

राष्ट्रीय पटसन एवं समवर्गी रेशा प्रौद्योगिकी अनुसंधान संस्थान (भाकृअनुप)
 NATIONAL INSTITUTE OF RESEARCH ON JUTE
 AND ALLIED FIBRE TECHNOLOGY (ICAR)
 12, रीजेन्ट पार्क कोलकाता - 700040
12, REGENT PARK, KOLKATA- 700 040

No.5(1)/Adm.I

Date: 19.06.2014

CIRCULAR

This is for information to all concerned that the Seminar Hall and Auditorium of NIRJAFT will be provided for the purpose of office meeting by outside Govt. organization on payment of prescribed hiring charges. The details of hiring charges and terms & condition etc. are given below.

Sl.No.	Facilities	Sitting capacity	Charges	Time	Remarks
1	Conference Hall With Computer With Projector	50	Rs. 5,000/- + Rs. 1,000/- Rs. 1,000/-	10.00 a.m. to 05.00 p.m. (only during office hours)	Beyond office hours – for every additional one hour @ Rs. 1,000/-
2	Auditorium With Computer With Projector	100	Rs. 8,000/- + Rs. 1,000/- Rs. 1,000/-	-D0-	Beyond office hours – for every additional one hour @ Rs. 1,500/-
3	Class Room With Projector & Computer	30	Rs. 3,000/- + Rs. 1,000/-	-D0-	Beyond office hours – for every additional one hour @ Rs. 500/-
4	Advance Training Hall (for Practical Training with Advance Machinery)	15	Rs. 10,000/-	-D0-	Beyond office hours – for every additional one hour @ Rs. 1,000/-
5	Basic Training Hall (with Basic Machinery)	15	Rs. 5,000/-	-D0-	Beyond office hours – for every additional one hour @ Rs. 500/-

TERMS AND CONDITIONS :-

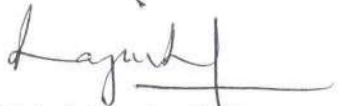
1	The timing of allotment is for 07 hours a day (from 10.00 a.m. to 5.00 p.m.). The rent charges as above will be same for hiring for lesser no. of hours. The facility should be opened not before 1 hour of the scheduled start time.
2	The Seminar Hall/Auditorium will be given to Govt. Organizations/NGOs/PSUs for official purposes.
3	All Catering service is to be arranged by the Institute Canteen at prescribed rates. No food packet/materials are be brought from outside by the hiring agency.
4	Reservation will be confirmed on receipt of application alongwith payment in full towards advance payment of laid down charges.
5	Security deposit for Rs. 5,000/- (Rupees five thousand only) (Refundable) will have to be paid in advance by Draft/Bankers cheque. This will be returned as such if not required to be encashed.
6	Cold drinks and eatables are not allowed inside the conference venue.
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7	Decoration, posters etc. are not allowed inside the meeting places or anywhere within the premises of the Institute. Only banners depicting the name / occasion to be displayed.
8	All payment should be made either by cash or through Bankers Cheque/Draft only to be drawn in favour of ICAR, NIRJAFT.
9	Any other condition as may be imposed by the Competent Authority from time to time.
10	Chairman, Security Committee may be informed of any such meeting for making necessary arrangements and posting of a security guard at the venue, if required.
11.	The Security Deposit of Rs.5,000/- shall be forfeited if the agency which has taken the facility on hire, fails to clean it thoroughly after use and /or any of the furniture/fixture/computer etc is damaged.
12.	The banner to be used by the hiring agency should exactly fit the frame fixed on the left hand side of the projection screen on the facing wall (of the BPD Hall). No part of banner should extend beyond the frame and spoil the wall.

RULES FOR CANCELLATION AND REFUND OF ADVANCE :-

1	By 10 days advance notice before the date of the meeting/programme : Full refund.
2	Between 03-10 days advance notice : 50% of the amount paid shall be forfeited. Even in case of change of one venue to other venue, this provision will be applicable.
3	No amount shall be refunded if less than 3 days notice of cancellation is given, even in the case of change of one venue to other venue, this provision will be applicable.

This issues with the approval of the Director.


Chief Administrative Officer

Distribution :-

1. All head of Divisions/Sections
2. In-Charge, PME Cell with the request kindly to upload this circular in Institute Website
3. PS to Director for information of the Director
4. Notice Board