

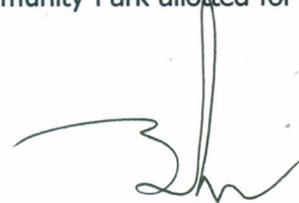
**THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELARE
(WORKSHOP & MAINTENANCE SECTION)**

No. NIHFW/WS/42-1/2017

Dated: November 27, 2019

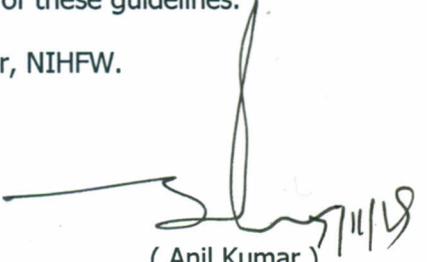
Sub: Guidelines for allotment of park for social gathering in the Institute.

1. The parks may be allotted for bonafide use of self and dependent family members consisting of the Government servant's wife or husband, as the case may be children and step-children and parents who are mainly dependent on and residing with the Government servant concerned, parents, sisters, widowed sisters, widowed daughters, minor brothers and children will be deemed dependent on the Government employee if they are residing with him/her.
2. The parks may also be allotted to the pensioner, if not allotted to the regular employees of the Institute.
3. The parks shall be booked on '**first come first serve**' basis first to regular bonafide residents and then pensioners.
4. The parks shall be properly cleaned immediately after the occasion, failing which the security deposit will be forfeited. Dismantling of tent, loading of furniture/utensils and all other activities of tent walas should be done next day after 06.00 A.M. and completed by 11.00 A.M. same day.
5. No noise pollution such as loud band, fire crackers etc. after 10 p.m. is allowed as this is a violation of Hon'ble Supreme Court order.
6. The allottee will be responsible for maintenance of law and order, security arrangement, traffic control, parking of vehicle outside the Premises during the function.
7. Generator would be allowed only if they are soundless/non-polluting.
8. The allottee is also to be informed that if any of the condition(s) stated above is/are not followed, the security deposit will be forfeited and disciplinary action will be initiated. Pensioners will be charged double the security deposit i.e. Rs. 20,000/- (Rs. Twenty Thousand only) to have a regulatory control.
9. If any booking is found fictitious or fraudulent, or any sub-letting is noticed, the booking may be cancelled any time and full user charges and security amount may be forfeited and 10 times penalty that of rate of user charges may be levied and deducted. Moreover, disciplinary action will be initiated, as per rules against the employee who has booked the park.
10. No alcoholic drinks will be served in or around the Community Park allotted for social gathering.



11. If it has been observed that allottees are violating the above guidelines by playing DJ loudly **beyond 10.00 p.m.** etc. which is violation of directives of Hon'ble Supreme Court of India, the security deposit will be forfeited. Further, he/she will be barred from booking of the park for next 05 years.
12. Institute shall not be held responsible for any damage/loss due to natural calamities.
13. The allottee of the park may also have to apply for temporary electric connection separately. Security shall be forfeited in case of pilferage of electricity.
14. Violation of any of the conditions mentioned above will result in forfeiting of security deposit and disciplinary action will be initiated.
15. The revised rates of booking of the park situated between E1 and E2 block will be **Rs. 5,000/- (Rs. Five Thousand only)**.
16. The revised rates of booking of other park shall be **Rs. 2,500/- (Rs. Two Thousand Five Hundred only)**.
17. These guidelines may act as guiding principles but may also be changed from time to time based on experience by Director, NIHFW depending upon availability of park.
18. These guidelines will come into force from the date of issue of these guidelines.

These guidelines are issued with the approval of the Director, NIHFW.


(Anil Kumar)
Deputy Director (Admn.)

To

1. All the HODs/Section Heads with a request to bring it to the notice of staff working under them.
2. PA to Director, NIHFW.
3. PA to Dean, NIHFW.
4. PA to Dy. Director, NIHFW.
5. Incharge Computer Centre - with a request to placed these guidelines on the website of the Insitute.
6. Notice Board, RWA, NIHFW.
7. Notice Boards.

Copy for kind information to:

1. PPS to JS (Trg.), Ministry of Health and Family Welfare.