

F. No.17020/34/2017-SCD-VI/DAIC
Government of India
Ministry of Social Justice & Empowerment
Department of Social Justice & Empowerment
(Dr. Ambedkar International Centre)

15, Janpath, New Delhi
Dated: 23rd October, 2018

OFFICE ORDER

Subject: Rates for accommodation at Dr. Ambedkar International Centre

The Department of Social Justice & Empowerment, Ministry of Social Justice & Empowerment has decided the following rates for various types of accommodation available at Dr Ambedkar International Centre (DAIC) for use by the Government, PSU/Autonomous body, NGOs /Private Organizations for utilizing the same for non-commercial purpose.

Sl. No.	Particulars	Category	Rate per day
1.	Auditorium having capacity of 700 seats	Government	50,000/-
		PSU /Autonomous body	1,00,000/-
		NGO's /Private Organizations	1,25,000/-
2.	Auditorium having capacity of 100 seats	Government	7,000/-
		PSU /Autonomous body	14,000/-
		NGO's /Private Organizations	25,000/-
3.	Open space (not for dinning purpose)	Government	20,000/-
		PSU /Autonomous body	40,000/-
		NGO's /Private Organizations	60,000/-
4.	Open space (for use of dinning purpose)	Government	1,00,000/-
		PSU /Autonomous body	1,50,000/-
		NGO's /Private Organizations	1,75,000/-
5.	Round Table Conference Room (R-4) having seating capacity of 22 persons	Government	3,000/-
		PSU /Autonomous body	4,000/-
		NGO's /Private Organizations	5,000/-
6.	Round Table Conference Room (R-5) having seating capacity of 14 persons	Government	2,500/-
		PSU /Autonomous body	3,000/-
		NGO's /Private Organizations	3,500/-
7.	Round Table Conference Room (R-6) having seating capacity of 23 persons	Government	3,000/-
		PSU /Autonomous body	4,000/-
		NGO's /Private Organizations	5,000/-

Note : Applicable taxes such as GST will be charged over the total amount payable by the booking agency alongwith the booking amount.

2. The Booking will be subject to following **terms and conditions** in addition to the instructions issued by the Security Agencies:

1. 20% of the total amount towards SECURITY DEPOSIT may be added in case of PSUs/Autonomous Bodies and Private/NGOs.
2. Allotment is liable to be cancelled without prior notice if any VVIPs visit is notified by DCP Security (PM).
3. NOC FROM DCP, New Delhi District is ADDITIONAL REQUIREMENT FOR PSUs/AUTONOMOUS BODIES AND PRIVATE PARTIES.
4. Cancellation charges @20% of the licence fee will be levied if the cancellation is made with a notice of one month or more.
5. Cancellation charges @40% of the license fee, will be levied if the cancellation is made with a notice of less than a month and up to 2 days before the function (excluding the day of function)

6. Notice to surrender/cancellation/postponement of the function should reach this office at least 2 days in advance of the date of function (excluding the date of function), failing which no refund of license fees will be allowed.
7. In case of damage to any existing infrastructure/items in the Centre during the course of functions, the damage for the same shall be paid as per actual.
8. Application form along with all requisite documents and **payment in full** must reach DAIC at least one week before the date of the function.
9. Organizers shall ensure that number of participants does not exceeds the seating capacity of auditorium and also their guests/participants maintains the discipline and decency of the building all the time.
10. Any type of eatables are not allowed inside the Auditorium of DAIC. Catering and arrangement of tent etc., shall be arranged by agency hiring the accommodation.

3. PAYMENT PARTICULARS:

1. Payment may be made by Demand Draft/Cheque in favour of DDO, Department of Social Justice and Empowerment, New Delhi; or

2. Payment can also be made electronically to the bank details given below:

Name of Account Holder	D.D.O. D/o Social Justice and Empowerment
Complete Contact Address	Room No.: 242-A, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi - 110001
Telephone Number	011-23382895
GST Number of the Department	GSTIN-07DELS27181A1D2
Name of the Bank	State Bank of India
Branch Name with Complete Address	Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi - 110001
IFSC Code	SBIN0050203
Bank Account No.	65121695912
MICR Code of BANK	110002742

3. Mandate form for electronic payment can be downloaded from the website of the Department/DAIC.

4. **Application form for booking of the DAIC can be downloaded from the website of the Department/DAIC.**

5. FOR MORE DETAILS PLEASE CONTACT:

Shri Atul Dev Sarmah, Director (DAIC)
Dr. Ambedkar International Centre,
Department of Social Justice & Empowerment
15, Janpath, New Delhi,
Ph: 011-23477664
E-mail: director.daic@gmail.com


(Atul Dev Sarmah)
Director (DAIC)
Ph: 011-23477664

To:

- (i) Senior Technical Director, NIC with request to upload it in the Department/DAIC website
- (ii) Sr. PPS to JS& FA
- (iii) Joint Secretary(Admin), Department of Social Justice & Empowerment
- (iv) Under Secretary, SCD-VI, Department of Social Justice & Empowerment
- (v) Pay & Account Office, Department of Social Justice & Empowerment
- (vi) DDO, Department of Social Justice & Empowerment
- (vii) Cash Section, Department of Social Justice & Empowerment
- (viii) Section(SCD-VI), Department of Social Justice & Empowerment
- (ix) AGM, NSL