

CIRCULAR

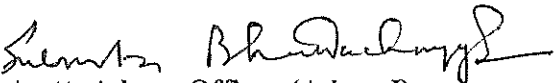
Director, ICAR-CRIJAF has been pleased to accept the recommendation of the committee constituted for fixing the daily rate of hiring Dining Hall/Lawn booking of ICAR-CRIJAF Hqrs., Barrackpore along with the following Terms & Conditions:

- The Hiring Charges of Dining Hall with Kitchen Space and Lawn in front of the Guest House of ICAR-CRIJAF have been fixed as follows:-

Facilities	Duration	Central Government /State Government/ Autonomous Body/ PSUs / Professional/ Scientific Societies/ Educational Institution	ICAR Employees (Working/Retired)	Private person/Private Organization
1	2	3	4	5
Dining Hall with Kitchen Space	Upto 6 Hours	Rs. 8,000.00	Rs. 2,000.00	Rs. 10,000.00
	More than 6 Hours and upto 12 Hours	Rs. 8,000.00	Rs. 5,000.00	Rs. 10,000.00
	More than 12 Hours and upto 24 Hours	Rs. 8,000.00	Rs. 7,000.00	Rs. 10,000.00
Lawn in front of Guest House	Upto 6 Hours	Rs. 2,000.00	Rs. 1,000.00	Rs. 3,000.00
	More than 6 Hours and upto 12 Hours	Rs. 2,000.00	Rs. 1,000.00	Rs. 3,000.00
	More than 12 Hours and upto 24 Hours	Rs. 2,000.00	Rs. 1,000.00	Rs. 3,000.00

- There will be no charges for ICAR-CRIJAF for booking of Dining Hall for conducting meetings/conferences. However, the other ICAR Institutes will be charged as per column (3) of the above table for availing the facilities.
- Charges for hiring of Auditorium as well as Lecture Hall of ICAR-CRIJAF will be fixed by the Competent Authority.
- These facilities will be allowed to the Central Government /State Government/Autonomous Body/ PSUs / Professional/Scientific Societies/ Educational Institutions for official functions only. The amount will be charged as per column (3) of the table.
- Booking of facilities in favor of Private persons/private organization for organizing personal functions will be done only in **exceptional cases** at the discretion of the Competent Authority.
- The following terms and conditions are to be accepted for booking of Dining Hall with Kitchen Space of ICAR-CRIJAF for personal function.

- a. ICAR employees (serving or retired) may avail the facilities for organizing personal functions with the approval of the Competent Authority of ICAR-CRIJAF.
- b. Number of people will be restricted to 100 only. Every person should be allowed in the campus only after production of the Identity card.
- c. Full booking amount may be obtained immediately after the booking is confirmed.
- d. Confirmed booking will be cancelled only after receiving a written request at least 07 days before the actual event. If prior intimation is not received within 7 days, a 25% of the booking amount will be forfeited.
- e. Loud Speaker of DJ is not allowed outside the dining hall.
- f. Liquor/smoking/chewing tobacco is strictly prohibited in the campus.
- g. An undertaking regarding using the facilities properly with application will be obtained from the applicant. An amount which seems appropriate by the Competent Authority will be charged from applicant if such damage is observed.
- h. The visitors will not be allowed in Children Park and other parts of the Institute.
- i. Pets are not allowed inside the campus.
- j. The places are to be returned in cleaned conditions to the caretaker after use.
- k. Preference will be given to the CRIJAF personnel for allotment of the facilities. The Director, ICAR-CRIJAF reserves the right to cancel/shift the allotment at any time for VIP use/exigency.


Asstt. Admn. Officer (Admn.I) 20.02.2024

Distribution:-

1. All the HODs/In-charges/ Heads of Divisions/ Sections/ RSs/ KVKs, ICAR-CRIJAF.
2. The F&AO, ICAR-CRIJAF, ICAR-CRIJAF.
3. The AAO/DDO, ICAR-CRIJAF.
4. The In-charge, Guest House, ICAR-CRIJAF.
5. I/c, AKMU, ICAR-CRIJAF with a request to upload the circular in the CRIJAF website.
6. P.S. to Director, ICAR-CRIJAF.
7. P.A. to CAO, ICAR-CRIJAF.
8. All the Notice Boards, ICAR-CRIJAF.
9. Guard File.