maintained by the department concerned. However, in case of any fines imposed by local bodies or any statutory body, where the reason can be attributed to the party's negligence, the same shall have to be recovered from the party.

3.3 The charges for cancellation of booking , which will be deducted from the caution money as per the following scale:

i. 05% of the caution money before one month of the schedule date of the programme.
ii. 10% of the caution money before 15 days of the schedule date of the programme.
iii. 20% of the caution money before one week of the schedule date of the programme.
iv. 30% of the caution money within one week or on the same day of the programme.
v. 50% of the caution money after the schedule date of the programme.

4.0 The department wise hired manpower and imprest provision for day to day operation of Railway Auditorium need to be continued. Sanitation and waste management were to be looked after EnHM Department. This needs to be addressed and responsibility hitherto handled by Dy.CME/EnHM.

Hourly consumption @ 70 liters. per hour for use of DG will be charged by Electrical Deptt. Electrical department may draw approximately 2000 liters per month from stock and use in the Generator. The amount will be recovered, as and when put to use, as per the prevalent rate of diesel to be recovered from the caution money deposited with the Railway Administration as per the actual usage.

5.0 DGM/G will circulate a fresh list of guidelines duly elaborating "**Dos and Don't's**". In case of non-compliance to given guidelines, it is proposed to have a penal provision wherewith, Railway administration may impose penalty up to Rs. 5000/- per day.

6.0 Revised Tariff/rental, caution money details are to be circulated by CPRO to all PSU(S) (Central and State Government), State Government's Cultural Department, other Central Government Ministries, State Government recognized Schools & Colleges in and around Bhubaneswar and other such Private Institution as deemed fit.

7.0 Since online booking and online payments are being encouraged, a system need to be put in place for facilitating online booking and receiving and disbursal of amounts through online by using a payment gateway. However, the same needs to be studied in detail as the payment system is to be dovetailed to receipt system of Railways and therewith proper accountal being ensured.

8.0 There should be a system for facilitating hassle free service in this regard to outside people. Since these are some additional assignments and there is also a need

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to give due care of such things including accountal and periodical reconciliation. The applicant/party concerned will be advised by the staff concerned of GA Department where the booking amount along with the caution money will be deposited duly indicating proper heads of Accounts. The details of allocation and DD to be prepared in the name of FA&CAO, East Coast Railway (against which the deposit account of ECoR is being operated) will be indicated clearly in the allotment letter. Similarly at the time of refund of caution money, a Pay Order drawn by the staff of GA Department and fund availability duly certified by the nominated Sr.SO(A) will be handed over to the concerned Sr.SO/A for further processing with the Finance for early payment.

9.0 Clearance from the SSE/SE/JE in-charge of Telecom branch, SSE/SE/JE in-charge of Electrical Department (while giving clearance, the in-charge has to invariably mention the units consumed and charges to be recovered including that of D.G set wherever required) will be specifically incorporated and from the concerned SSE/SE/JE in-charge of Civil Engineering Departmental will be there. Finally the same duly countersigned by the ADEN/Sett will be submitted to GA Department for processing the refund of caution money. The format shall have to be designed with the approval of Sr.DEN/Estate.

10.0 Since it is a sort of extra assignment other than the normal office work @ Rs.1,500/-per month is proposed to be given as honorarium to both the staff concerned (i.e one who is dealing in GA Department and the nominated Sr.SO(A) from Accounts Department).

11.0 Cooking at the auditorium premises shall be ordinarily discouraged. However, in case it is inescapable, the party, would seek in advance the requisite permission, if required at the time of submitting application, preferably the existing kitchen or any other space to be earmarked at a safe distance by AEN/Sett/BBS for the same.

12.0 Vehicles need to be parked in a systematic manner within the given parking place and this aspects need to be indicated in the allotment letter so as to avoid irregular parking causing inconvenience to nearby residents.

13.0 Since the allotment is based on the availability as a routine affair, the allotment may be done at Sr.ADGM's level with approval of DGM(G). In case of any dispute, the same needs to be referred to SDGM for redressal.

14.0 **In case of any departure or any other waiver required on this score, the same will require dispensation of the General Manager.**

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