



GOVT OF N.C.T. OF DELHI  
**MAULANA AZAD MEDICAL COLLEGE**  
and Associated Lok Nayak, Govind Ballabh Pant Hospital &  
Guru Nanak Eye Centre, 2, B.S.Z. Marg, New Delhi-02  
Tel. 01123239271, Extn.101 & 102

No.F.21(9)/Auditorium/MAMC/EC/2015/269

Dated: 07.01.2015

**C I R C U L A R**

A Committee was constituted to review the Terms & Conditions of booking of the College Auditorium. The recommendations of the Committee have been accepted and accordingly the revised Terms & Conditions are as under :

01. The Department(s)/Agencies who intend to apply for booking of MAMC Auditorium should submit their application addressed to Dean, Maulana Azad Medical College, Govt. of NCT of Delhi, New Delhi at least 30 days in advance with :

- (i) The date(s), day(s), exact period/ timings of the function.
- (ii) Nature of the function, and related details like number of participant/guests etc.

02. The revised Booking charges & House-keeping charges in respect of booking of College Auditorium are attached at **Annexure-I**.

03. Booking charges are to be deposited by the organizer(s) in advance through Cash / Demand Draft in favour of P.A.O. No.XV, Govt. of NCT of Delhi to be deposited with the Cashier, MAMC minimum one week before the function and a copy of such receipts issued by the Cashier etc, MAMC may be submitted to the Estate Branch before the booking date failing which the permission will stand cancelled automatically. The booking rent/fee is not refundable if the booking is cancelled by the Organizer.

04. The Security Deposit may be submitted along with booking charges only through Demand Draft in favour of the Dean, MAMC with the Cashier, MAMC. Organizers have to obtain an NOC from the Administrative Officer(Estate) for taking back the Security deposit from the Cashier, MAMC. The organizer(s) will be held responsible for any loss/ damage to the institutions' property during any function and full/ part of the Security Deposit will be forfeited. Amount forfeited will have to be deposited in cash by the organizers with the Cashier, MAMC so that Demand Draft earlier deposited against Security deposit may be returned.

05. House-keeping charges shall be deposited in cash only with the Sanitary Inspector, MAMC, for further disbursement of the same among the staff.

06. In case admission to the function is by sale of ticket, two copies of the Certificate of Exemption from the payment of Entertainment Tax issued by the competent authority must be submitted by the organizers with the Estate Cell, MAMC.

07. Vacant possession of the Auditorium will be given to the organizer(s) after 07:00AM on the date of function and vacant possession should be returned to the Institution by 09:00PM on the same day. In case of early taking over/delayed handing over of possession, damage charges @ Rs.2,000/- per hour shall be charged. In case of the possession extending to previous/next calendar day, the booking shall be treated as for two days and charged accordingly.

08. Only Twenty vehicles will be allowed to be parked inside the MAMC Campus in connection with the function.

09. Electrical appliances/ fittings other than those provided in the Auditorium are not allowed to be used. If extra appliances are, however, considered essential, they may be used with the prior permission of the Dean, MAMC. The organizers have to ensure that no outside electrician is allowed to interfere with the electrical connections/ fittings provided in the Auditorium. For extra power usage, organizer(s) shall have to arrange for additional Silent Power Generator Set at their own cost with prior permission of the Dean, MAMC.

10. Smoking, eating and drinks inside the auditorium are not allowed. Banners, hoardings and other publicity material shall be published befitting the occasion and displayed at places earmarked and/ or assigned for the purpose.

11. It shall be ensured that temporary structure in the form of shamiana etc and/ or raising of stage/ platform etc. outside the auditorium does not cause any damage to the level of the ground and its structure.

12. The venue will be made available for use on as is where is basis. The organizers shall be solely responsible for making temporary ramps/railings etc. to make the premises disabled friendly for the duration of the programme.

13. Any other temporary arrangement required to be made in pursuance of any statutory obligation shall also be the sole responsibility of the organizers. All such temporary structures must be removed after the program. Any liability arising out of not providing any such facility/non fulfillment of any such statutory obligation shall be borne solely by the organizers and college will not be responsible for the same.

14. Dean, MAMC reserves full right to deny/cancel the booking of the Auditorium at any time without assigning any reason, and under compelling circumstances like failure of electricity, strike, riots etc., and the organizers shall have no claim against the institution.

15. Any other temporary arrangement required to be made in pursuance of any statutory obligation shall also be the sole responsibility of the organizer(s). All such temporary structures must be removed after the program. Any liability arising out of not providing any such facility/non fulfillment of any such statutory obligation shall be borne solely by the organizers and college will not be responsible for the same.

16. This Auditorium has been made differently-abled friendly to the extent possible. It will be responsibility of the organizer(s) to ensure that they use this facility for the benefit of differently abled persons if any.

17. The venue will be booked for use on as is where is basis. The organizers shall be solely responsible for making temporary ramps/railings etc. to make the premises disabled friendly for the duration of programme.

Encl. : As above.

(Dr. DEEPAK K. TEMPE)  
DEAN



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and Associated Lok Nayak, Govind Ballabh Pant Hospital &  
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Tel. 011-23239271, Extn.215

No.F.1(Audi Booking T&Cs)/2014/MC/EC/ 14936

Dated: 07.09.2015

**C I R C U L A R**

In continuation of this office Circular of even number dated 07.01.2015 regarding Terms & Conditions of Auditorium's Booking. The revised House-Keeping Charges for the booking of Auditorium is as under :

| Sl. No. | Nature of event  | Existing House-keeping charges of Auditorium | Revised House-keeping charges of Auditorium |
|---------|--|--|---|
| 01      | Official functions of MAMC & associated Hospitals on behalf of the Dean.   | Nil  | Nil   |
| 02      | Functions of present Students of MAMC routed through Registrar (Academic) & Old Student Association (MAMCOS).  | Rs.6,000/-                                   | Rs.4,000/-                                  |
| 03      | Official Functions of recognized associations etc. of employees of MAMC & associated Hospitals.  | Rs.6,000/-                                   | Rs.4,000/-                                  |
| 04      | Functions & conferences organized by the Departments of MAMC & associated hospitals independently.   | Rs.6,000/-                                   | Rs.4,000/-                                  |
| 05      | Other Govt Departments/ Institutions conducting official functions, with the recommendations for concessional use by Secretary (H&FW), GNCTD (Request to be routed through Secretary, H&FW,GNCTD). | Rs.6,000/-                                   | Rs.6,000/-                                  |
| 06      | Functions & conferences of Professional bodies organized by Departments of MAMC & associated Hospitals.  | Rs.6,000/-                                   | Rs.6,000/-                                  |
| 07      | Government Institutions directly approaching MAMC.   | Rs.6,000/-                                   | Rs.6,000/-                                  |
| 08      | Medical/ non-medical associations (For medical related functions only).  | Rs.6,000/-                                   | Rs.6,000/-                                  |

All other booking T&Cs will remain unchanged circulated vide Circular No.269 dated 07.01.2015.

## Revised fees & House-keeping charges structure in respect of booking of Auditorium, MAMC

Amount in Rupees on per day basis

| Sl. No. | Nature of event  | Inside Auditorium |                       | Annexe (Space adjoining Auditorium) |                       | Dean's Carpet (Front Lawn) |                       | Security deposit |
|---------|--|-------------------|-----------------------|-------------------------------------|-----------------------|----------------------------|-----------------------|------------------|
|         |  | Booking charges   | House keeping charges | Booking charges                     | House keeping charges | Booking charges            | House keeping charges |                  |
| 01      | Official functions of MAMC & associated Hospitals on behalf of the Dean.   | Nil               | Nil                   | Nil                                 | Nil                   | Nil                        | Nil                   | Nil              |
| 02      | Functions of present Students of MAMC routed through Registrar (Academic) & Old Student Association (MAMCOS).  | Nil               | Rs.4,000/-            | Nil                                 | Rs.1,000/-            | Nil                        | Rs.1,000/-            | Rs.20,000/-      |
| 03      | Official Functions of recognized associations etc. of employees of MAMC & associated Hospitals.  | Nil               | Rs.4,000/-            | Nil                                 | Rs.1,000/-            | Nil                        | Rs.1,000/-            | Rs.20,000/-      |
| 04      | Functions & conferences organized by the Departments of MAMC & associated hospitals independently.   | Nil               | Rs.4,000/-            | Nil                                 | Rs.1,000/-            | Nil                        | Rs.1,000/-            | Rs.20,000/-      |
| 05      | Other Govt Departments/ Institutions conducting official functions, with the recommendations for concessional use by Secretary (H&FW), GNCTD (Request to be routed through Secretary, H&FW,GNCTD). | Nil               | Rs.6,000/-            | Nil                                 | Rs.1,000/-            | Nil                        | Rs.1,000/-            | Rs.20,000/-      |
| 06      | Functions & conferences of Professional bodies organized by Departments of MAMC & associated Hospitals.  | Rs.10,000/-       | Rs.6,000/-            | Nil                                 | Rs.1,000/-            | Nil                        | Rs.1,000/-            | Rs.20,000/-      |
| 07      | Government Institutions directly approaching MAMC.   | Rs.50,000/-       | Rs.6,000/-            | Rs.5,000/-                          | Rs.1,000/-            | Rs.10,000/-                | Rs.1,000/-            | Rs.20,000/-      |
| 08      | Medical/ non-medical associations (For medical related functions only).  | Rs.1,00,000/-     | Rs.6,000/-            | Rs.10,000/-                         | Rs.1,000/-            | Rs.20,000/-                | Rs.1,000/-            | Rs.20,000/-      |