

**NEW DELHI MUNICIPAL COUNCIL  
(WELFARE DEPARTMENT)**

**MANUAL 5  
Rules, regulations, instructions, manuals and records for discharging functions  
[Section 4(1)(b)(V)]**

<b>S. No.</b>	<b>Name of the rules, regulations</b>	<b>Brief gist of the contents</b>	<b>Resolution No. &amp; date</b>
1.	Barat Ghars	<p style="text-align: center;"><b><u>TERMS &amp; CONDITIONS OF BOOKING OF BOOKING OF BARAT GHARS.</u></b></p> <p>1. Chairman shall have the right to cancel any booking one-month prior to the date of booking without assigning any reason and full rent/security money shall be refunded in such cases.</p> <p>2. Manager / Dy. Manager (CS shall be liable to ensure that the allotted venue is being used by the right person for the right purpose before handing over the site and to see that the records being maintained by him eg. the booking register at the Barat Ghar are matched/reconciling with that being maintained at the Head Quarter. The Manager / Dy. Manager (CS shall be held responsible in case of misuse of building and pilferage of electricity. The Manager / Dy. Manager (CS shall issue NOC in favour of booking party for refund of security within 3 days after vacation of the premises.</p> <p>3. The NDMC employees/users are not permitted to book the Barat Ghar for other party/users and if it detected that fraudulent booking has been done a penalty 10 times of rate are prescribed a rental charge shall be levied, disciplinary action will also be initiated in case of NDMC employees.</p> <p>4. Manager / Dy. Manager (CS of Barat Ghar shall ensure that a large Board is put up just outside the Barat Ghar/Park displaying the name of the booking party, nature of functions and the names of the bride and bridegroom in case of marriage.</p> <p>5. The user/allottee has to submit the invitation card of the function to the Manager</p>	16(K-3)  17.10.2007

		<p>/ Dy. Manager (CS before being allowed to use the premises and the Manager / Dy. Manager (CS shall deposit the same to the Head Office, alongwith the NOC. No NOC will be accepted without enclosed invitation card.</p> <p>6. NDMC employees would furnish an undertaking regarding deduction from their salary for meeting the damage charges, if security exemption is to be availed of</p> <p>7. The booking party will be responsible for maintenance of law and order, security arrangements, traffic control, parking of vehicles outside the premises during the function at its own cost.</p> <p>8. License be obtained from the Excise Department if alcoholic drinks are to be served in parties.</p> <p>9. The use of loud speakers/D.J. would not be allowed outside the Barat Ghars, Parks and Gardens.</p> <p>10. The party may apply for temporary electric connection separately if required. Security shall be forfeited in case of pilferage of electricity.</p> <p>11. Generators would be allowed only if they are soundless/non-polluting.</p> <p>12. Illumination on the trees and hedges shall not be allowed.</p> <p>13. The party shall inform about damage to the municipal property if any before departure/check out.</p> <p>14. The party shall not be allowed to keep their articles in the premises before check in.</p> <p>15. Pasting of bills or posters on boundary walls is strictly prohibited.</p> <p>16. The stage properties shall be fire proof. No open fire will be allowed in the building (except out door kitchen).</p> <p>17. No fire arms/weapons and Crackers will be allowed within the premises of the building.</p> <p>18. Entry should be made in the service book of the employees for availing 50% concession which should be ensured by the employee himself/herself.</p> <p>19. Booking is neither transferable nor changeable.</p> <p>20. NDMC will not be responsible for any damage/loss due to natural calamities.</p> <p>21. If any booking is found fictitious or fraudulent, it will be cancelled forthwith and full rent and the security amount will be forfeited, and 10 times that of rate of</p>	
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		<p>prescribed rental charge would be levied.</p> <p>22.Parking arrangement will be made by the party at their own risk and cost.</p> <p>23.The party shall claim refund of security within <b>75</b> days from the completion of the function, failing which security deposited will be deemed to be forfeited.</p> <p>24.In case of any dispute, only the Delhi Court will have jurisdiction.</p>	
2.	Community Centres	<p>Community halls and centres have been provided for the benefit of the residents of respective colonies which provide them with space for holding get-togethers, sports with the provision of a number of sports items including table tennis table, common reading material and training in painting, music, dance etc. imparted by qualified professionals in these fields. The details are as under :</p> <p>1. Confirmation Within 7 days of booking</p> <p>2. Rates               Rs. 750/- per day for residents of the respective areas only.</p> <p>For Hailey Lane and Krishna Menon Lane the rate is Rs. 300/- per day for residents. Krishna Menon Lane Community Hall is available to non-residents also @ 300/- per day.</p>	
3.	Bapu Samaj Sewa	This Centre dedicated to the name of Mahatma Gandhi has a	

	<b>Kendra, P K Road</b>	<p>historic significance and is used to not only celebrate functions like Gandhi Jayanti, observing the Martyrdom Day, has other programmes dedicated to the Welfare of neighbouring residents of the Harijan Basti such as craft/stitching classes for girls, running of a nursery school, creche etc. from within this complex. Apart from this the Hall is also used for social bookings, details being as under :-</p> <ul style="list-style-type: none"> <li>• Allotment To an individual or an organisation for holding social cultural programmes e.g. Dramas, Meetings, Lectures, Examinations etc.</li> <li>• Confirmation booking of Booking form available with Supt. Community hall. Confirmation of booking given within 7 days of receipt of application.</li> <li>• Charges <ul style="list-style-type: none"> <li>• Rs. 1,900/- per day for Registered Societies/ Organisations.</li> <li>• Rs. 300/- per day for Registered Harijan Welfare Association</li> </ul> </li> <li>• Cancellation of 50% of the rent is forfeited if the bookings booking is cancelled by the party</li> <li>• Electricity/Water Charges Payable in addition to the above.</li> </ul>	
4.	<b>Financial Assistance Schemes</b>	<p>A scheme of social assistance is being carried out by the NDMC under the Social Welfare scheme for assisting financially such needy people who have been residing under the jurisdiction of NDMC for not less than 5 years prior to the date of application and a covered by the rules as specified under this scheme. The scheme provides for :-</p>	

		<ul style="list-style-type: none"> <li>i) Grant of Rs. 1000/- p.m. to such persons who have attained the age of 60 years and do not have any support or source of income.</li> <li>ii) Cash assistance to such old persons who have attained the age of 60 years and have earning children whose income does not exceed Rs. 200/- individually and each has his own family to support.</li> <li>iii) Grant to such handicapped and disabled persons who do not have any support and means of income and are totally blind or permanently incapacitated for work due to accident, illness or congenital defect and are not qualified to receive grant as old person.</li> <li>iv) The grant is payable to such widows/deserted wives who do not have any support or means of income.</li> <li>v) Assistance in kind to deserving persons e.g. in terms of provision of sewing machine, razai, swatters, blankets etc. as the case may be provided no monthly or any other grant is given to them.</li> <li>vi) An adhoc grant in cash to deserving persons provided no monthly or any other grant is given.</li> <li>vii) Besides cash assistance, special appliances such as artificial limbs, pair of crutches, surgical boots, wheel chairs, splints, spiral brace, hearing apparatus, spectacles etc may be supplied to the deserving persons.</li> <li>viii) Destitute children or such children whose parents have died and who have not attained the age of 15 years are also eligible for payment of grant on grounds of hardship.</li> </ul> <p><b>Note:</b> Application for the grant has to be made in the prescribed form available from the Welfare Department of</p>	
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		NDMC.	
5.	<b>Talkatora Indoor Stadium &amp; Shivaji Stadium</b>	<p>Well-planned and spacious sports facilities and constant training of techniques of games are some of the essential requirements for today's young sportsmen to make a mark in tomorrow's sports-world. The NDMC has fully associated itself with the dreams of sportsmen and has dedicated itself to the task of sports promotion.</p> <p>Some of the salient features of NDMC's sports promotion activities are: Yoga classes in all schools with free supply of yoga attire, a Sports Library at Shivaji Stadium to provide books on various games. Youth centres in most of the thickly populated colonies, community halls with inbuilt sports facilities in important colonies and financial grants to resident welfare associations for holding games. The facilities provided include five modern swimming pools, playgrounds in almost all schools, an indoor stadium with modern facilities and a hockey ground with international specifications. In addition, the Talkatora Swimming Pool with 6,000 seating capacity was constructed for the Asian Games in 1982.</p> <p>The NDMC also provides employment to the deserving sportsmen and extends all facilities to help them improve their skill.</p>	Are being handed over to education deptt.
6.	<b>Benevolent Fund</b>	Under this scheme the NDMC provides for the payment of Rs. 20,000/- on account of the marriage of two childrens and Rs. 40,000/- to 50,000/- the dependent in the eventuality of the death of the serving official. Financial assistance is also provided for the higher studies of sons & daughters of the employees and a sum of Rs. 3500/- to Rs. 30,000/- + Rs.	

		3,000 Hostel Fee per year depending upon the course. is provided one time. In case of prolong illness for RMR workers Rs. 20,000/- paid at one time.	
7.	<b>New Medical Health Scheme</b>	NDMC has introduced a new medical health scheme for regular employees/retired and their dependents on the pattern of CGHS. All the NDMC employees and their dependents can avail the medical facilities under this scheme without any upfront payment to the hospitals.	