

OFFICE OF THE INSPECTOR GENERAL OF POLICE  
PONDICHERRY

Standing Order No. 50/91 Dated: 9.12.1991.

Sub: Community Hall at Gorimedu - Instructions -  
Issued.

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COMMUNITY HALL

A Community Hall has been a long felt need of the Pondicherry Police in order to promote social, recreational and cultural activities of the members of the police force and their families. The Administration has been kind enough to construct a Community Hall in the PAP Complex, Gorimedu, in fulfilment of this objective. It is sincerely hoped that the Community Hall will serve as a lively centre to improve the social life, encourage cultural activities, and promote better understanding among police personnel and their family members.

USE OF HALL FOR MARRIAGES, ETC.,

Apart from the Community Hall serving as a place for social and cultural activities, it is also proposed to allow police personnel and their families to use it for organising private and family functions like marriages, etc. The term 'family member' will include only those who are wholly dependent on members of the police personnel and whose names are declared in the list of family members in the Service Book.

Whenever a member of the police personnel is allowed the use of the Community Hall for such private functions, maintenance charges will be collected from him, as prescribed in this Standing Order. Annual and priodical maintenance of the building will, however, be carried out by the Public Works Department.

Normally, no private person shall be allowed to use the Community Hall except as a guest or as an invitee. However, in special cases, subject to the condition that the Community Hall is free otherwise, and subject further to the prior approval of the SSP(C&I), a private person could be permitted the use of the hall on payment of prescribed maintenance and other charges.

.....2/-

No. 11/Gen/RO/SB/3003/91

17.12.91

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SP/SB

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SUPERVISION:

Under the overall supervision of SSP(C&I), SP(Trg.& Wel.) will be personally responsible for the day-to-day maintenance of the Community Hall and the regulation of the activities in it. He will be assisted in this work by the Inspector of Police(Welfare). Inspector(Welfare) will be personally responsible for keeping all the records pertaining to the Community Hall and the activities therein, payment of water and electricity charges regularly to the concerned departments and maintenance in proper condition of articles including furniture and fittings, vessels, etc. in the Community Hall.

SSP(C&I) should check the accounts of the Community Hall at least once every month and review its activities periodically. He should ensure regular internal and annual audits so that the affairs of the Community Hall are run well and in accordance with approved norms.

APPLICATION FOR USE OF COMMUNITY HALL.

- (1) Any member of the police or a private citizen desiring to use the Community Hall shall give an application in writing to the Supdt. of Police(Welfare) at least 15 days in advance of the date for which the Hall is required.
- (2) Every such application shall be entered in a register to be maintained by the Inspector(Welfare) (Proforma - 2).
- (3) Orders permitting a person to use the Community Hall shall be strictly on "first come - first served" basis.

MAINTENANCE CHARGES, CAUTION DEPOSIT AND OTHER CHARGES:

An order permitting the use of the Community Hall shall be issued only after the applicant has deposited the prescribed maintenance charges for the period of occupation and also a caution deposit of Rs.500/- in cash with the Inspector(Welfare) who will give a receipt for the amount and enter the same in the cash book (Proforma - 1) and in the Caution Deposit Register (Proforma - 3).

I. The maintenance charges for the use of the Community Hall for marriages or any other family function shall be as laid down below:

- (1) If the Hall is allotted for use by a member of the police personnel, Retired police personnel, Home Guards Ministerial Staff of Police Department.
  - (i) Rs.1500/- for one full day
  - (ii) Rs.750/- for half-a-day or less.

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(2) If the Hall is allotted for use by a private party or individual;

- (i) Rs.2,000/- for one full day.
- (ii) Rs.1,000/- for half-a-day or less.

II. If the Hall is allotted for holding functions like exhibitions, meetings, conferences, seminars, social gatherings or for any other similar purpose, a sum of Rs.500/- shall be charged as maintenance charge for every day of its use or part of a day

Explanation:

"Maintenance charge" shall include the cost of the general up-keep of the Hall and charges for decorations available in the Hall, furniture, electrical and sanitary fittings, utensils and such other similar things, but shall not include,-

- (i) Water and electricity charges,
- (ii) breakages, if any,
- (iii) damage to the building,
- (iv) loss on account of theft, negligence or otherwise of items of furniture, fixture, utensils etc.,

which shall be paid for separately to be calculated on the basis of actual cost or otherwise.

The actual amount of charges in respect of the different items stated at (i) to (iv) above shall be decided by the Executive Committee of the PPWS.

The maintenance charges would be subject to revision as and when found necessary.

REGISTERS:

Inspector(Welfare) will be personally responsible for noting down electricity and water reading and the actual consumption charges during the occupancy of the Hall by the allottee. Separate registers in prescribed proforma would be maintained for noting electricity meter reading and water meter reading.

Details of payments made to the Electricity Department and Public Works Dept., for consumption of electricity/water should be entered in the Electricity Meter Reading Register and Water Meter Reading Register respectively. These should also include the number and date of each bill, the period to which it pertains, the amount of the bill, date of payment etc. every entry should be signed by the Inspector(Welfare)

.....4/-

(Proforma - 8).

CONDITIONS FOR USE OF COMMUNITY HALL:

- (a) A person permitted to use the Community Hall shall be responsible for its proper use and ensure that no damage is caused to the building, fixtures and fittings, furniture, utensils, decorations etc. The decision of the Inspector (Welfare) about any loss as mentioned above would be final and binding on the party, and will not be subject to any further enquiry or correspondence.
- (b) The allottee shall be responsible for cleaning the hall, the kitchen, bath-rooms, toilets and all parts of the premises before vacation. He shall also ensure that utensils are properly washed and dried. The hall and the kitchen shall also be cleared of any unwanted material such as firewood, other left-overs, etc.
- (c) The allottee shall be responsible for settling all bills including water and electricity charges, payment for use of furniture, utensils, crockery, cutlery and for damages, if any, to the building and its fixtures and fittings before vacating the premises.
- (d) The allottee shall not drive or cause to be driven any nails, etc. on the walls, or use the building in such a way as to spoil its appearance or upkeep. Decorations, if any, used shall be done in such a way that paper etc. are not stuck to the walls. No poster etc. should be pasted either inside or outside the building.
- (e) No extra load of electricity will be used under any circumstance inside the Hall. For any extra load outside, the allottee will, subject to the prior approval of the Inspector (Welfare) use a separate generator, separate electrical fittings and wiring at his own cost.
- (f) The payment of electricity and water charges would be on the basis of rates fixed by the respective departments from time to time.

MAINTENANCE OF REGISTERS AND ACCOUNTS:

The following registers shall be maintained:

.....6/-

APPLICATION REGISTER:

In this register all requests for the allotment of the Community Hall would be entered in a chronological order in Proforma - 2. Entries in this register would be made strictly on "first come - first served" basis.

ALLOTMENT REGISTER:

An allotment register in Proforma -4 would be maintained for entry of allotment details. The details would include the date for which the allotment has been made as also details of the time of occupation, time of vacation, water meter reading, electricity meter reading, money paid, damages recovered, etc.

CASH BOOK FOR MAINTENANCE CHARGES: (Proforma - 1)

In this register, all entries of receipts and payments made in respect of maintenance charges shall be entered on a day-to-day basis. All entries shall be initialled by the Inspector from day-to-day and the closing balance struck. The cash book shall be submitted to the Supdt. of Police (Trg. & Welfare) on the last day of every month for his checking, and a certificate regarding tallying of receipts and expenditure as in the case of any other cash book maintained for Government money shall be recorded.

REGISTER FOR CAUTION DEPOSITS:

A separate register for caution deposits shall be maintained as above. Details of printed receipts for receiving the same and refunding the balance should be clearly mentioned in the cash book. The daily balance would be struck regarding receipts and payment and shown in the cash book (Proforma - 1).

RECEIPT BOOK FOR MAINTENANCE CHARGES: CAUTION DEPOSIT, ETC.

A receipt book for maintenance charges, caution deposits etc. would be maintained in proforma - 7.

REFUND OF BALANCE OF CAUTION DEPOSIT:

The refund of caution deposit should be invariably entered in proforma - 3 and the signature of the recipient obtained. A voucher (EV) should also be prepared.

NOTE: Vouchers for any expenditure (Proforma -10) or receipt of money (Proforma - 9) should be prepared giving details of the amount and purpose. The vouchers shall be serially numbered yearwise (1/91, 1/92 etc) and indicated in the cash book. All vouchers shall be authenticated by the Inspector of Police (Welfare).

STOCK REGISTER FOR UTENSILS:

A stock register for utensils shall be maintained in proforma - 5. The stock register shall indicate details of numbers, weight of utensils, measure, price, date of purchase etc. The stock register shall be checked on the 1st of every month by Inspector(Welfare), who would give a certificate, for the same in his own handwriting on the last pages of the stock register. The stock register shall be checked every three months i.e. in January, April, July and October every year by Supdt. of Police(Welfare).

STOCK REGISTER FOR FURNITURE:

A stock register for furniture would be maintained in the proforma and as per instructions for the stock register for utensils (Proforma - 5)

STOCK REGISTER FOR MISCELLANEOUS ARTICLES:

A stock register for miscellaneous articles would be maintained in proforma - 5 and in the manner mentioned above.

REGISTER FOR GOVERNMENT FIXTURES IN THE BUILDING:

A register for Government fixtures like fans with regulator, tubelight points, bulb points, pipes, locks, keys, etc would be maintained in the proforma - 6. This would also be checked by the Inspector (Welfare) once a month and by Supdt. of Police(Welfare) every quarter as above.

BANK ACCOUNT:

Inspector (Welfare) shall open an account in any of the nationalised banks. The account shall be operated by any two of the following officers jointly:

- (i) Senior Supdt. of Police(C&I)
- (ii) Supdt. of Police(Training & Welfare)
- (iii) Inspector of Police(Welfare)

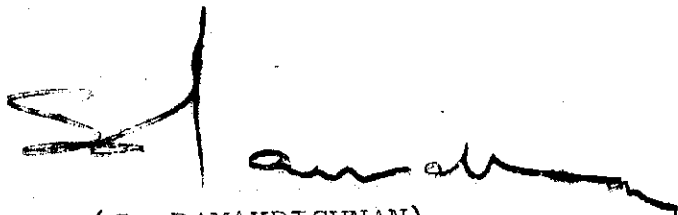
.....8/-

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Each remittance or withdrawal will be entered in the cash book through a proper voucher in proforma 9 & 10. All money received shall be credited in the bank not later than the next following day positively.

A U D I T :

The accounts of the Community Hall shall be audited by the Office Supdt.(Accounts) in the first week of every month. It would be the duty of Supdt. of Police (Trg. & Wel.) to get the monthly audit done. SAO/JAO shall conduct internal audit of the accounts every six months i.e. in July and January every year for the previous six months. The annual audit for a calendar year would be done by a qualified Chartered Accountant.



(S. RAMAKRISHNAN)

INSPECTOR GENERAL OF POLICE  
PONDICHERRY.

To

All SPs/All Insprs.

All SHOs/Incharge OPs.

- All are requested to bring the contents to all subordinates and keep the S.O. in the S.O.file.

Copy to: SSP(C&I)/(L&O)/Secy. to IGP/SAO/JAO/  
OSE/OSA/OSD/OS(H).

\*PB/11.12.

PROFORMA - 1

CASH BOOK

Date	Receipts	RV No.	Amount Rs.P.	Date	Payments	EV No.	Amount Rs.P.	Initials of Insp.(W)
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PROFORMA - 2

REGISTER OF APPLICATIONS

Sl. No.	Date	Name and address of the applicant	Name of function	Period for which C.H. is required	whether allotted	Initials of Insp. (Welfare)
-1-	-2-	-3-	-4-	-5-	-6-	-7-

PROFORMA - 3

REGISTER OF CAUTION DEPOSIT

Sl. No.	Date	Name and address of allottee.	Deposit paid Rs.	Receipt No.	Inspr. (w)	Refund Date	Deduc-tions	Net amount	Signature of allo-ttee.	EV No.
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REGISTER OF ALLOTMENT/ VACATION

Sl. No. of the allottee.	Name & Address	Period of allotment From To	Date and time of occupation.	Meter reading at the time of occupation	Date and time of vacation.	Meter Reading Elec./ Water	Damages If any.	Total Charges Rs.	Whether RV No.	Initials of Inspr. (Welfare)
				Electricity/ Water.						

STOCK REGISTER

Name of article:

Sl. No. of purchase	Date of purchase	From whom purchased.	Articles Unit/ Weight.	Cost price (including tax, etc.)	Balance	Initials of Inspector (Welfare)	Depreciation.

INVENTORY OF FIXTURES

Name of item:

Date of purchase/ installation.	Source	Number	Distribution/Location	Initials of Inspr. (W)

PROFORMA - 7

No.

RECEIPT

DATE:

COMMUNITY HALL, GORIMEDU  
FONDICHERY -6.

Name & Address:

-----  
Received with thanks the amounts detailed below:

for the engagement of the Community Hall for ....

..... Rs. p.

1. Maintenance Charges ...

2. Caution Deposit ...

3. Other charges ...

TOTAL: -----

(Rupees ..... only)

Inspr(Welfare)

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PROFORMA - 8

REGISTER OF ELECTRICITY/ WATER CHARGES

Number of Policy:

Sl. Bill No. No. and date.	Period of bill	Units consumed	Meter Reading From To	Amount of bill Rs. p.	Ref. to Payment	Initials of Inspr(W)
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PROFORMA - 9

COMMUNITY HALL, GORIMEDU

E.V.No.

Date:

S.No.

RECEIVED from the COMMUNITY HALL, GORIMEDU, PONDICHERY -6  
a sum of Rs.....(Rs.....only) being  
the payment for

Signature of recipient.

Inspector(Welfare)

COMMUNITY HALL, GORIMEDU

R.V.No.

Date:

Sl.No.

RECEIVED from

a sum of Rs.....(Rupees .....only)

being the ....  
as shown below:

INSPECTOR (WELFARE)

No.

Date:

ORDER OF ALLOTMENT OF COMMUNITY HALL  
FOR THE FUNCTION OF .....  
TO THIRU/TMT.....

LIST OF ARTICLES OF UTENSILS/ FURNITURE, etc.  
HANDLED OVER, FOR USE AND RETURN.

	<u>Name</u>	<u>No.</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

RECEIVED INTACT

Inspector(Welfare)

Signature of allottee.

Received Back

Remarks

Date:

Inspector(Welfare)