

F. No.17020/34/2017-SCD-VI/DAIC
Government of India
Ministry of Social Justice & Empowerment
Department of Social Justice & Empowerment
(Dr. Ambedkar International Centre)

Shastri Bhawan, New Delhi

Dated: 20th April, 2018

OFFICE ORDER

Subject: Rates for accommodation at Dr. Ambedkar International Centre.

The Department of Social Justice & Empowerment, Ministry of Social Justice & Empowerment has decided the following rates for various types of accommodation available at Dr Ambedkar International Centre (DAIC) for use by the Government, PSU/Autonomous body, NGOs /Private Organisations for utilizing the same for non-commercial purpose.

Sl. No.	Particulars	Category	Rate per day
1.	Auditorium having capacity of 700 seats	Government	50,000/-
		PSU /Autonomous body	1,00,000/-
		NGO's /Private Organisations	1,25,000/-
2.	Auditorium having capacity of 100 seats	Government	7,000/-
		PSU /Autonomous body	14,000/-
		NGO's /Private Organisations	25,000/-
3.	Open space (not for dinning purpose)	Government	20,000/-
		PSU /Autonomous body	40,000/-
		NGO's /Private Organisations	60,000/-
4.	Open space (for use of dinning purpose)	Government	1,00,000/-
		PSU /Autonomous body	1,50,000/-
		NGO's /Private Organisations	1,75,000/-
5.	Round Table Conference Room (R-4) having seating capacity of 22 persons	Government	3,000/-
		PSU /Autonomous body	4,000/-
		NGO's /Private Organisations	5,000/-
6.	Round Table Conference Room (R-5) having seating capacity of 14 persons	Government	2,500/-
		PSU /Autonomous body	3,000/-
		NGO's /Private Organisations	3,500/-
7.	Round Table Conference Room (R-6) having seating capacity of 23 persons	Government	3,000/-
		PSU /Autonomous body	4,000/-
		NGO's /Private Organisations	5,000/-

Note : Applicable taxes such as GST will be charged over the total amount payable by the booking agency alongwith the booking amount.

2. The Booking will be subject to following terms and conditions in addition to the instructions issued by the Security Agencies:

1. 20% of the total amount towards SECURITY DEPOSIT may be added in case of PSUs/Autonomous Bodies and Private/NGOs.
2. Allotment is liable to be cancelled without prior notice if any VVIPs visit is notified by DCP Security (PM).
3. NO OBJECTION CERTIFICATE FROM DCP SECURITY (PM) (TO BE OBTAINED BY THE APPLICANT) IS MANDATORY FOR ANY ALLOTMENT.
4. NOC FROM DCP, New Delhi District is ADDITIONAL REQUIREMENT FOR PSUs/AUTONOMOUS BODIES AND PRIVATE PARTIES.

5. 20% of the licence fee, if the cancellation is made with a notice of one month or more.
6. 40% of the licence fee, if the cancellation is made with a notice of less than a month and up to 2 days before the function (excluding the day of function).
7. Notice to surrender/cancellation/postponement of the function should reach this office at least 2 days in advance of the date of function (excluding the date of function), failing which no refund of licence fees will be allowed.
8. In case of damage to any existing infrastructure/items in the Centre during the course of functions, the damage for the same shall be paid as per actual.
9. Application form along with all requisite documents must reach this Department at least one week before the date of the function.
10. Any type of eatables are not allowed inside the building of DAIC. Catering and arrangement of tent etc., shall be arranged by agency hiring the accommodation.

3. PAYMENT PARTICULARS:

1. Payment may be made by Demand Draft/Cheque in favour of DDO, Department of Social Justice and Empowerment, New Delhi; or
2. Payment can also be made electronically to the bank details given below:

Name of Account Holder	D.D.O. D/o Social Justice and Empowerment
Complete Contact Address	Room No.: 242-A, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi - 110001
Telephone Number	011-23382895
Name of the Bank	State Bank of India
Branch Name with Complete Address	Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi - 110001
IFSC Code	SBIN0050203
Bank Account No.	65121695912
MICR Code of BANK	110002742

3. Mandate form for electronic payment can be downloaded from the website of the Department.
4. **Application form for booking of the DAIC can be downloaded from the website of the Department.**

5. FOR MORE DETAILS PLEASE CONTACT:

Shri Arvind Kumar
 Director (DAIC)
 Department of Social Justice and Empowerment,
 Shastri Bhawan, New Delhi,
 Ph: 011-23388519
 E-mail: arvind.k76@gov.in


 (Arvind Kumar)
 Director (DAIC)
 Ph: 011-23388519

Copy to:

- (i) All the Ministries/Departments of Government of India
- (ii) Senior Technical Director, NIC with request to upload it in the Department website.
- (iii) Joint Secretary(Admn), Department of Social Justice & Empowerment
- (iv) Pay & Account Office, Department of Social Justice & Empowerment
- (v) DDO, Department of Social Justice & Empowerment
- (vi) Under Secretary, SCD-VI, Department of Social Justice & Empowerment
- (vii) Cash Section, Department of Social Justice & Empowerment
- (viii) Section(SCD-VI), Department of Social Justice & Empowerment

Application for allotment of accommodation in Dr. Ambedkar International Centre (DAIC), 15, Janpath, New Delhi

To

The Director (DAIC)
Department of Social Justice and Empowerment
Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi

Subject: Allotment of accommodation in Dr. Ambedkar International Centre (DAIC), 15, Janpath, New Delhi for (purpose)

The following accommodation may please be allotted in Dr. Ambedkar International Centre (DAIC), 15, Janpath, New Delhi:

1. Occasion:
2. Date and duration:
3. Dignitary details:
4. Application Category:
5. Approximate No. of participants
6. Accommodation Required:

Accommodation (Please tick the appropriate box)	700 seat Auditorium	100 seat Auditorium-1	100 seat Auditorium-2	Outside area not for Dining purpose	Outside area for Dining purpose
Date(s) (please specify)					

7. Host of Conference (please Name):

Government	PSU/Autonomous bodies	Private/NGO*

*Photo ID of the person requesting the booking required to be submitted.

8. We/This Ministry/Department agree to abide by terms and conditions governing allotment of accommodation in Dr. Ambedkar International Centre (DAIC).
9. A sum of Rs.on account of rental charges along with applicable tax is sent herewith through cheque/DD/Electronic mode.
10. Detailed scheduled of the programme is attached/will be submitted before the start of program.

Yours faithfully,

(Signature with Seal)

(to be signed by Joint Secretary/Head of the Department/Institution or equivalent officer)

Name of the signing authority:

Designation: Telephone No:

Email ID: Mobile No.

Postal Address:
