

**REVISED RULES AND REGULATIONS FOR ALLOTMENT OF  
RAIL KALARANG, BHOIGUDA FOR RAILWAY PERSONNEL**

**1.0 ELIGIBILITY:**

- 1.1. Railway official functions.
- 1.2. SCR Lalitha Kala Samithi.
- 1.3. Unions & Associations viz., SCR Employees' Sangh, SCR Mazdoor Union, SCRO Association, SCRPO Association, SC/ST Employees' Association, SCROBC Employees' Association, RPF Association, Retired Officers' Association, Retired Employees' Association.
- 1.4. Serving/Retired employees covered under the Pass Rules.
- 1.5. Staff of PSUs of Indian Railways (both regular & on deputation staff).
- 1.6. Outsiders: All others who are not covered under (1 to 5) above are to be treated as outsiders.

**2.0 RENTAL CHARGES & SECURITY DEPOSIT:**

S.N	Category	Rental charges for 12 hours (half day) i.e., 8AM – 8 PM 8 PM – 8 AM	Rental charges for 24 hours (Full day) i.e., 8AM – 8 AM 8 PM – 8 PM	Security deposit
1	Railway Official functions.	FREE	FREE	FREE
2	SCR Employees' Sangh, SCR Mazdoor Union, SCRO Association, SCRPO Association, SC/ST Association, SCROBC Association, RPF Association, Retired Officers' Association, Retired Employees' Association & SCR Lalitha Kala Samithi.	Rs.3,000/-	Rs. 5,500/-	Rs.25,000/-
3	Serving/Retired Employees	Rs.20,000/-	Rs.35,000/-	Rs.25,000/-
4	Staff of PSUs of Indian Railways (for both Regular & on Deputation staff)	Rs.40,000/-	Rs.70,000/-	Rs.25,000/-
5	For Outsiders	Rs.1,50,000/-	Rs.2,50,000/-	Rs.75,000/-

- 2.1. Rental fee and security deposit to be paid at the time of booking.
- 2.2. For all the categories except-1, air-conditioning and electrical charges are collected as per consumption and prevailing rates.
- 2.3. Security deposit will be refunded after deducting the due charges while handing over, premises should be in good and clean condition. Failing which, a sum of security deposit shall be deducted towards loss/damage, as decided by SSE/W/CKL.
- 2.4. Appropriate charges, as decided by the Sr.DEN/Co/HYB for any structure or any equipments/fittings damages, Sr.DEE/M/HYB for any electrical equipments/fittings damages, Sr.DSTE/HYB for any public addressing system and their components damages to be paid by the Allottee. The cleanliness in the premises of Rail Kalarang will be taken care by SSE/Works/CKL.

**3.0 PROCEDURE FOR BOOKING OF RAIL KALARANG:**

- 3.1. Rail Kalarang can be booked by the applicant in person on any working day of Rail Nilayam between 10.00 hrs to 17.00 hrs.
- 3.2. Maximum period of allotment is 1 (one) day. The timing is reckoned from 8 AM to 8 AM of next day for 24 hours.

**4.0 BOOKING PERIOD:**

S.N	Category	Advance booking period
I.	<b>FOR FAMILY FUNCTIONS:</b>	
	Serving/Retired Employees - (HQ area)	3 months
	Serving/Retired Employees- (Other than HQ area)	2 months
	Rly. PSU Employees – (regular & on deputation staff)	2 months
II.	<b>OTHER THAN FAMILY FUNCTIONS:</b>	
	SCR Lalitha Kala Samithi	1 month
	Unions/Associations	1 month

**5.0 PRIORITY OF ALLOTMENT as follows:**

- 5.1. Railway official functions.
- 5.2. Serving employees:
- If, more than one employee has applied for booking on same date & slot, on a given day, the employee having lesser pay matrix level will be considered for allotment.
  - Within the same Pay Matrix level, first priority will be for self marriage.
  - Second priority for daughter's marriage.
  - Third priority for son's marriage.
  - Fourth priority for bonafide siblings/dependents' marriage.
  - Last priority for other functions.
- 5.3. Retired Employees:
- Pensioner will be given first priority when clashing with a family pensioner if applied for same slot & day on a given a day.
  - If, more than one pensioner has applied for booking on same date & slot will be considered for allotment.
  - Order of priority for deciding the allotment shall be
    - Daughter's marriage/receptions
    - Son's marriage/receptions
    - Other bonafide dependents' functions.
- 5.4. SCR Lalitha Kala Samithi.
- 5.5. Unions & Associations viz., SCR Employees' Sangh, SCR Mazdoor Union, SCRO Association, SCRPO Association, SC/ST Association, SCROBC Employees Association, RPF Association, Retired Officers' Association, Retired Employees' Association.
- 5.6. Employees of PSUs of Indian Railways (both regular & on deputation staff).
- 5.7. Others.

#### **6.0 MODE OF PAYMENT:**

The amount of rental fee and security deposit to be paid in advance at the time of booking on allotment letter issued by the GM office. The payment shall be made to the Divisional Cashier (Pay), Hyderabad Division at Secunderabad.

#### **7.0 REFUND OF SECURITY DEPOSIT:**

- 7.1. The security deposit shall be refunded to the allottee through NEFT after deducting the air-conditioning, Electrical charges, Water charges and loss/damage assessed (if any) by the caretaker.
- 7.2. The allottee shall pay the difference/balance amount if any that exceeds the security deposit in respect of due charges at Divisional Cashier (Pay), Hyderabad division at Secunderabad. The allottee shall produce a letter of clearance from the caretaker of the premises for claiming the refund of security deposit. The balance of security amount (if any) should be claimed within 15 days after the function, otherwise the amount will be forfeited.

#### **8.0 OTHER INSTRUCTIONS:**

- 8.1. The allottee shall indemnify the Railways against any loss/damage caused to the equipments or any components of premises. The decision of the Railway Administration is final as regards the assessment of the value of the loss/damage. If, the extent of damage is not limited to the security deposit and can be recovered from the salary of the allottee where so decided by the Secretary to GM, South Central Railway.
- 8.2. For Railway staff kith & kin any supported document shall be submitted along with application for booking.
- 8.3. In case it is found at any stage that the allottee has obtained the allotment of the hall by producing false information during or after the function he/she is liable to pay the prescribed rent for the outsiders in addition to a penalty of Rs.10,000/- besides disciplinary action will also be initiated.

#### **9.0 CANCELLATION OF BOOKING:**

- 9.1. Cancellation of booking by the Railway applicant: Initially the rental charges will be hold, if the allotment has been done for that day/time subsequently rent in full including security deposit will be refunded, if booking is done for that slot (day/time).
- 9.2. If no booking has been done on that day/time subsequently to other person, rent will be forfeited and security deposit will be refunded.

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**RULES AND REGULATIONS FOR ALLOTMENT OF RAIL KALARANG, BHOIGUDA  
FOR OUTSIDERS**

**1.0 RENTAL CHARGES AND SECURITY DEPOSIT:**

S.N	Category	Rental charges for 12 hours (half day) i.e., 8AM – 8 PM 8 PM – 8 AM	Rental charges for 24 hours (Full day) i.e., 8AM – 8 AM 8 PM – 8 PM	Security deposit
1	For outsiders	Rs.1,50,000/-	Rs.2,50,000/-	Rs.75,000/-

- 1.1. Rental and security charges are to be paid at the time of booking.
- 1.2. Air-conditioning charges and electrical charges will be collected based on the actual consumption.
- 1.3. Security deposit will be refunded after deducting the due charges. While handing over, premises should be in good and clean condition. Failing which, a sum of security deposit shall be deducted towards loss/damage as decided by SSE/W/CKL.
- 1.4. Appropriate charges, as decided by the Sr.DEN/Co/HYB for any structure or any equipments/fittings damages, Sr.DEE/M/HYB for any electrical equipments/fittings damages, Sr.DSTE/HYB for any public addressing system and their components damages to be paid by the Allottee. The cleanliness in the premises of Rail Kalarang will be taken care by SSE/W/CKL.

**2.0 PROCEDURE FOR BOOKING OF RAIL KALARANG:**

- 2.1. Rail Kalarang can be booked by the applicant in person on any working day between 10.00 hrs to 17.00 hrs.
- 2.2. Maximum period of allotment is One (1) day. The timing is reckoned from 8 AM to 8 AM or 8Pm to 8Pm of next day for 24 hours.

**3.0 BOOKING PERIOD:**

S.N	Category	Advance booking period
I.	<b>FOR FAMILY FUNCTIONS:</b>	
	Outsiders – Individuals - (for family functions)	2 months
II.	<b>OTHER THAN FAMILY FUNCTIONS:</b>	
	Outsiders – Associations/Firms (For seminars/meetings/workshops etc.,)	1 month

**4.0 MODE OF PAYMENT:**

The amount of rental fee and security deposit to be paid in advance at the time of booking on allotment letter issued by the GM Office. The payment shall be made to the Divisional Cashier (Pay), Hyderabad division at Secunderabad.

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## **5.0 REFUND OF SECURITY DEPOSIT:**

- 5.1 The security deposit shall be refunded to the allottee through NEFT after deducting the air-conditioning, electrical charges, water charges and loss/damage assessed (if any) by the caretaker.
- 5.2 The allottee shall pay the difference/balance amount if any that exceeds the security deposit in respect of due charges at Divisional Cashier (Pay), Hyderabad division at Secunderabad. The allottee shall produce a letter of clearance from the caretaker of the premises for claiming the refund of security deposit. The balance of security amount (If any) should be claimed within 15 days after the function, otherwise the amount will be forfeited.

## **6.0 OTHER INSTRUCTIONS:**

The allottee shall indemnify the Railways by giving undertaking to pay back against any loss or damage caused to the equipments or any components of premises. The decision of the Railway Administration is final in regard with assessment value of the loss/damage. If, the extent of damage is not limited to the security deposit, the excess will be recovered from the allottee.

## **7.0 CANCELLATION OF BOOKING:**

a)	If cancelled before 15 days from the date of booking.	50% of rent and security deposit in full will be refunded.
b)	15 days to 07 days from the date of booking.	25% of rent and security deposit in full will be refunded.
c)	Less than 07 days from the date of booking.	No refund on rent. Security deposit in full will be refunded.

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