परिपत / CIRCULAR

विषय : सूर्यवंश में तैनात पाठबंदी के कर्मचारियों हेतु पुराने सामुदायिक केन्द्र (नया नाम : शाकुंतलम) की घुटनियाँ।

Sub.: Booking of Old Community Centre (rechristened as “Shakuntalam”) for the employees of DAE in Mumbai.

हर्ष के साथ सभी को यह सूचित किया जाता है कि अष्टाध्यक्षांग में तैनात पाठबंदी के कर्मचारियों हेतु पुराने सामुदायिक केन्द्र का नवीनीकरण कार्य पूरा हो चुका है और वह सूर्यवंश में तैनात परमाणु ऊर्जा विभाग के कर्मचारियों को स्विम्न समारोह के आयोजन हेतु आवंटित किये जाने के लिए तैयार है। इसका नया नाम “शाकुंतलम” रखा गया है। It is with pleasure informed to all that renovation work of Old Community Centre in Anushaktinagar has since been completed and is ready for allotment to the employees of DAE in Mumbai for various functions. The name of facility is rechristened as “Shakuntalam”.

“शाकुंतलम” के उपयोग हेतु प्रमाण पत्रादाय की विनिमयसूचना है।The charges fixed provisionally for use of "Shakuntalam" are as follows:-

- लाइसेंस शुल्क/ Licence fee (अस्थायी/ Provisional) : ₹ 12,500/- प्रतिविन्द।
  Rs. 12,500/- per day.

- जमानत जमा/ Security Deposit (अस्थायी/ Provisional) : ₹ 20,000/- प्रतिविन्द।
  Rs. 20,000/- per day

- विद्युत प्रभाव्य/ Electricity charges : वास्तविक खपत के अनुसार।
  As per actual consumption.

बास्तविक लाइसेंस शुल्क निघारित होने तक प्रतिविन्द ₹ 20,000/- की सुरक्षा जमा राशि निःसंभूत से पास रहेगा। यदि लाइसेंस शुल्क उच्च उल्लिखित अस्थायी लाइसेंस शुल्क एवं सुरक्षा जमानत में स्थानीय हो तो लाइसेंस शुल्क के अंतर का भुगतान करने संबंधी (निघारित प्रपण्य ) कर्मचारी को दस्तगाह पत्र प्रस्तुत करना होगा।

Security Deposit of Rs.20,000/- per day will remain with DCSEM till the actual Licence Fee is fixed. The official may submit an undertaking (in the prescribed format) for remitting any difference of Licence Fee, if approved Licence Fee is more than the above mentioned provisional Licence Fee + Security Deposit.
Mumbai-based DAE employees may now apply for booking of "Shakuntalam" in the prescribed format available in the Enforcement Section as well as in the website of DCSEM. The booking will commence with immediate effect. Terms and conditions for allotment is enclosed.

This may please be widely circulated at the earliest.

Copy to: 1. Smt. Jayashree S.}, Administrative Officer-III
2. MRWA/ARWA/President (BAERWA)
3. Shri Narendra Kumar, Head, IT Section, DCSEM - for uploading at DCSEM website.
सामुदायिक केंद्र (शाकुंतलाम), अणुशाक्तिनगर, मुंबई के आरक्षण हेतु आवेदन-पत्र

APPLICATION FOR BOOKING OF COMMUNITY CENTRE (SHAKUNTALAM), ANUSHAKTINAGAR, MUMBAI.

(सामान्यतः केंद्र तीन महीने पहले ही प्रस्तुत किया जाए)

(TO BE SUBMITTED ONLY THREE MONTHS IN ADVANCE OF THE FUNCTION)

1. आवेदक का नाम NAME OF APPLICANT
   (स्त्री शब्दों में IN BLOCK LETTERS)

2. पदवी, प्रभाग, मुद्रित एवं के. को. सं.
   DESIGNATION, DIVISION, UNIT & C.C.NO.

3. आवासीय पता RESIDENTIAL ADDRESS

4. फोन नं. (का), (आ), (मोबाइल) एवं ई-मेल
   TEL.NO. (O ), (R), (M) & EMAIL

5. सामुदायिक केंद्र किस तारीख को चाहिए
   DATE ON WHICH COMMUNITY CENTRE IS REQUIRED

6. सामुदायिक केंद्र किस प्रयोजन हेतु चाहिए (वर्गीकरण
   सबमारी/नाम, संबंध इत्यादि) PURPOSE FOR
   WHICH COMMUNITY CENTRE IS REQUIRED (i.e. CEREMONY/NAME, RELATIONSHIP ETC.)

7. सामुदायिक केंद्र किस आवश्यक व्यक्ति के लिए चाहिए उसका
   सीएचएसएस सं./आधार सं. C.H.S.S./AADHAR NO.
   OF THE DEPENDENT PERSON FOR WHOM
   COMMUNITY CENTRE IS REQUIRED

प्रत्येक, सेवा एवं संयोग प्राप्त निवेशपत्र द्वारा सामुदायिक केंद्र के उपयोग हेतु बनाए गए शर्तों का पालन करने के लिए स्वच्छता है। I do hereby undertake to abide by the terms and conditions set out by Directorate of Construction, Services and Estate Management for the use of Community Centre.

विनाक्रम Date: आवेदक के हस्ताक्षर Signature of the Applicant

(संबंधित मुद्रित के रूपान्तर अनुभव के उपयोग हेतु)

( FOR USE IN ESTABLISHMENT SECTION OF UNIT CONCERNED )

यह प्रभावित किया जाता है कि क्रम सं. 1 से 5 एवं 7 में दिये गये विवरणों का सत्यापन किया गया एवं अत: इस सहारक कार्यकर्ता अधिकारी, नियंत्रण तथा अभियंता के लिए प्रयोगिक है।

It is certified that the particulars at Sr. Nos. 1 to 5 and 7 have been verified and hence recommended to forward to Assistant Personnel Officer, Enforcement Section, DCSEM.

हस्ताक्षर Signature :

नाम Name :

पदवी Designation :

(कार्यालय मोहर /Office seal )

सहायक कार्यकर्ता अधिकारी Assistant Personnel Officer,
प्रबंधन अनुभाग, नियंत्रण एवं प्रशिक्षण Enforcement Section, DCSEM,
भवन सराफाभई, मुंबई Vikram Sarabhai Bhavan, Mumbai.

टिप्पणी : कुप्रा राशन कार्ड के साथ, उसकी की पहली एवं अंतिम पृष्ठ की ज्ञातक्रम प्रति तथा आधार कार्ड (उसकी ज्ञातक्रम प्रति

NOTE: Please bring Ration Card (along with xerox copies of the 1st and last page) or AADHAR Card (along with Xerox copy).
I do hereby undertake to make any payment that may accrue on account of booking of “Shakuntalam” to PAO, DCSEM, Mumbai, if the licence fee approved by DAE is more than the provisional licence fee plus security deposit paid by me at the time of booking of “Shakuntalam”.

Signature with date:

Name:

Designation:

C.C. No.:

Division & Unit:

Residential address:

Tel. No./Mob. No./Email:
1. The Community Centre can be booked 3 months in advance on a written application in the prescribed form available in this Directorate in the following order of priority.

   A) Official function
   B) Marriages in respect of:
      i. Employee
      ii. Employee's daughter
      iii. Employee's son

   Religious functions like thread ceremony, Mundan ceremony, etc. relating to Employee's Children/Parents.

D) Social functions and Common residents' welfare programs.

E) Any other function at the discretion of Director, DCSEM.

NOTE: Employee means employee of DAE/Constituent Units of DAE/PSU and Aided Institutions of DAE.

2. The applicant has to pay in advance the following charges for confirmation of the allotment of Community Centre in his/her name:

   i. Rent/Licence fee : Rs. 12,500/- per day (Provisional)

   K. The applicant is required to produce the following documents:

   i. Photo identity proof
   ii. Proof of income
   iii. Address proof
   iv. Bank details

Kend the applicant who is in error and there is no further action required.

The Community Centre can be booked three months in advance. If there are more than one application for any of the function indicated against Sl.No.A to E above, allotment will be decided by inter se seniority in Government service of employee.
Electricity charges: Electricity charges as per prevailing applicable tariff shall have to be paid by the users separately on actual metered consumption basis as certified by EIC and the recovery statement for the electricity charges issued by GSS, DCSEM.

There is an electrical distribution box installed on the wall inside near boundary wall of the Centre for tapping of the power for providing additional lighting for decoration etc. The consumption of additional loads shall also be metered by the same meter installed in the main panel of the Centre.

Please note that any temporary wiring have to be carried out and certified by licensed electrical contractor and test reports for the same shall have to be submitted to EIC/shift in charge (MRS) Tel. No.2548661/6622 for information. The user shall only be responsible for safety & security of any temporary wiring, electrical gadgets/fixtures etc. installed/connected by them to the existing power outlets in above community Centre.

Allottee may arrange D. G. set of adequate capacity on his/her own as back-up in case of mains power failure. However, user must give prior information to MRS i.e. Main Sub Station [one day in advance] who will guide them how and where to connect.

The payment made will not be refunded in case of cancellation of the booking by the applicant at a later date. However, Security Deposit amount will be refunded on the clearance of the EIC, TTM-I.

In addition to licencee fee mentioned above, the applicant has to make a refundable deposit of Rs. 20,000/- (Rupees Twenty thousand only) per day. Cost of damages if any, caused to the fittings / fixtures / lawns, etc. will be adjusted from the deposit on the advice of the Engineer-in-charge, TTM-I. The deposit will be refunded after getting the clearance from the Engineer-In-Charge, TTM-I Unit of DCSEM on inspection of the premises after the function. Applicants are required to collect the same from Accounts Section, DCSEM only on getting intimation for refund from DCSEM.

The Community Centre will be available for bonafide use, such as marriage, thread ceremony etc. of the employee/their family members as stated in para-1 above. The definition of family is as defined in the Allotment Rules. However, Director, DCSEM will also consider requests from retired personnel of DAE, subject to availability.

Use of Community Centre for any function beyond 10.00 p.m. is strictly prohibited.

The applicant should ensure that playing of Band/Orchestra in the premises should not cause disturbance to the neighboring residents and should be stopped forthwith in case of public objection.

The applicant is required to collect the same from Accounts Section, DCSEM only on getting intimation for refund from DCSEM.

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Normally cooking is not permitted in the Community Centre. However, where it is absolutely necessary, the user can do so on limited scale subject to the condition that hygienic conditions are maintained and the area should be cleaned before it is handed over to Engineer-In-Charge, TTM-I at the expense of the user. ONLY LPG AND/OR INDUCTION COOKER BE USED FOR COOKING: USE OF COAL/WOOD IS PROHIBITED. Washing of utensils used for dinner or party beyond the permitted time i.e. 10.00 p.m. is not allowed as the same will disturb the peaceful atmosphere of the residents around the Community Centre. Allottee must ensure strictly that, no eatables, food etc. are taken inside hall, building which are airconditioned. In case of report of any default, entire Security Deposit will be forfeited.

8. जहां आवश्यक हो या वहाँ उपयोगकर्ता को पुलिस से अनुशासन प्राप्त करनी होगी।

The user will have to obtain police permission wherever it is necessary.

9. उपयोगकर्ता, परिसर की भी अवधारणा को भागे पर नहीं है देने का सक्षम है। परिसर का उपयोग किसी भी वैष्णव सिद्धांत के लिए नहीं किया जा सकता है। यदि किसी व्यक्ति द्वारा परिसर का उपयोग किया जाने की रिपोर्ट निकली है तो इसे गंभीरता से देखा जाएगा और उचित कार्रवाई की जायगी।

The user should not sublet the premises to any third party. The premises should not be used for any unlawful activities. In case any person is reported to have misused the premises, it would be viewed very seriously and will be dealt with appropriately.

10. सामार्थ्यक केंद्र का कंजर्बा लेना/देना का सामयिक निर्धारण होगा:—

10.00 बजे से 12.30 बजे तक

14.00 बजे से 15.30 बजे तक

वश, भागी। सामार्थ्यक केंद्र के दिन आमतौर पर आवाजक अनुशासन/बाहरियां लेने/देने हेतु टीम्स-1 के प्रभारी अभिभाषिक से पूछते कार्यवाही विवाद पर संबंधित निर्देश प्राप्त करना चाहिए।

The possession of the Community Centre may be taken from the EIC, TTM-I Unit, of DCSEM to whom a copy of the allotment order will be endorsed. The timing of taking over/handover over is as follows:

1000 hrs. to 1230 hrs.

and

1400 hrs. to 1530 hrs.

थांब, भागी। सामार्थ्यक केंद्र के दिन होता है तो आवाजक अनुशासन/बाहरियां लेने/देने हेतु टीम्स-1 के प्रभारी अभिभाषिक से पूछते कार्यवाही विवाद पर संबंधित निर्देश प्राप्त करना चाहिए।

If however the function falls on a holiday, the user will have to approach the EIC, TTM-I on the previous working day for necessary instructions/collection/handover of keys etc.

11. केंद्र में कोई परिवर्तन और परिवर्तन करने की अनुमति नहीं है। सामार्थ्यक केंद्र की किफायती/विशेष/संचार एवं स्व-संचालन के लिए उपयोगकर्ता जिम्मेदार होगा और उसे टीम्स-1 मुलिक के प्रभारी अभिभाषिक द्वारा निर्धारित व्यवहार करना होगा।

No additions and alterations to the Community Centre are permitted. The applicant will be held responsible for damage, if any caused to the fitting, fixtures, furnitures etc. in the Community Centre and will be liable to pay the cost as assessed by the EIC, TTM-I Unit.

12. सामार्थ्यक केंद्र बुक करने के आवेदन पत, निर्दय विवाद अभावी तीन महीने पूर्व प्रारंभ: 1000 बजे से 1100 बजे के बीच मूल्यांकन करें। आवेदन पत्ता की जीवन के प्रति उच्च, केंद्र का आवंटन ही संभाल दिया जाएगा। जो केंद्र, आवेदन पत्ता की जीवन के प्रति उच्च, केंद्र का आवंटन ही संभाल दिया जाएगा, तो आवेदन इसके बावजूद उपलब्ध नहीं होगा।

The applications for booking the Community Centre will be accepted between 1000 hrs. and 1100 hrs. on working days on the due dates i.e. three months in advance. The applications will be scrutinized and the Community Centre allotted thereafter. Applicants desirous of their presence during screening of the applications may do so at their discretion. Once a decision is taken to allot the Community Centre to the eligible applicant as per the priority indicated above, the applicants will have to make the prescribed payment and collect the allotment order failing which the allotment will stand cancelled and the Community Centre will be allotted to the next eligible applicant.

13. साधनाः रात के 10 बजे के बाद कार्यक्रम का आयोजन करना एवं बोक्स डायर के स्कीर बजाना निषिद्ध है।

CAUTION: CONDUCTING THE PROGRAMME AND PLAYING OF BOX TYPE SPEAKERS BEYOND 2200 HRS. IS STRICTLY PROHIBITED
14. सामुदायिक केंद्र के आंबार के अनुबंधों एवं शर्तों का पालन न करने / उल्लंघन करने पर आबंटिती द्वारा जमा सुरुवात जमा को जमा किया जावेगा।
Non-compliance/violation of terms and conditions of allotment of Community Centre will entail forfeiture of Security Deposit paid by the allottee.

15. जब कभी आवश्यक हो, कमरों में पलंग, गादी, सकिये इत्यादि सहित कुछ फर्माचर उपकरण किया जावेगा।
वादर/तकिया कबर/तालिका इत्यादि सामग्री प्रदान नहीं की जावेगी। आबंटिती से यहू अपेक्षा की जायेगी कि वे उक्त सामग्रियों को बिना तुकसान पहुँचाये/गंवाने किये उपयोग करें। आबंटिती को बादर/बांधन कबर/तालिका
इत्यादि सामग्री व्यवस्था लानी होगी। गादी और तकियों का लिए कबर उपयोग नहीं किया जाना चाहिए।
Rooms whenever required will be provided with certain furnishings including bed, mattress, pillows etc. No items as bed sheets/pillow covers/towels will be provided. Allottee is expected to maintain these items properly without damaging or dirtying. Allottee must bring his/her own bed sheets, pillow covers, towels etc. The mattress and pillows should not be used bare.

16. आबंटिती से यहू अपेक्षा की जायेगी कि वे पानी, विशुद्ध, चालानकूल एवं फर्माचर और फर्माचर सामग्री इत्यादि
का उपयोग अनावश्यक अपत्य, तोड़-फोड़ इत्यादि से बचाकर विवेकपूर्ण हृद उपयोग करें।
Allottee is expected to use water, electricity, airconditioners and other facilities like furniture and furnishing items judiciously keeping in mind undue wastage, damage etc.

17. केंद्र के उपयोग अवधि के दौरान अपने सभी सामग्री के जिम्मेदारी आबंटिती द्वारा होगी। आबंटिती की सामग्री की
की चीजें, अवैध इत्यादि दूर निस्संपृति जिम्मेदार नहीं होगी।
Allottee shall be responsible for all his/her belongings during the period of usage of facility. DCSEM will be not responsible in case of theft, damage etc. of allottee's belongings.

18. आबंटिती द्वारा धारा की स्वतंत्र व्यवस्था करें।
Allottee shall make his own arrangement for drinking water.

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