

CHANDIGARH POLICE
Standing Order No. 20 /2003

Subject: Functioning and control of Multi-Purpose Hall in Police Lines, Sector-26, Chandigarh.

The Multi-Purpose Hall has been constructed with the objectives to provide facilities to the Police Department and to Police Officers/Officials and their immediate relations to use the Multi-Purpose Hall for Sports and Cultural activities, marriage, functions, social gatherings and police functions as well as for recreational and social purposes. The purpose is to boost the morale of the force by providing such facilities. This Multi-Purpose Hall comprises of the Main Hall, Gymnasium, viewer gallery, foyer, two badminton courts, change rooms, spaces for Indoor Games like Wrestling, Table tennis, Carom-board, Chess, Luddo, and rooms for the male and female sports in charges and toilet blocks for male female separately.

CARE TAKER

One Head Constable and one Constable have been posted for the up-keep and maintenance of the Multi-Purpose Hall and additional OR be provided from Police Lines, to make them on duty in rotation, in 08 hourly shift. Their main function will be as under:-

- a) To get the cleanliness and up-keep of the building.
- b) For any repair, immediately to tie up with the maintenance department of the Engineering Department.
- c) To keep the fans and light switched-off, when the Multi-Purpose Hall is not in use and to keep it properly locked, to avoid any damage and theft of the equipments/articles/fittings etc.
- d) To maintain the following registers:
 - i) Register No.16 of Govt. Property and equipment in stock/ record.
 - ii) Register for store items i.e. bulbs, tube-rods, switches, plugs etc. for immediate replacement before or during the function as per requirement.
 - iii) Duty Register for booking orders and a separate file, in a card-board cover to keep the booking order in original.
 - iv) List of important telephones will be maintained to be used in case of emergency and for assistance to visitors.

FUNCTION OF D.S.P. LINES.

- a) To maintain membership subscription receipt.
- b) Forms to be got filled-up alongwith an under-taking to maintain discipline and also to comply all the rules and regulations for the use of the Multi-Purpose Hall.
- c) To put a notice board indicating all the instructions out-side the Multi-Purpose Hall.
- d) For booking of the hall, charges as approved/amended from time to time and security will be charges by DSPJLines and proper records will be maintained and a receipt book serially numbered separately for booking charges and security will be maintained and the booking charges shall be deposited in the Bank Account/Head under proper receipt. 1st floor will not be used during marriage/social functions.
- e) After the function, the security will be refundable only, when Care-taker will give clearance certificate that the Multi-Purpose Hall and its surrounding area has been got cleared and no damage has been caused to the building/fittings, equipments etc.

- f) and after giving refund of security proper signatures will be taken of the booking officer/officials in token of acknowledgement.
DSP/Lines will send a monthly diary/report of number of bookings made by Police officers and for the immediate relations of Police officer separately along with the collections made.

SPECIAL INSTRUCTIONS

- a) No hard drinks/liquor will be allowed and served in the Multi-Purpose Hall, without producing a copy of the permit from the Excise Department. U.T. Chandigarh.
- b) No sound system/loud speakers will be allowed, without producing a copy of the permission of DM/UT/ Chandigarh..
- c) Police officer/his relative will make his own security, traffic arrangements, for his personal safety, as well for the safety of their valuable including Motor Vehicles and also for the proper parking of Motor-Vehicles and also for the proper parking of Motor Vehicles of his guests/family members, to avoid any inconvenience to the officers/officials and families putting up in the police Lines.
- d) After the expiry of the booking period, the police officer/his relative must have to hand-over the vacant, physical possession, in case of default, additional booking fee will be charged and also departmental action will be taken.
- e) In case, the Multi-Purpose Hall is urgently required for any police function, due to un-avoidable reasons, the cancellation of booking shall be made and the booking police officer shall not make and claim for any damages.
- f) The booking of the Multi-Purpose Hall shall be made at-least 15 days ahead of the scheduled function.
- g) No nails, tempering of any walls doors etc. shall be allowed to fix any flowers/decoration etc. as it shall destroy the beauty/face of the building.
- h) No highly explosive/inflammable articles, etc. will be allowed to be used within the Multi-Purpose Hall.
- i) No crackers/fire works will be allowed within the Police Lines complex, as it will disturb the families /jawans living their.
- j) Only gate No. 3, shall be used by the guests and their vehicles.
- k) No cooking/preparing of snacks/food shall be allowed within the Multi-Purpose Hall/building.
- l) Cooking will be allowed only in the rear side of the Hall i.e. place between Multi-Purpose Hall/Parade ground.
- m) Arrangement for water tanker to prepare food, to serve drinking water and cleaning of utensils will be made by the booking party.
- n) The generator set/portable stage, Bedi for pheras chairs etc. Will be available on payment only.

BOOKING CHARGES

- a) For Police Officers i.e. for the son and daughter Rs.2000/-
- b) For the immediate relations of Police Officers Rs.10000/-

The Police Officer has to give an under-taking that the person is his immediate relative. In case, it is found false and incorrect, departmental action will be taken.

- c) No booking shall be made for private persons/parties.

SECURITY AMOUNT:

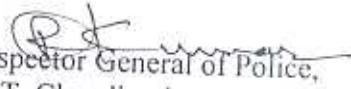
For Police Officers	Rs. 5000/-
For the immediate relation of Of Police Officer.	Rs.10000/-

Membership for sports activities i.e. to play badminton, table tennis, Indoor games like carom, chess and to use Multi-Gym, Annual subscription will be Rs.500/- for Police Officer and Police ward only. No private person can become the member.

The shuttle, rackets, Balls etc. will be brought by the playing members.

SUPERVISION:

The Multi-Purpose Hall will be supervised by R.I. Lines, under the supervisory control of DSP/Lines.


Inspector General of Police,
U.T. Chandigarh.

No. 11362-400 ^{E-5} UT (26) Dated Chandigarh, the:- 01/05/2003

- A copy is forwarded for information and necessary action to the:-
- 1. SSP(HQ)
 - 2. SSP/Chandigarh
 - 3. SP/Operations
 - 4. SP/Security & Traffic
 - 5. SP/City
 - 6. All DSPs
 - 7. All SHOs
 - 8. All Inspectors.
 - 9. I/C Security/Care Taker.

4/10. E1

O R D E R

Continuation Standing Order No. 20/2003

issued vide this office endorsement No. 11362-400/UT(E.5) dated 1.5.2003.


2. The facility of booking of Multipurpose Hall is hereby extended to Chandigarh Home Guard Volunteers and they will be charged for this facility like members of Chandigarh Police.

RAJESH KUMAR, IPS,
INSPECTOR GENERAL OF POLICE
U.T. CHANDIGARH.

No. 6861-907/UT(E.5) dated Chandigarh, the: 01/4/04

A copy is forwarded for information and necessary action to the:-

1. SSP/Hqrs.
2. SSP/Chandigarh.
3. SP/Operation
4. SP/Security & Traffic
5. All DSPs
6. Commandant Home Guard
7. All SHOs
9. I/C Security Care taker


for Inspector General of Police,
U.T. Chandigarh.
