



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



F. No. 29-36/C/o Auditorium, Ju/SFC/2021/Adm.V

Dated: 17.02.2023

// CIRCULAR //

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

S.N	Facilities	Sitting Capacity (in nos.)	Amount in rupees to be charged per day			
			ICAR-Institutes	SAUs	Central Govts./State Govts./Semi Organizations/Autonomous/PSU/Professional/Scientific Societies	International Organizations
1.	Auditorium	270	30,000/-	40,000/-	60,000/-	1,00,000/-

General Terms & Conditions:

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 area of auditorium at ground floor with **270 seats** would be considered for booking for activities as cited above. Few seats in the first row would be kept reserved exclusively for ICAR officials, organizers or for differently-abled persons.
4. The auditorium can be booked only for **one/two days event during Saturdays/Sundays and holidays only**, for which an **extra amount of (Rs.2000/- and Rs.1000/-, per day in case of one Technical expert and one helper, respectively)** will be charged in addition to the actual charges for the booking. For bookings on other days than as stated above, the decision of the Director, ICAR-CAZRI will be final.
5. All reservations will be made in prescribed form only, to be received by post/email. Verbal/telephonic reservations will not be entertained. 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. Green area / garden 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 loss by making payment through DD/online or from the security deposit as may be decided by the ICAR-CAZRI.
8. Posters/Banners of publicity will be allowed only at the spaces designated in the auditorium. The same will not allowed to be stuck / pasted on any space at other than those specific spots.
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 backside 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.

11. Extra lights, mikes or audio-video 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 and charges may be levied on the same if extra electricity, water is involved in the use of that facility.
12. Smoking, drinking of alcoholic beverages is strictly prohibited in the auditorium premises of ICAR-CAZRI. 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 firework 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 CAZRI staff member, while taking-over and handing-over the venue.
22. Director or any authorized official from ICAR-CAZRI may grant exemption from the operation of any of the rules in exceptional cases on merit.

23. Tariff terms & conditions:

(i). All bookings for the auditorium will be made on the prescribed form only. Verbal/ telephonic conversations will not be permissible.

(ii). 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.

(iii). 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 or if programme gets cancelled/changed. This will not include projection, audio-visual and NKN facility.

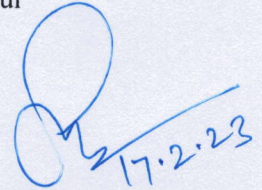
24. For audio -visual and projector an additional charge of **Rs. 5000/- per day** will be charged.
25. For stage, furniture will not be provided by the ICAR-CAZRI, It will be arranged by the programme organizer with prior approval of Competent Authority of ICAR-CAZRI.



26. The organizers are advised to collect confirmation letter of booking of the auditorium after submitting usual tariff along with security deposit at least **20 days before** the programme.
27. 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 either Auditorium Incharge or the Accounts wing, ICAR-CAZRI, Jodhpur.
28. In case of preponement /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) Organizations with 15 days prior notice before the date of the meeting/programme, are entitled to full refund of booking amount along with security deposit.
 - (ii) Between 7-15 days advance notice: 50% of the amount paid shall be forfeited. Even in case of change of one venue to other venue, this provision will be applicable.
 - (iii) No amount shall be refunded if less than 07 days' notice of cancellation is given. Even in case of change of one venue to other venue, this provision will be applicable.
29. 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 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. 5000/-. 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.
30. Lunch or any other refreshment, Cold drinks and eatables are strictly prohibited in the auditorium/ conferencing venue.

This is issued with the approval of the Director, ICAR-CAZRI, Jodhpur

Encl. Format of application form (attached)



(Indraraj Meena)
Sr. Administrative Officer

Distribution:

1. The Heads/Incharge of Division I/II/III/IV/V/VI/Nodal Scientist, AINP-Rodent
2. The Head/Incharge, ICAR-CAZRI, RRS, Bikaner/Pali/Jaisalmer/Bhuj/Leh
3. The Head/Incharge, KVK, Jodhpur/Pali/Bhuj
4. Chief Administrative Officer (SG), ICAR-CAZRI, Jodhpur
5. The Comptroller, ICAR-CAZRI, Jodhpur
6. The FAOs/AOs, ICAR-CAZRI, Jodhpur
7. AAO-I/II/III/IV/V & AF&AO-II
8. The Officer/Incharge PME/AKMU/Library/Farm Supdt./Security/Hindi Cell, ICAR-CAZRI, Jodhpur
9. The PS to Director, ICAR-CAZRI, Jodhpur
10. The Incharge/Caretaker, Auditorium, AKUM, ICAR-CAZRI, Jodhpur
11. The Secretary, IJSC, ICAR-CAZRI, Jodhpur
12. The OIC, AKMU for upload on ICAR-CAZRI Website and Intra pls.
13. Notice Boards

**Application Form for booking of New Auditorium
ICAR-CAZRI, Jodhpur**

Name of the Organization/ Department	
Full Address	
Contact person Name Mobile No : Alternative Telephone No :	
Nature of Conference/Meeting (ICAR/SAU/Central/State/Semi Govt./Autonomous/ International Organizations/PSU/Prof./Scientific)	
Actual date of function & duration	
Name of Chief Guest(with address)	
Number of Persons expected	
Additional facilities, if any required	
Signature with Date and name	

Detailed terms & conditions and application format can be viewed from <http://www.cazri.res.in/>

To
Director,
ICAR-CAZRI,
Jodhpur.
Email- director.cazri@icar.gov.in

Sir/ Madam:

I/We have read and understood the guidelines for booking of the venue and catering and undertake to fully comply with these guidelines. In case of non-compliance, booking will be cancelled & security money will be forfeited.

Name of authorized person of organizer:

Signature:

Mobile Number:

Email address:

For office use only :

Remarks

Signature of Auditorium In-charge :

