

CIRCULAR

In reference to the previous Circular No. GMCH/Estate/17049-170 dated 02.05.2014, a meeting was held to re-examine at the existing guidelines for renting out auditorium, Block-O, Sarai Building and generate revenue for the government and accordingly, the competent authority has decided the following:-

1. **Rules & Regulations:-** Reservations of auditorium Block-O, Sarai Building shall be purely on first-come first-serve basis on the written requests only and approval by the competent authority. The Director Principal shall be the final authority to approve or disapprove or cancel any reservation in exigency.

2. Head under which it can be reserved/booked:-

- Academic events
- Cultural events
- Cultural promotion events
- Socio-cultural events
- Health related events
- Holding the exams

The auditorium, Block-O, Sarai Building shall be booked / reserved for events only if these are not-commercial and non-religions.

3. Rental and Security Charges (payable in advance):-

Events	Rental Charges in Rs.		Refundable Security	Remarks
	(Upto 12 Hours)	(Upto 4 hours)		
All Events	50,000/-	30,000/-	10,000/-	Damages Payable
GOODS AND SERVICES TAX (GST) SHALL BE CHARGEABLE AS APPLICABLE				

No Charges for events held by U.T. Administration, Chandigarh or events held officials by the various departments of GMCH, Sector-32, Chandigarh.

Note :

- The applicant will clearly mention the duration of time of 4 hours required on a particular day for using the auditorium, the duration of 4 hours shall be as per booking.
- Dr. Kanchan Kapoor, who is already looking after the maintenance and supervision of the auditorium vide order no. GMCH/Estate/1/2014/ 17049-70 dated 02.05.2014 will also look after the timing of the session starts or ends.
- There will be minimum 2 hours gap between 02 functions if booked on the same day during which the first organizer of first function will ensure that and cleanliness before the next function starts. If any program exceeds his time of 4 hours of his booking he will be charges for 12 hours and the same clause will be entered as term and condition for the bookings. If a booking of 12 hours exceeds its time a further charge of 4 hours shall be payable.
- It is the responsibility of organizer who books the auditorium to clean the auditorium within the stipulated period of 2 hours. In case of any default from terms and conditions of booking the auditorium, the refundable security shall be forfeited as penalty.
- Conference Hall, Level-IV, Block-B** will not be given to any outsiders for any events because this is in the premises of OPD. However, events related to GMCH academics shall continue to be held in Conference Hall, Block-B without any charges.

4. Dos and Don'ts

- No eatables/ drinks allowed
- No defacement of walls, putting stickers, paints, nails, drawing pins etc.
- No smoking
- No alteration of structure.
- GMCH shall not be responsible for parking related issues

The upkeep and issuing of the auditorium, Block-O, Sarai Building shall be under the jurisdiction of Joint Medical Superintendent.

**Note:** Conference Hall, Block-B will not be given to any outsiders for any events because this is in the premises of OPD. However, events related to GMCH academics shall continue to be held in Conference Hall, Block-B without any charges.

Dated, Chandigarh the  
**11.09.2018**

**Prof. B.S. Chavan**  
**Director Principal**

Endst.No. GMCH-HALL-EA3 (217)-2018/

Dated,

**20 SEP 2018**

A copy is forwarded to the System Analyst, IT Centre, GMCH with a request to e-circulate/email the same to following for information & necessary action:-

1. All HODs GMCH, Chandigarh.
2. The Chairman, Emergency Services, GMCH, Chandigarh.
3. The HOD (IT), GMCH-32, Chandigarh.
4. The HOD MRD, GMCH-32, Chandigarh.
5. The Joint Medical Superintendent, GMCH-32, Chandigarh.
6. The DMS-II & III, GMCH-32, Chandigarh.
7. The EMO, GMCH, Chandigarh.
8. The DC (F&A), GMCH, Chandigarh.
9. The System Analyst, GMCH-32, Chandigarh.
10. The Registrar (Academics), GMCH-32, Chandigarh.
11. PS to DP for kind information of Director Principal.
12. The Nursing Superintendent, GMCH, Chandigarh.
13. All Office Superintendents, GMCH-32, Chandigarh.
14. The OS (Estate Branch)- In reference to Circular No. GMCH/Estate/17049-170 dated 02.05.2014.
15. The Law Officer, GMCH-32, Chandigarh.
16. The Chief Dietician, GMCH-32, Chandigarh.
17. The Dispensary Superintendent, GMCH-32, Chandigarh.
18. The Store Officer, Central Store, GMCH, Chandigarh.
19. The Incharge Communication, GMCH-32, Chandigarh.
20. The Incharge Control Room, GMCH-32, Chandigarh.
21. The RTI Cell, GMCH-32, Chandigarh.
22. The Cashier, Accounts branch, GMCH-32, Chandigarh.
23. PA to ADA/MS for the kind information of Additional Director (Admn.) & Medical Superintendent.
24. Copy to Auditorium booking file (170) and master file.

for **Joint Medical Superintendent**  
**Director Principal**