

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
NASC COOMPLEX, NEW DELHI-110012.**

F. No. 17-1/2004-E&M

Dated:- 17.11.2009

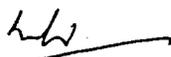
Subject: Hiring charges in respect of Conference Facilities, National Agricultural Science Centre, Dev Prakash Shastri Marg, New Delhi-110012 – reg.

In continuation of earlier hiring charges circulated vide circular dated 23rd April, 2009 the competent authority has decided that the hiring charges prescribed for State Agricultural Universities may also be extended for ICAR Institutes. The payment of booking charges should come from the concerned Institute through their accounts department. The payment of hiring charges of Conference Facilities should be made by the Institute/Indenter well in advance failing which the booking will be treated as cancelled. The existing cancellation charges would be applicable for ICAR Institutes and even verbal bookings, if got cancelled, separate bill will be raised by the Council for cancellation charges.

It has also been decided that in case of booking of facilities in favor of various divisions of ICAR Headquarter, the booking should come through the concerned DDG/HOD. The exemption of hiring charges provided to ICAR Headquarters will be continued.

The rates of hiring charges prescribed for ICAR Institutes are enclosed here with and it can also be viewed from www.icar.org.in.

These rates are made effective w.e.f. 1st January, 2010 and the other terms and conditions for booking of Conference facilities circulated earlier shall be same.


(B.N. Rao)
Deputy Secretary(GAC)
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Encl: As above.

Distribution:-

1. Sr. PPS to DG, ICAR/PPS to Chairman, ASRB/PPS to Secretary, ICAR/PS to FA, DARE.
2. All DDGs/ND, NAIP/PD, DIPA
3. All Directors/Project Directors of Research Institute/NRCs/Bureaus/Project Directors under the ICAR System.
4. Executive Secretary, NAAS for necessary action.
5. Sh. Hansraj, ISO, DIPA, KAB-I, ICAR with the request to put the circular on the web site of ICAR.
6. Caretaker, NASC Complex

P.T.a

**HIRING CHARGES OF CONFERENCING FACILITIES AT NASC COMPLEX
PRESCRIBED FOR ICAR INSTITUTES**

S.No.	Facilities	Sitting Capacity	ICAR Institutes (in Rs./day)
1.	Conference Room, ICF	40	Rs. 7500/-
2.	Board Room, IGH	35	Rs. 6000/-
3.	Training Hall, ICF	46	Rs. 10000/-
4.	Lecture Hall, ICF	86	Rs. 15000/-
5.	A.P. Shinde Symposium Hall	275	Rs. 20000/-
6.	Exhibition Cum General Purpose Hall (Dining Hall)	1500 Sqmt.	Rs. 10000/-
7.	Office Facilities	12	Rs. 6000/-
8.	Cafeteria Lawn in Front of IGH	600 Sqmt	Rs. 5000/-
9.	Bigger Lawn/Auditorium Site	12500 Sqmt.	Rs. 1.00 Lakh
10.	Podium Lawn above car parking (for Prestigious Lunch/Dinner Only)	-	Rs. 15000/-



INDIAN COUNCIL OF AGRICULTURAL RESEARCH

Krishi Bhawan, Dr. Rajendra Prasad Road

New Delhi 110 001

Telephone: .23381378 / 3388991 EXT.460

F. No. 17-1/2004-E&M

Dated the 23rd April 2009

Subject: Hiring charges in respect of Conference Facilities, National Agricultural Science Centre, Dev Prakash Shastri Marg, New Delhi 110 012 – reg.

In supersession to earlier hiring charges circulated vide circular dated 6th June 2007, Please find enclosed herewith revised hiring charges (Annexure-I) along with general terms and conditions (Annexure-II) in respect of Conference Facilities, National Agricultural Science Centre, Dev Prakash Shastri Marg, New Delhi. An application format (Annexure-III) for hiring of Conference Facilities is also enclosed herewith for information. It is requested that this may be circulated to all concerned. It can also be viewed from www.icar.org.in.

These rates are made effective w.e.f. 1st May 2009.

(B.N.RAO)
Deputy Secretary (GAC)
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Encl: As above.

Distribution:-

1. PS to President, ICAR.
2. Sr. PPS to DG, ICAR/PPS to Chairman, ASRB/PPS to Secretary, ICAR/PS to FA, DARE.
3. All DDGs/ ND, NATP.
4. All VCs of State Agricultural Universities.
5. All Directors/Project Directors of Research Institutes/NRCs/ Bureaus/ Project Directorates under the ICAR system.
6. Executive Secretary, IAUA.
7. Executive Secretary, NAAS.
8. CGIAR Institutions at NASC.
9. Hindi Section for providing Hindi version.
10. _____

Annexure-I**HIRING CHARGES OF CONFERENCING FACILITIES AT NASC COMPLEX**

S. No.	Facilities	Sitting Capacity	SAU(in Rs./day)	Central Govt./State Govt./Semi Govt./Autonomous/ PSU/ Professional/Scientific Societies(in Rs./day)	International Organizations/NGO/ Private(in Rs./day)
1.	Conference Room, ICF	40	7500	12500	15000
2	Board Room, IGH	35	6000	10000	12000
3.	Training Hall, ICF	46	10000	15000	17500
4.	Lecture Hall, ICF	86	15000	25000	30000
5.	A.P.Shinde Symposium Hall	275	20000	40000	60000
6	Exhibition cum General Purpose(Dinning) Hall	1500 Sqmt.	10000	20000	25000
7	Office Facilities	12	6000	10000	15000
8.	Cafeteria Lawn in front of IGH	600 Sqmt.	5000	8000	12000
9	Bigger Lawn/Auditorium Site	12500 Sqmt.	1.00 Lakh	2.5 Lakh	2.5 Lakh



Annexure-III

Application for Allotment of Conference Facilities
National Agriculture Science Center Complex
Dev Prakash Shastri Marg, PUSA
New Delhi-110 012

Name of the Organization/ Department			
Full Address			
Contact person & Telephone No.			Tel. No. _____ Mob. No. _____ Fax No. _____
Nature of Conference/ Meeting			
Category (please ✓ mark)	SAU	Central./State /Semi Govt./Autonomous/ PSU/ Prof./Scientific Societies	International Organizations/NGO /Private
Actual date of function & duration	Dated _____	Duration from _____ to _____	
Name of Chief Guest (with address) if any			
Number of Persons expected			
Additional facilities, if any required			
Programme is for (please ✓ mark)	Open meeting	Invited persons only	
Whether a telephone connection is required	Yes	No	
Signature with Date and name in block letters			

To

B. N. Rao
Deputy Secretary (GAC)
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E-mail: bnr@icar.delhi.nic.in

For Official Use Only

Please receive full payment and book facilities.

Deputy Secretary (GAC)

Caretaker, NASC

Detailed terms & conditions and application format can be viewed from www.icar.org.in.

GENERAL TERMS AND CONDITIONS:-

1. Reservation will be confirmed on receipt of application form and full advance payment of the laid down charges.
2. Security Charges: @20% of the hire charges subject to Minimum of Rs.5,000/- (Refundable) will be charge as Security charges.
3. The central Lawn above car parking will not be given for any **private functions**. The Lawn will be given only for prestigious ICAR Functions, CGIAR Centers, Central Govt Department and residents of NASC Complex for lunch/ dinner and an amount of Rs. 15000/- per day will be charged.
4. The Exhibition cum dining Hall, which is attached with the Symposia Hall will not be given for any **private functions** except to residents of NASC and an amount of Rs. 10,000/- per day will be charged.
5. The hiring charges of NAAS should be at par with the ICAR facilities for uniformity in rates.
6. The mass booking in the IGH will be given to those who book the ICAR Conference facilities subject to the availability of accommodation.
7. The Auditorium Space (bigger lawn) will not be given for any **private functions** except to residents of NASC and an amount of Rs. 1, 00,000/- per day will be charged.
8. VIP Dining Hall of IGH will not be allotted for **private functions**. It will be used for prestigious official lunch/dinners. It will also be allowed to use along with the booking of ICAR Conferencing facilities on first com first serve basis and subject to the availability. It will also be allowed to use for CGIAR/Govt. on first com first serve basis on subject to the availability on payment basis of Rs. 2,500/- per event.
9. Outside catering is not permitted.
10. Cold drinks and eatables are not allowed into conferencing venue.
11. For availing audio/video recording facilities, own cassettes may be brought.
12. Decorations, posters etc. are not allowed inside the meeting places or anywhere within the premises of the centre.
13. Catering through approved caterer of NASC only. Details can be obtained from Caretaker, NASC, Dev Prakash Shastri Marg, New Delhi 110 012.(Ph. 25842871)
14. All payments should be through local Cheque/Draft only.
15. Cheque/Draft should be drawn in favour of Secretary, ICAR, New Delhi.

RULES FOR CANCELLATION:-

1. With 15 days advance notice before the date of the meeting/programme, are entitled to full refund.
2. Between 7-15 days advance notice; 50% of the amount paid shall be forfeited. Even in case of change of one venue to other venue, this provision will be applicable.
3. No amount shall be refunded if less than 7 days notice of cancellation is given. Even in case of change of one venue to other venue, this provision will be applicable.