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DR. AMBEDKAR INTERNATIONAL CENTRE

Ministry of Social Justice & Empowerment

Government of India

*****

STANDARD OPERATING PROCEDURE

FOR ORGANISING EVENTS
BY VARIOUS GOVERNMENT MINISTRIES / DEPARTMENTS

AT

Dr. Ambedkar International Centre, 15 Janpath, New Delhi – 110001.

TABLE OF CONTENTS

Sr. No.	Particular	Page Number
1.	*Introduction*	01
2.	*Booking Procedure*	04
3.	*Rules, Regulations and Code of Conduct*	06
4.	*Cancellation Policy*	07
5.	*Guidelines*	08
6.	*Booking Form (Annexure 1)*	10

Standard Operating Procedure

(For Booking of Auditoriums / Conference halls at Dr. Ambedkar International Centre)

1. Introduction:-

1.1. Background: - Dr. Ambedkar International Centre (DAIC) is an autonomous body working under D/o SJE, MOSJE Dr. Ambedkar International Centre a prestigious building dedicated to Bharat Ratna Dr. B. R. Ambedkar, inaugurated by the Hon'ble Prime Minister of India Shri Narendra Modi on 7/12/2017. Dr. Ambedkar International Centre (DAIC) is a unique centre of excellence conducting research, building awareness, policy feed to government on various socio-economic issues under Ministry of Social Justice and Empowerment, Government of India. The centre combines Buddhist and modernist architecture to create a distinctive space which fulfils Bharat Ratna Dr. B. R. Ambedkar's vision of an empowered and educated India, through its various programmes.

1.2. Facilities at Dr. Ambedkar International Centre (DAIC)

a) Dr. Ambedkar International Centre (DAIC) having the three Auditorium of the seating capacity namely:

(i) **Bhim Hall** ***(Capacity - 700 seats)*** **at a time.**

(ii) **Nalanda Hall** ***(Capacity - 100 seats)*** **at a time.**

(iii) **Samrasta Hall** ***(Capacity - 100 seats)*** **at a time.**

b) Three Conference Halls, a VIP Lounge, VIP Dining Hall, and areas on the Ground Floor, First Floor Foyer, Third Floor and Outside Buddha area are available for rental by Government Organizations, PSUs, NGOs, and Private Entities for their events at rates approved by the Competent Authority.

c) Many Ministries/Departments and their agencies are organizing their events at Dr. Ambedkar International Centre. The SOP is required to make them aware about the procedural requirements as well as a guide for planning their event in a suitable fashion. The finer points in planning and execution, which are crucial and require due attention but are often overlooked, also need to be captured in the SOP. Dr. Ambedkar International Centre is frequently visited by various dignitaries, and therefore it needs to be maintained at a desired level at all times.

d) This is a strictly "No Smoking and Drinking Zone". In case of violation strict action will be taken to include police complaint/blacklisting.

2. Booking Procedure:-

a) **Booking request** - All requests are served on a *first-come first-serve basis*. This means that any booking request made is **valid only for 3 days** from the date of request until further correspondence. This also applies to subsequent communication until the payment and document submission are completed. Therefore, **to ensure that the booking is confirmed** documentation as under : -

b) **Documents required** – Please find the necessary documentation in **Appendix A** to complete the booking request.

1.1. Application form (available on the website), **(Appendix A)**

1.2. Identity proof of the signing authority

1.3. GST details

1.4. Work Order from the Catering/Event Management Agency (with total amount)

1.5. No Objection Certificate (NOC) from the DCP Office, Parliament Street, New Delhi

1.6. UTR of payment for electronically made payments **(PFMS/RTGS/NEFT)** details. These should be submitted before 7 days prior to the event. Failure to do so may result in cancellation of the booking.

1.7. For Central/State Government Organizations /PSUs/Autonomous Bodies/NGOs/Private Parties, an Additional NOC will be required from the DCP Office, Parliament Street, New Delhi.

1.8. The Joint Secretary/Head of Department/Head of Institution (signing authority) or equivalent officer must sign the booking form.

c) Confirmed Booking only on receipt of following documents duly signed by Joint Secretary/US/Head of Department & above within 10 Days of tentative booking date.

- i. Declaration Form
- ii. Booking Amount with UTR No. (if online)
- iii. Booking Form

d) After 10 Days of tentative booking dates, in case the complete documents are not deposited / Submitted, the booking shall be automatically cancelled.

e) Timing of Booking Division, DAIC are (09:30 AM to 06:00 PM) Monday to Saturday.

f) **Payment** – Complete your payment as a condition precedent (advance) to the official bank account of DAIC to confirm the booking. This includes the payment of the booking amount, GST, security deposit and other such billable. The official communication regarding payment is to be made to **bookingdaic@gmail.com**. Following is important information regarding payment.

g) Payment Particulars:

Payment may be made by through electronic mode **(NEFT/RTGS)** of Dr. Ambedkar International Centre, New Delhi, Bank details given below:

Name of Account Holder	**Dr. Ambedkar International Centre**
Complete Contact Address	**15, Janpath, New Delhi – 110001**
Telephone Number	**011-23477531**
GST Number of the DAIC	**GSTIN-07AAAGD2277B1ZW**
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.	**44333513291**
MICR Code of Bank	**110002742**

Application form for booking at DAIC can be downloaded from the official website of DAIC (daic.gov.in).

FOR MORE DETAILS PLEASE CONTACT
Booking Division, DAIC
Dr. Ambedkar International Centre
Department of Social Justice & Empowerment
15, Janpath, New Delhi – 110001
Ph:011-23477531
E-mail: bookingdaic@gmail.com, nandu.shaw11@gov.in

- **Payment Invoice will be issued after the event.**

1.1. It is required to complete **100% of the booking amount** (including @18% GST on rental amount) in order to complete the booking. After completion of the payment, a confirmation email/letter thereby deeming the booking as final shall be issued by DAIC. No form of undertaking/letter will be accepted in place of payment as a hold measure.

1.2. A **Security Deposit** of 20% of the booking amount must be **deposited for** PSU /Autonomous body and NGO/Private organizations **through Separate Demand Draft / Cheque** with DAIC as part of the payment. This deposit will be refunded subject to any deductions. Deductions may be made in the event of damage to DAIC property or violation of conduct on the DAIC premises.

1.3. **A breakdown of the payment** must filled in the section of the Application Form as given in the *Check List*. Failure to do so may result in the non-acknowledgement of the Security Deposit.

1.4. Any extra hours used at the venue, beyond the allocated hours, shall be billed additionally to the total billing amount. This will be charged on an hourly basis for all booked venues.

1.5. **Confirmation of your payment** and subsequent booking will be made **only** through the official email of DAIC. **All correspondence must be conducted over email or official**

written communication to be deemed valid. DAIC does not conduct over calls, messages or through verbal communication by our booking staff.

3. Rule, Regulations and Code of Conduct:

According to the competent authority, reservations for the venue can only be made for **Eight Hours**, The concerned authorities may make reservations between the hours of **08:00 AM** and **09:00 PM** on the day of the reservation. For the Dry Run / Heavy decorations planned by the organizers in the booking area prior to the main day of Booking separate booking is required to be undertaken if it is to be done, as per number of required days in advance. In case of Booking Time is extended the permission of same be taken with booking only but to max. Time of **9.00 pm.**

- Only DAIC Empanelled Event Management Agency, Caterers and Internet Service Providers are allowed to work at DAIC. No Private Vendor shall be permitted inside DAIC Complex in any circumstances. The copy of Work Order be submitted at DAIC to a certain the same, 05 Days before the Event. In case of non- compliance, the booking shall be cancelled.
- **GST** is applicable for services over the total amount payable by the booking agency (**i.e. Government, PSU/Autonomous body, NGOs /Private Organizations**) along with the booking amount present **GST** is **18%**.
- **TDS** should be applicable as per the rule of the Income Tax Department.
- **TDS** deduction as per the rule of law is mandatory and should not be exempted.
- **100% payment** of rent of venues shall be deposited in Account of Dr. Ambedkar International Centre (DAIC) before **10 days of events**. All documents including **Application** and **UTR No.** ofthe payment made through electronically must be submitted to booking office of DAIC before the **10 days** of the events with copy to Accounts Branch, DAIC without fail.
- Payment for "Venue Charges" shall be made in full by all the parties. (Govt/PSU/NGO/Pvt/Autonomous)
- Payments to Event Management Agencies and Empanelled Caterers shall be made strictly in accordance with the applicable **Government rules, regulations**, and **prescribed financial norms in force**.

4. Cancellation Policy:

- Cancellation by booking party - In case you require to cancel your booking, it may be done as per our cancellation policy in this section. A refund of the booking amount and Security Deposit will be made after the deduction of the cancellation amount.
- A cancellation charge of 20% of the booking amount will be levied on any cancellation made within a notice of 30 days or more.
- A cancellation charge of 40% of the booking amount will be levied on any cancellation made within 14 days of the event. This will include the 14th day of the scheduled event.
- A cancellation charge of 80% of the booking amount will be levied on any cancellation made within 2 days of the event. This will include the 2nd day of the scheduled event.
- A cancellation charge of 100% of the booking amount will be levied on any cancellation made within 24 hours of the event. No refund, except that of the Security Deposit, of the booking amount will be made in such an event.

- Notice to surrender/cancellation/postponement of the function should reach this office at least 2days in advance of the date of function (excluding the date of function), failing which norefund of license fees will be allowed.
- If booking is cancelled due to booking of **VVIPs** or functions **(i.e. the President of India, Vice-President and Prime Minister) of Ministers / MOSs/Ministry of Social Justice and Empowerment** as mentioned in the Draft the DAIC is liable to pay **100%** booking payment received from the booking party or DAIC may request them to postponed their event in next available dates.
- **20%** of the total refundable amount towards **SECURITY DEPOSIT** shall be added in case of **PSU's/Autonomous Bodies** and **Private/NGOs.** The same shall be refundable as per **NOC**. In Case of damage to any existing infrastructure/items in Dr.Ambedkar International Centre during the course of functions, the **damage** for the same shall be recovered as per actual and will be deducted from the **Security Amount.**
- Allotment is liable to be cancelled without prior notices if any **VVIPs** visit is notified by **DCP Security (i.e. the President of India, Vice-President, and PM)** or functions of **Minister/MOSs/Ministry of Social Justice & Empowerment).**
- **A refund for the payment of the booking process should be issued within a month of the event.**
- **NOC from DCP Office, Parliament Street, New Delhi District is an ADDITIONAL REQUIREMENT FOR State Government / PSU's / AUTONOMOUS BODIES AND NGO's / PRIVATE PARTIES.**

5. General:-

- Fire Safety Regulations: The DAIC is legally responsible for enforcing the fire safety regulations in the venues within the Centre. Parties availing the Centre's facilities must not exceed the seating capacity of these venues. Whenever there is a problem of overcrowding, the programme will be stopped until the additional numbers of persons vacate the hall.
- Booking parties are requested to take care of conference material/technical equipment/personal belongings, as the Centre is not responsible for their safety.
- Conferences of political and religious nature are not permitted.
- Upto 4 KVA electricity power will be provided by DAIC.
- DAIC is providing its facilities "as is where is." No addition, modifications, is authorized or acceptable without authorization from the concern authorities.
- **Internet Connection**: - DAIC has two empanelled networking connection service vendors from which the applicant may choose one for the internet facility.
- Any types of eatables are not allowed inside the Auditoriums / Conference Rooms of DAIC. Catering and arrangement of tent etc. shall be arranged by agency hiring the accommodation.
- No eatables are permitted inside the Auditorium and Conference Halls.
- Organizers shall ensure that number of participants does not exceeds the seating capacity of auditoriumalso their guests/participants strictly follow the instruction issued by Government of India time to time regarding COVID-19 and maintained decency of the building.
- No Wood Work / Painting/POP Work / any other fabrication work are not permitted inside the Atrium Area. Only octonorm Stalls are allowed to be installed inside the DAIC Complex.
- The cleanness of DAIC building shall be maintained at all times. Special care to be taken to

ensure thatNo Notice Pollution, Damage to Environment, Plants is caused due to Event / Installation of Equipment.

- ❖ No work of Event be done without supervision of responsible staff of the organisation of the Event.
- ❖ Disposal of garbage shall be the responsibly of the organization.
- ❖ The Booking will be subject to Terms and Conditions in addition to the instructions issued by the Security Agencies.

- ❖ The Organizer shall ensure that the Government Event Management Agency hired by them for the event must also follow the direction rules / regulations issued by DAIC NDMC/DJB/NGT/High Court /Supreme Court on pollution and waste management and cleanliness during the program. Failure to compliance will lead to the forfeiture of Security Deposit without prejudice to any other action taken by the enforcing agencies as per law.
- ❖ Timing of preparation of event – the preparation of any event from **06:00 PM to 09:00 PM** will be daybefore. No event team will be allow at night.
- ❖ No Liquor and Smoking is allowed in the DAIC Campus.
- ❖ Single use of Plastic is prohibited in DAIC premises.

Conclusion:-

- AIM of the SOP is to streamline the procedure of booking at DAIC and is by no means final directions, same is open to amendment/ addition/deletion of any terms deemed fit to ensure that the event/ function is commensurate to DAIC.

Dr. Ambedkar International Centre
15, Janpath, New Delhi-110001

(Akash Patil)
Director, DAIC
आकाश पाटील / Akash Patil
निदेशक / Director
डॉ. अम्बेडकर अंतर्राष्ट्रीय केन्द्र
Dr. Ambedkar International Centre
सामाजिक न्याय और अधिकारिता मंत्रालय
Ministry of Social Justice & Empowerment
भारत सरकार, नई दिल्ली
Government of India, New Delhi

(Annexure A)

(Application should be submitted prior one week of booking)

Application for allotment/booking of accommodation in Dr. Ambedkar International Centre, (DAIC) 15 Janpath, New Delhi- 110001.

To,
The Director
Dr. Ambedkar International Centre (DAIC),
Department of Social Justice and Empowerment,
15, Janpath, New Delhi - 110001.

Subject: Allotment/Booking of accommodation in Dr. Ambedkar International Centre (DAIC), 15 Janpath, New Delhi for (purpose)

The following accommodation may please be allotted in Dr. Ambedkar International Centre (DAIC), 15, Janpath New Delhi- 110001:

1. Occasion:
2. Date and duration:
3. Dignitary details:
4. Application Category:
5. Approximate No of participants:

6. Accommodation Required (Please tick on the boxes given below with dates as per requirement).

BHIM AUDITORIUM - 1 (Capacity of 700 Persons)	NALANDA AUDITORIUM - 2 (Capacity of 100 Persons)	SAMRASTA AUDITORIUM - 3 (Capacity of 100 Persons)	Outside area not for dining purpose (KITCHEN AREA)	Outside area for Dining Purpose	CONFERENCE ROOM NO. 1 (Capacity of 70 persons)
CONFERENCE ROOM NO. 2 (Capacity of 70 persons)	CONFERENCE ROOM NO. 3 (Capacity of 40 persons)	ATRIUM	FOYER AREA (Ground Floor)	FOYER AREA (First Floor)	FOYER AREA (Third Floor)

Shravasti	Vaishali

7. Host of conference (Category)

Government	PSU/Autonomous Body	Private/NGO

- Photo ID of the person requesting the booking required to be submitted.

8. We/this Ministry/Department agree to abide by terms and conditions governing allotment of accommodation in Dr. Ambedkar International Centre (DAIC)

9. A Sum of Rs. _____on account of rental charges along with applicable tax and Security Deposit @ 20 % of rental amount (if applicable) is sent herewith through electronic mode **(NEFT/RTGS)** vide UTR No. _____dated_____.

10. Detailed Scheduled for the programme including list of VIP/VVIP dignitaries are attached/will be submitted before the start of program.

Note: - (i) Only DAIC Empanelled Event Management Agency,Caterers and Internet Service Providers are allowed to work at DAIC.
(ii) We have read & understood Declaration for booking at DAIC and we shall abide by the same. The duly signed Declaration from is submitted along with this application.
(iii) Internet Connection: - DAIC has two empanelled networking connection service vendors,from which the applicant may choose one for the internet facility.
(iv) DAIC is a "No Flex Zone".use of standees,dropdowns,and horizontal banners is strictly prohibited inside the premises.

Yours faithfully,

(Signature with Seal)

(To be signed by the Joint Secretary/Head of the Department/Institution or equivalent officer)

Name of the signing authority

Designation _____

Telephone No _____

Email ID _____

Mobile No. _____

Postal address _____

GST Number _____

Check List:-

1 ID Proof
2. NOC from DCP Office, Parliament Street, New Delhi (If applicable).
3. Mode of Payment (only electronic), URT Details of the payment.
4. Total Rental amount (Rent) =

GST Amount =

Security Deposit (if applicable) =

Undertaking for Booking: DAIC

1. **Booking Procedure:**
   a. Tentative Booking request valid for 3 Days.
   b. Confirmed Booking only on receipt of following documents duly signed by US & above within 10 Days of tentative booking date.
      i. Declaration Form
      ii. Booking Amount
      iii. Booking Form
   c. After 10 Days of tentative booking dates, in case the complete documents are not deposited / Submitted, the booking shall be automatically cancelled.

2. Booking is valid for maximum 8 hours between the duration from **08:00 AM to 09:00 PM** on the scheduled day of booking. If the organisers wish to conduct dry run or carry out heavy decorations prior to the main booking date, these activities must be arranged in advance according to the required notice period.

3. Only DAIC Empanelled Event Management Agency,Caterers and Internet Service Providers are allowed to work at DAIC. No Private Vendor shall be permitted inside DAIC Complex in any circumstances. The copy of Work Order be submitted at DAIC to acertain the same, 05 Days before the Event. In case of non-compliance the booking shall be cancelled.

4. **18% GST** will be charged over the total amount payable by the booking agency (**i.e. Government, PSU/Autonomous body, NGOs /Private Organizations**) along with the booking amount.

5. **100% payment of rent of venues shall be deposit in Account of Dr. Ambedkar International Centre (DAIC) before 10 days of events. All documents including Application and UTR No. of the payment made through electronically must be submitted to booking office of DAIC before the 10 days the events.**

6. **Cancellation Policy:**

   a) Cancellation charges **@20%** of the licence fee will be levied if the cancellation is made with a notice of one month or more.
   b) 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) No refund is admissible if the cancellation made less than two days.
   c) Cancellation charges **@80%** of the booking amount will be levied on any cancellation made within 2 days of the event. This will include the 2nd day of the scheduled event.
   d) Cancellation charges **@100%** of the booking amount will be levied on any cancellation made within 24 hours of the event. No refund, except that of the Security Deposit, of the booking amount will be made in such an event.
   e) 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.
   f) If booking is cancelled due to booking of VVIPs or functions (i.e. the President of India, Vice-President and Prime Minister) of Ministers / MOSs/Ministry of Social Justice and Empowerment as mentioned in the Draft the DAIC is liable to pay 100% booking payment received from the booking party or DAIC may request them to postponed their event in next available dates.

7. 20% of the total refundable amount towards SECURITY DEPOSIT shall be added in case of PSU's/Autonomous Bodies and Private/NGOs. The same shall be refundable as per NOC. In Case of damage to any existing infrastructure/items in Dr. Ambedkar International Centre during the course of functions, the damage for the same shall be recovered as per actual and will be deducted from the Security Amount.

8. **Allotment is liable to be cancelled without prior notices if any VVIPs visit is notified by DCP Security (i.e. the President of India, Vice-President, and PM) or functions of Minister/MOSs/Ministry of Social Justice & Empowerment).**

9. NOC from DCP Office, Parliament Street, New Delhi District is an ADDITIONAL REQUIREMENT FOR State Government / PSU's / AUTONOMOUS BODIES AND NGO's / PRIVATE PARTIES.

10. **Upto 4 KVA electricity power will be provided by DAIC.**

11. **Internet Connection: - DAIC has two empanelled networking connection service vendors from which the applicant may choose one for the internet facility.**

12. Any types of eatables are not allowed inside the Auditoriums / Conference Rooms of DAIC. Catering and arrangement of tent etc. shall be arranged by agency hiring the accommodation.

13. No eatables are permitted inside the Auditorium and Conference Halls.

14. Organizers shall ensure that number of participants does not exceeds the seating capacity of auditorium also their guests/participants strictly follow the instruction issued by Government of India time to time regarding COVID-19 and maintained decency of the building.

15. No Wood Work / Painting/POP Work / any other fabrication work are not permitted inside the Atrium Area. Only octonorm Stalls are allowed to be installed inside the DAIC Complex.

16. The cleanness of DAIC building shall be maintained at all times. Special care to be taken to ensure that No Notice Pollution, Damage to Environment, Plants is caused due to Event / Installation of Equipment.

17. No work of Event be done without supervision of responsible staff of the organisation of the Event.

18. Disposal of garbage shall be the responsibly of the organisation.

19. The Booking will be subject to Terms and Conditions in addition to the instructions issued by the Security Agencies.

20. The Organizer shall ensure that the Government Event Management Agency hired by them for the event must also follow the direction rules / regulations issued by DAIC NDMC/DJB/NGT/High Court /Supreme Court on pollution and waste management and cleanliness during the program. Failure to compliance will lead to the forfeiture of Security Deposit without prejudice to any other action taken by the enforcing agencies as per law.

21. Timing of preparation of event – the preparation of any event from **06:00 PM to 09:00** PM will be day before. No event team will be allow at night.

22. **No Liquor and Smoking is allowed in the DAIC Campus.**

23. Single use of Plastic is prohibited in DAIC premises.

(To be signed by the Under Secretary / Head of the Department / Institution Head or equivalent officer)

Name of the signing authority_____

Designation_____

Telephone No_____

Email ID_____

Mobile No._____

Postal address_____

Yours faithfully,

(Signature with Seal)