

ESTATE BRANCH, PANJAB UNIVERSITY, CHANDIGARH

No.3465-3664/D/Estate

CIRCULAR

July 07, 2017

The Syndicate in its meeting dated 25.06.2017 has resolved (on agenda item No.21) the following:

“That minutes dated 02.05.2017 of the Committee Constituted by the Vice-Chancellor, pursuant to the decision of the Syndicate dated 20.03.2017 (Para 8) (Appendix-_) regarding revision of rent of Auditoria, Seminar Halls, Lawns and other venues of the P.U. in Sector 14 & South Campus of Sector-25 and also framing guidelines for booking etc., as per Appendix, be approved.”

As per the above mentioned resolution of the Syndicate the rates of Auditoria, Seminar Halls, Lawns and other venues have been revised as below:

SN	Name of Department	Rent for official/academic functions organized by Panjab University/Departments	Rent for academic/ Sports functions organized by outside agencies (other than Panjab University)
1.	Directorate of Sports Gymnasium Hall	Rent Rs. 15,000/- per day + Service Tax as applicable	Rent Rs. 50,000/- per day + Service Tax as applicable + Rs. 1000/- Cleaning Charges per day
2.	DSW University Auditorium	Rent Rs. 8,000/- per day + Service Tax as applicable	Rent Rs. 35,000/- per day + Service Tax as applicable + Rs. 1,000/- Cleaning Charges
3.	Auditoriums of Chemical Engg. Mathematics, Physics, Zoology, USOL, Chemistry, U.B.S. Departments	Rent Rs. 1500/- per day + Cleaning Charges @ Rs. 500/- per day	Rent Rs. 10,000/- per day + Cleaning Charges @ Rs. 1,000/- per day
4.	English and Evening Studies Auditoriums	Rent Rs. 5000/- per day + Cleaning Charges @ Rs. 1,000/- per day	Rent Rs. 20,000/- per day + Cleaning Charges @ Rs. 1,000/- per day
5.	PUSSGRC, Hoshiarpur	Rent Rs. 5000/- per day + Cleaning Charges @ Rs. 1,000/- per day	Rent Rs. 10,000/- per day + Cleaning Charges @ Rs. 1,000/- per day
<u>LAWNS & GROUNDS</u>			
1.	Lawn in front of Law Auditorium/Student Centre	Rent Rs. 2000/- per day + Service Tax as applicable + Rs. 2000/- Cleaning Charges per day + Rs. 5000/- Security (Refundable)	Rent Rs. 75,000/- per day + Service Tax as applicable + Rs. 2000/- Cleaning Charges per day + Rs. 10,000/- Security (Refundable)
2.	Lawn in front of U.B.S. & at back side of Law Auditorium	Rent Rs. 2000/- per day + Service Tax as applicable + Rs. 1000/- Cleaning Charges per day + Rs. 5000/- Security (Refundable)	Rent Rs. 35,000/- per day + Service Tax as applicable + Rs. 1000/- Cleaning Charges per day + Rs. 10,000/- Security (Refundable)
3.	Ground of Deptt. of Chemical Engg., Chemistry, Physics, Geology, Zoology	Rent Rs. 1500/- per day + Cleaning Charges @ Rs. 500/- per day	Rent Rs. 10,000/- per day + Cleaning Charges @ Rs. 1,000/- per day
Residential Area Grounds (For P.U. Employees only)			
1.	Ground Near Mori Gate, Sector-14	Cleaning Charges @ Rs. 1000/- per day + Rs.500/- deposited in Estate Fund + Rs. 3000/- Security (Refundable)	
2.	Ram Leela Ground, Sector-14		
3.	Ground Near Radha Krishan Mandir, Sector-14		
4.	Ground Near Nursery, Sector-25 (to be allotted only if Community Centre is not available)	Cleaning Charges @ Rs. 3000/- per day + Rs.1000/- deposited in Estate Fund + Rs. 3000/- Security (Refundable)	

The following mandatory guidelines with regard to above are also to be followed:

1. Ground can be booked only by employees of the University for their own use or for the use of their bonafide dependants. The applicant must produce proof like Ration Card, Passport, Voter Card, Aadhar Card etc. for establishing the dependence.
2. Any function to be organized by the department must be intimated to the Divisional Engineer (Horticulture) and the Chief Security Officer on the format. The department should deposit Rs.1000/- as the cleanliness charges for cleaning the site with the office of the Divisional Engineer (Horticulture).
3. Any function to be organized by the residents of the Panjab University Campus (Sector-14 & 25) must also be intimated to the Divisional Engineer (Horticulture) and deposit cleaning charges @ Rs.1000/-.
4. The applicant will deposit a security of Rs. 3000/- (refundable) in the office of Divisional Engineer (Horticulture). In case, some damage is caused to the ground, security shall be forfeited.
5. The name of the Chief Guest invited for the function must also be intimated to the Chief Security Officer at least 2 days prior to the function.
6. Tentage will be erected and removed during the booking period only. Tentage must be removed immediately after the function to enable the office of the Divisional Engineer (Horticulture) to clean the grounds.
7. The permission for use of loud speaker/music system, if any, must be taken from the UT. Administration separately and strictly followed for the allowed period. Even during the permissible time limit of using sound systems i.e. upto 10.00 p.m., the sound levels should be such that they do not disturb the residents nearby and should remain confined to the venue only. In case of violations, the residents would be imposed with heavy fine.
8. The sound system/Music system/DJ should be used in the ground with the permissible limit of 55 DB during day time and 45 DB during night as prescribed in the Noise Pollution (Regulation and control Rules 2000).
9. Any damage to the University ground/property will be recovered from the organizers.
10. The parking areas in front of the department should be cleaned by the cleaners of the department.
11. Consumption of liquor in Panjab University Grounds is strictly prohibited.

Further, the Goods and Service Tax (GST) must also be charged/paid, wherever applicable, as per the Government of India directives. The amount of GST charged must also be deposited in the account as mentioned below and an intimation of the same is to be necessarily given to the Estate Branch, Panjab University:

On Account of	Depositing Account	Account Name	Bank Name	IFSC Code
Goods & Service Tax (as per the rate of tax applicable)	34363173842	Registrar, Goods and Service Tax Account	State Bank of India	SBIN0000742 (5th character, from left, is zero)

This Circular is also available at E-Notice Board of the Registrar i.e. <<http://registrar.puchd.ac.in/show-noticeboard.php?nbid=1>> in the Panjab University's Website.

Sd/-
Deputy Registrar (Estate)