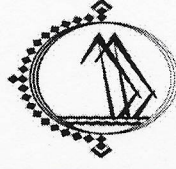


DEENDAYAL PORT AUTHORITY
(General Administration Department)
(Labour Welfare Section)



No.LB/WF/1157 (SVP)/2025/3250

Dated: 21/03/2025

C I R C U L A R

In partial modification of Circular No. LB/WF/1061(SVP)/725 dated 02/08/2016, the existing Scheme for use/hiring of SVP Auditorium and Open Area Behind SVP Auditorium of Gopalpuri is revised, as per the table below:-

(A) Revised Rates for hiring/use of SVP Auditorium, Gopalpuri -- Inside

Sr. No.	Particulars	Security Deposit (Refundable)	Hire Charge	GST (18%)	Total	Electricity Charges
1	Forenoon Session (09:00 hrs. to 15:00 hrs.)	40,000/-	40,000/-	7,200/-	87,200/-	As per actual meter readings
2	Afternoon Session (16:00 hrs. to 23:00 hrs.)	60,000/-	60,000/-	10,800/-	1,30,800/-	
3	Full Day (09:00 hrs. to 23:00 hrs.)	90,000/-	90,000/-	16,200/-	1,96,200/-	

Terms and Conditions for Hiring / Use of SVP Auditorium, Gopalpuri:-

- 1) The organizer has to arrange their own Generator set and also look after parking of vehicles, security & seating arrangements, etc., at their own cost.
- 2) The organizer has to take full care of SVP Auditorium and will be responsible for damage, if any.
- 3) The security deposit will be refunded after obtaining the certificate from the SDO(B&R) stating that no damage has been caused in the Auditorium. If there is any damage caused, the same will be deducted from the security deposit.
- 4) The electricity charges, as per actual meter reading, will be deducted from the security deposit also.
- 5) No food stuffs shall be allowed inside the SVP Auditorium, Gopalpuri, except the cafeteria provided for the purpose.
- 6) The organizer has to prepare and display the banner, that SVP Auditorium, Gopalpuri is sponsored by DPA (In case of free of charge allotment)

- 7) Allotment shall initially be made for a maximum of 3 days. Thereafter, it shall be extended based on merits. For this purpose, a written application may be given at least 1 day in advance to the Personnel Officer.
- 8) The hire charges and security deposit inclusive of GST shall have to be deposited in advance.
- 9) Allotment shall be made "Subject to availability" basis.
- 10) Parties/Individuals shall have to install carpet of not less than 3mm in the wooden floor area inside the SVP Auditorium.
- 11) There shall be no charges for Trade Unions/Officers' Association/Officers' Club/Staff Club/DPA Employees' Cooperative Societies for their bonafide use, irrespective of whether they wish to use for Forenoon Session, Afternoon Session or Full Day, only once in a calendar year from 1st January to 31st December; however, all subsequent allotments to them shall be, as per prescribed charges.

(B) Revised Rates for hiring/use of SVP Auditorium, Gopalpuri Backside (Open Area)

Sr. No.	Particulars	Security Deposit (Refundable)	Hire Charge	GST (18%)	Total	Electricity Charges
1	Forenoon Session (09:00 hrs. to 15:00 hrs.)	7,500/-	7,500/-	1,350/-	16,350/-	As per actual meter readings
2	Afternoon Session (16:00 hrs. to 23:00 hrs.)	10,000/-	10,000/-	1,800/-	21,800/-	
3	Full Day (09:00 hrs. to 23:00 hrs.)	15,000/-	15,000/-	2,700/-	32,700/-	

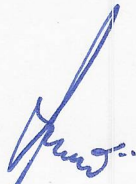
- 1) The organizer has to arrange their own Generator set and also look after parking of vehicles, security & seating arrangements, etc., at their own cost.
- 2) The Samiyana/Mandap shall be erected as per the direction of SDO (B&R) in order to ensure that no damage is caused to the ground.
- 3) The organizer has to take full care of area behind SVP Auditorium and will be responsible for damage, if any. The organizer has to make sure that the residents of the colony are not disturbed by their programme and necessary approval may be taken from Police Authority/concerned department for use of Loud speakers/DJ, etc.
- 4) The security deposit will be refunded after obtaining the certificate from the SDO(B&R) stating that no damage has been caused in the area behind SVP Auditorium. If there is any damage caused, the same will be deducted from the security deposit.
- 5) The electricity charges, as per actual meter reading, will be deducted from the security deposit also.

- 6) Allotment shall initially be made for a maximum of 3 days. Thereafter, it shall be extended based on merits. For this purpose, written application may be given at least 1 day in advance to the Personnel Officer.
- 7) The hire charges and security deposit inclusive of GST shall have to be deposited in advance.
- 8) Allotment shall be made "Subject to availability basis.
- 9) There shall be no charges for Trade Unions/Officers' Association/Officers' Club/Staff Club/DPA Employees' Cooperative Societies for their bonafide use, irrespective of whether they wish to use for Forenoon Session, Afternoon Session or Full Day, only once in a calendar year from 1st January to 31st December; however, all subsequent allotments to them shall be, as per prescribed charges.

Chairman, DPA, at his discretion, may waive, either fully or partly, the Hire Charges and/or allow use of SVP Auditorium, free of charge (including without recovery of Security Deposit); and he may also alter, amend, modify and/or relax all or any of the terms & conditions.

All concerned are, therefore, intimated that the revised rates, terms & conditions shall be applicable with immediate effect.

This is issued with approval of the Chairman, DPA.


Personnel Officer
Deendayal Port Authority

Copy to:

1. All HoDs/ Deputy HoDs / Divisional Officers / Drawing Officers – for information, please.
2. Sr. Ps to Chairman – for kind information of the Chairman, please.
3. Ps to Dy. Chairman – for kind information of the Dy. Chairman, please.
4. PA to Secretary - for kind information of the Secretary, please.
5. All Unions / All Notice Boards & Club
6. Team Leader, EDP – for uploading on DPA website, please.