



भा. कृ. अनु. प. -केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान
ICAR - Central Arid Zone Research Institute
जोधपुर/Jodhpur(राजस्थान/Rajasthan) 342 003

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F.No.23(6)/Booking of Auditorium/2026-27/Adm V

date:07.07.2026

CIRCULAR

The Competent Authority, ICAR-CAZRI, Jodhpur has been pleased to fix the following rates, terms & conditions regarding booking of new Auditorium of the Institute :

Sr. No	Amount in rupees to be charged per day				
	ICAR Institutes	SAUs	Central Govts./State Govts./Semi Govt Organizations/ Autonomous/Professional Scientific Societies	PSUs	International Organizations
1.	40000	50000	80000	100000	150000

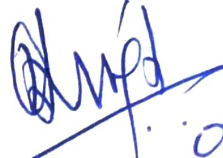
1. The auditorium will be booked only for activities such as lectures, seminar, conference, symposium, workshops or activities related to education, Research etc. Priority for booking of the auditorium will be for ICAR Institute activities.
2. The auditorium shall not be allowed to be booked for any political/religious/non-scientific activities, general body meetings, holding of elections of office bearers of societies, convocations, birth day/foundation day event of any organization/society, etc. except ICAR related activities.
3. The sitting capacity of auditorium around 270 seats would be considered for booking for activities as cited above.
4. Service charges of Rs.2500/- and Rs.1500/- per day (for one Technical expert and Technical Assistant respectively) will be charged in addition to the actual charges for the booking.
5. All reservations will be made in prescribed form only, to be received by hand/post/email. Verbal/telephonic reservations will not be entertained. The Director ICAR-CAZRI reserves the rights to refuse booking of the auditorium or to revise the auditorium booking charges at any time without assigning any reason.
6. Garden/Lawn near the auditorium will not be allowed to be used for any activity.
7. The damage, if any, made to the auditorium fittings, fixtures, etc. during the course of use, the organizer will be responsible to make such goods loss by making payment through DD/online or from the security deposit.
8. Posters/Banners of publicity will be allowed only on standees in the auditorium. The same will not be allowed to be stuck / pasted at any space.
9. The organizer will be responsible for the maintenance of law and order, traffic control, etc. as per Govt. rules applicable in Jodhpur city.
10. Limited parking space is available on the adjacent side of Auditorium for not more than 50 cars. The route of vehicles will be decided by the ICAR-CAZRI and no detour will be allowed. Parking of vehicles in the experimental fields located behind the auditorium will be strictly prohibited.

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11. Extra lights, Mic or audio-visual equipment will not be allowed to be installed by the organizer. Any other facility to be used other than what is provided by ICAR-CAZRI will require prior permission from the auditorium in-charge. If extra water, electricity through Genset (Available at CAZRI) is used then it will be charged Rs. 3000.00 per hour or part thereof.
12. Smoking, drinking of alcoholic beverages is strictly prohibited in the auditorium premises as well as ICAR-CAZRI premises. The organizer will ensure that the rule is not violated in any case. In case of violation, the security money will be forfeited and legal action will also be taken.
13. Decorations will be allowed to be done in consultation with auditorium in-charge. Display of goods/products is not permitted in the premises.
14. No fireworks / Crackers will be allowed within and around the premises of the auditorium or ICAR-CAZRI Campus. The organizer is legally responsible for enforcing the fire safety regulations within the ICAR-CAZRI premises.
15. For any mis-happening/incident/medical emergencies during the event, entire responsibility will be that of the organizer. No medical facility is available in the ICAR-CAZRI premises.
16. Organizers are advised to take care of conference material/technical equipment/personal belongings, as ICAR-CAZRI will not be responsible for their safety.
17. In view of the prevailing security environment during the event, organizers of the programme are required to nominate designated representatives for identifying delegates and guests to ensure that only invited persons are allowed to attend the programme.
18. In case the organizer is unable to use the booking venue due to any mechanical/electricity failure or on account of riot/fire/earthquake or an act of war or an act of God, ICAR-CAZRI will not be liable for any loss.
19. Organizers are requested to avoid making loud noise and strictly adhere to the time slot for which booking has been made.
20. Organizers are requested to avoid overcrowding in the hall and premises. Only limited furniture with prior approval is permitted from outside the ICAR-CAZRI only for Stage/Dias. The furniture inside the auditorium should not be shifted to any other place.
21. The organizer has to sign the occupation and vacation reports available with the ICAR-CAZRI staff member, while taking-over and handing-over the venue.

22. Tariff terms& conditions:

- (i) Only after approval from Competent Authority i.e. Director ICAR-CAZRI, full booking charges along with the security money must be deposited within a week. In case booking money is not deposited within a week, booking will be cancelled. A fresh application will be required for re-booking.
 - (ii) Booking amount for the auditorium will be as per the table above. Besides booking amount, security deposit (refundable) amounting to Rs.20,000/- also needs to be deposited which will be refunded within seven working days after the programme along with submission of vacation report duly signed by CAZRI officials or if programme gets cancelled/changed.
 - (iii) For audio -visual Equipment an additional charge of Rs. 5000/- per day will be charged.
23. The organizers are advised to collect confirmation letter of booking of the auditorium after submitting usual tariff along with security deposit at least 10 days before the programme.
 24. The charges for booking and security deposit are to be paid by Online mode/ Internet Banking or through Demand Draft (D/D) in favour of the 'Director, ICAR-CAZRI Jodhpur' payable at Jodhpur (Rajasthan), and to be deposited with AAO, ADM V, ICAR-CAZRI, Jodhpur. Account Details are listed below :-

 07/7/26

Name of account:- Director, CAZRI, Jodhpur
Account No.:-10185988118
IFSC Code:- SBIN0003258
Branch Name:- SBI, Shastri Nagar, Jodhpur

25. In case of proponment /postponement/cancellation of the event, the information should reach in the office in writing well in advance. The Booking amount as mentioned below will be forfeited:-

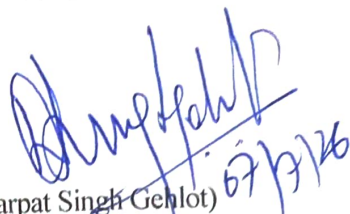
- (i) Between 3-10 days advance notice: 50% of the amount paid shall be forfeited.
- (ii) No amount shall be refunded if less than 03 days' notice of cancellation is given.

26. Catering services will not be provided by the ICAR-CAZRI, Jodhpur. The organizer shall arrange the same from outside with prior intimation and the approval of the ICAR-CAZRI, if the same is to be done within the CAZRI Campus. Catering arrangement will be allowed at Maru Guest House (Hostel) near Seed House only in consultation with the auditorium In-charge. The extra charges for the place for catering will be levied at Rs. 10,000/-. Organizers are required to ensure that catering facilities are strictly followed within the designated space and also required to clean the premises after the event is over. Appropriate action will be taken in case of any deviation.

27. Lunch or any other refreshment, Cold drinks and eatables are strictly prohibited in the auditorium including corridor / Conference room.

28. Post Cleaning must be ensured by the organizer otherwise an amount of Rs. 5000.00 will be deducted from the Security Deposit.

Encl.:- Application form.


(Narpat Singh Gehlot)
Senior Administrative Officer

Distribution:-

- I. The Heads/Incharge of Division I/II/III/IV/V/VI/Rodent
- II. The Head/ Incharge ICAR-CAZRI, RRS, Bikaner/Pali/Jaisalmer/Bhuj/Leh
- III. The Head/ Incharge ICAR-CAZRI, KVK Pali/Bhuj/Leh *Jodhpur*
- IV. CAO(SG)/SAO I/II/ AAO-I/II/III/IV/V ICAR-CAZRI, Jodhpur
- V. CF&AO/FAO/AF &AO-I/II/III ICAR-CAZRI, Jodhpur
- VI. The Officer/Incharge PME/AKMU/Library/Farm Section/Security/HindiCell ICAR-CAZRI, Jodhpur
- VII. The Secretary, IJSC ICAR-CAZRI, Jodhpur
- VIII. The OIC AKMU for uploading on ICAR-CAZRI Website and CAZRI Intra pls.
- IX. AAO Director Cell for Kind information.

**APPLICATION FORM FOR BOOKING OF NEW AUDITORIUM
ICAR-CENTRAL ARID ZONE RESEARCH INSTITUTE (ICAR-CAZRI), JODHPUR**

1. ORGANIZATION DETAILS

S.No.	Particulars	Information to be Furnished
1	Name of Organization/Institution	
2	Category of Organization	☐ ICAR ☐ SAU ☐ Central Govt. ☐ State Govt. ☐ PSU ☐ Autonomous Body ☐ Professional Society ☐ International Organization ☐ Others
3	Complete Postal Address	
4	GST Number (if applicable)	

2. CONTACT DETAILS

S.No.	Particulars	Information to be Furnished
1	Name of Authorized Coordinator	
2	Designation	
3	Mobile Number	
4	Alternate Mobile Number	
5	E-mail Address	

3. EVENT DETAILS

S.No.	Particulars	Information to be Furnished
1	Title/Name of Event	
2	Nature of Event	☐ Conference ☐ Seminar ☐ Workshop ☐ Training ☐ Symposium ☐ Meeting ☐ Lecture ☐ Others
3	Brief Description of Event	
4	Actual Date(s) of Event	
5	Event Timing	From _____ To _____
6	Chief Guest(s)/VIP(s)	
7	Expected No. of Participants	
8	Expected No. of Speakers/Resource Persons	
9	Expected No. of Organizing Staff/Volunteers	
10	Expected No. of VIPs/Guests	

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07/11/26

4. CATERING DETAILS

S.No.	Particulars	Information to be Furnished
1	Catering/Refreshments Proposed	☐ Yes ☐ No
2	Expected Number of Persons for Catering	
3	Catering Area Required	☐ Yes ☐ No
4	Name of Catering Agency	

5. ADDITIONAL REQUIREMENTS

S.No.	Particulars	Information to be Furnished
1	Audio-Visual & Projector Facility Required	☐ Yes ☐ No
2	Requirement of Staff Before 09:00 AM	☐ Yes ☐ No
3	Requirement of Staff After 05:30 PM	☐ Yes ☐ No
4	Any Other Requirement	

DECLARATION

I/We have read and understood all the terms and conditions governing the booking and use of the New Auditorium, ICAR-CAZRI, Jodhpur and undertake to comply with the same.

I/We further undertake that:

- ☐ No food items, refreshments, beverages or water bottles shall be permitted inside the auditorium hall.
- ☐ Vehicles shall be parked only in designated parking areas.
- ☐ Any damage caused to Institute property shall be borne by the organizer.
- ☐ Violation of the guidelines may result in deduction/forfeiture of security deposit, recovery of damages, cancellation of booking and/or blacklisting from future bookings.

Place: _____

Date: _____

Signature of Authorized Representative: _____

Name: _____

Designation: _____

FOR OFFICE USE ONLY

Particulars	Details
Date of Receipt of Application	
Booking Charges	
Security Deposit	
Additional Charges	
Total Amount Payable	
Approved / Not Approved	
Remarks	

Competent Authority _____