

Rules for the Maintenance and Management of Utkal Mandap, 2007

ODISHA

India

Rules for the Maintenance and Management of Utkal Mandap, 2007

Rule

RULES-FOR-THE-MAINTENANCE-AND-MANAGEMENT-OF-UTKAL-MANDAP **of 2007**

- Published on 2 July 2007
- Commenced on 2 July 2007
- [This is the version of this document from 2 July 2007.]
- [Note: The original publication document is not available and this content could not be verified.]

Rules for the Maintenance and Management of Utkal Mandap, 2007Published vide Notification No. 5430 - 12CUM-1/2007, dated 2nd July 2007, Orissa Gazette (Supplement) No. 23 dated 10.8.2007Government of OrissaDepartment of CultureResolutionRules for maintenance and management of the Utkal Mandap of Department of Culture, Bhubaneswar, in the State Capital at Bhubaneswar for promotion of Cultural activities has been engaging the attention of the Government. There was no rule for the management and maintenance of the Utkal Mandap, Bhubaneswar. Government in Culture Department now have been pleased to lay down certain rules and procedure (as given below) to regulate the management of the Utkal Mandap, Bhubaneswar. These rules shall come into force with effect from the 2nd July 2007.Order - Ordered that the Resolution be published in the Orissa Gazette for general information and copies of the same be forwarded to all departments of Government/all Heads of Department/Accountant General, Orissa for information.By order of Governor G.N. Mohanty Commissioner-cum-Secretary to Government, Culture Department

1. Short title, commencement and definitions.

- These rules may be called "The rules for maintenance and management of the Utkal Mandap in the premises of Utkal Sangeet Mahavidyalaya, Bhubaneswar, 2007.

2.

They shall come into force on such date as may be notified by Government.

3.

In these rules unless the context otherwise requires : (a) "Director" means Director of Culture, Orissa. (b) "Secretary" means Secretary of Culture Department, Orissa. (c) "Government" means the Government of Orissa. (d) "Mandap" means the Utkal Mandap in the premises of Utkal Sangeet Mahavidyalaya, Bhubaneswar. (e) "Caretaker" means the Caretaker of the Utkal Mandap not below the rank of Sr. Assistant of Culture Department and entrusted with the maintenance and management of the Mandap by an order of the Director/Secretary, Culture. (f) "User" means a person or body of persons in whose favour the Utkal Mandap is reserved for a specific period for utilisation for a specific purpose. (g) "Officer-in-charge" means the officer not below the rank of Deputy Director, Culture, appointed by Government to look after the maintenance of the Mandap. (h) D.D.O. means Drawing and Disbursing Officer of the Directorate of culture.

4. Control and Maintenance.

(a) The maintenance, cost of the stage, gallery, basement rooms, electrical installations and other equipments and materials shall be borne by Government through Director of Culture Department. (b) The maintenance of the Mandap shall be the responsibility of the Works (Roads and Buildings) Department of Government for which necessary provisions of the funds shall be made in the Works Department Budget.

5.

Subject to the control of Government, the management of the Mandap shall rest with the Director.

6.

(a) The Officer-in-charge shall be assisted by the Caretaker and such other staff as are sanctioned by Government for the Mandap shall be responsible for proper maintenance of Mandap and the furniture, lights, sound, equipments and other equipments thereof and for ensuring cleanliness and tidiness of the entire premises. (b) The Caretaker and other staff sanctioned for the Mandap shall be under the control of the Officer-in-charge and shall work under his/her direction.

7.

(a) Government in Culture Department may, at such intervals as considered necessary appoint a Committee to advise them on the improvement and maintenance of the Mandap. (b) The Committee shall while making its recommendations, pay due regard to the following namely :-(i) Architectural improvement (ii) Equipment of the Mandap (iii) Light, sound, sitting arrangements and

decorations(iv)Provision of stages & services

8. Reservation of Utkal Mandap.

- Subject to the provision of these rules, the Mandap shall be available for holding performances including rehearsals and cultural and other functions on hire.

9.

(a)All applications for use of Mandap shall ordinarily be addressed to the Officer-in-charge at least 15 days before the date of the intended use.(b)The Director/Officer-in-charge if authorized by the Director in that behalf, shall make allotment accordingly to the availability of the Mandap from time to time.(c)The Director/Officer-in-charge as the case may be, shall have the power to refuse/cancel any application for permission to use the Mandap without assigning any reason or even if permission is accorded when the Mandap is required for urgent Government purpose. If the refusal of the cancellation has been ordered by the Officer-in-charge, the Director may either suo motu or on a representation by any person in whose favour the permission was granted or who had applied for reservation, review the order. The decision of the Director shall be final.(d)The caution money would be forfeited if the Mandap is not used on the scheduled date of the programme and no intimation is sent to the Officer-in-charge before (10) ten days of the proposed date of programme as noted in the application form.

10.

(i)The fees chargeable for the use of the Utkal Mandap shall be in accordance with the scale fixed by the Government from time to time. (As at Appendix).(ii)The normal timing of show begins between 10-30 A.M. to 10 P.M.(iii)Notwithstanding anything contained in these rules, Government reserves the right to exempt any performance from paying any fee or charge in full or in part at their discretion.

11.

The intending user of the Mandap shall apply to the Officer-in-charge in Form I appended to these rules accompanied by Rs.5,000 as caution money per day of performance and Rs. 10,000- Rs.14,000 (as may be applicable) per day as reservation charge subject to this amount being forfeited if the Mandap is not used on that day and no intimation is sent to the Officer-in-charge before (10) ten days of the proposed date of performance as noted in the application form.Provided that the Officer-in-charge may at his discretion receive an application submitted, otherwise than in Form I, if its contents and particulars are substantially the same.Provided further that the Officer-in-charge may at his discretion receive an application submitted later than the aforesaid period of 10 days.

12.

(a) In case an application is rejected, the amount of Rs.5,000 deposited as caution money shall be refunded and necessary entry of refund be made by the Officer-in-charge in the relevant accounts register on the day of refund. (b) The Officer-in-charge shall cause maintenance of register of caution money deposit in Forms II appended to these rules. (c) The use of the Mandap shall be allowed only on production of the receipt depositing the reservation charge. (d) The caution money and the fees referred to the Rules 12 (a) shall be deposited with the D.D.O. in cash. The D.D.O. shall be responsible for depositing the fee collected in the Treasury at Bhubaneswar on the 15 and 30th of every month under the appropriate receipt head through a Challan. The caution money collected shall however be kept as cash of the D.D.O. for refund in due course. The caution money forfeited and any amount deducted from caution money under rules shall be deposited in the Treasury in the same manner and also along with the deposit of fees. (e) The basement of Mandap shall be normally rented to the hirer if the need it for their programmes. However during off time, these rooms may be used for repertory unit of Utkal Sangeet Mahavidyalaya for their practice under the orders of Director-cum-Additional Secretary of Culture Department.

13. Terms and Conditions of use.

- The user shall be responsible for any damage done to the Mandap, premises, furniture and equipments and shall pay the cost necessary for repair or replacement of the damaged Articles or equipments shall be recovered from the caution money without prejudice to any other mode of recovery if the caution money does not cover the cost of repair, etc., the excess amount will have to be paid by the user. A written undertaking to the effect shall be obtained from the user along with the application for reservation.

14.

In case there is no damage or the damage has been made for in accordance with rule, the whole or part of the caution money as the case may be, shall be refunded to the user.

15.

The user shall be responsible for any damage caused by the audience or other person (s) who secures admittance into the Mandap during the period for which the Mandap has been hired out to him/them.

16.

Any security arrangements, during the use of the Mandap, shall be made by the user.

17.

Smoking enjoying alcohol/Liquor in the open-air, auditorium, green rooms and inside the premises of Mandap is strictly prohibited.

18.

The user shall not sublet the Mandap or the equipments nor shall be use the Mandap for any purpose other than that for which reservation is made.

19.

The furniture and equipment belonging to the Mandap shall on no account be removed or rented out. The user shall ensure that no equipment or furniture is removed outside the Mandap without knowledge of the Officer-in-charge or the caretaker concerned. He shall also ensure that no refreshment is served inside the auditorium or in the green room or on the stage. He shall not allow any unauthorized vender to sale any Article within the premises of the Mandap.

20.

The user or his agent shall not prevent the Officer-in-charge or the caretaker or the staff from entering into or leaving the premises, green room, stage or any place therein at any time during the occupation by the user.

21.

Entertainment or other development fee payable in connection with the performances of any show shall be paid by the user for day-to-day management of Mandap.

22. Maintenance of Accounts.

(a)The head account for receipt and expenditure shall be laid down by Government from time to time.(b)The Drawing and Disbursing Officer in respect of budget heads of accounts concerning receipt and expenditure on account of the Mandap subject to the control of the Director, shall be the D.D.O. of the Directorate of Culture.

23.

The Officer-in-charge is to ensure that all relevant accounts, stock, store and registers are maintained and that the method of accounting followed in accordance with the rules for the time being enforced in the offices of the Government.

24.

The Director/Commissioner-cum-Secretary Principal Secretary, Culture Department may instruct Accounts Officer to inspect of the accounts of Mandap and also arrange the audit of the said account. A copy of the audit report shall be submitted to the Government soon after the audit.

25. General.

- The Utkal Mandap shall be treated as a part of Department of Culture, Bhubaneswar for all purposes.

26.

No institution shall be allowed to use the Mandap or any part of it as an office except under the specific orders of the Director/Secretary, Culture and in such terms and conditions as the Government may determine.

27.

Applications for permission to sale light refreshment/putting of two and four wheelers stand within the premises may be considered at the beginning of the each financial year by the Officer-in-charge with approval of Director.

28.

The Government shall have the power to revise, modify or revoke any or all of these rules at any time without prior notice.

29.

In all matters not specifically provided in these rules and whenever there is any doubt in the matter of the applications or interpretation of any of these rules the decision of the Government shall be final. Appendix-A Fees Payable for Reservation of The Utkal Mandap, Bhubaneswar

| Sl. No. | Duration and items | General | Commercial |
|---------|--------------------------|-----------|------------|
| (1) | (2) | (3) | (4) |
| 1 | 10-30 A.M. to 10-00 P.M. | Rs.10,000 | Rs.14,000 |
| 2 | For additional hour | Rs.1,000 | Rs.1,500 |
| 3 | Caution money | Rs.5,000 | Rs.7,000 |
| 4 | Banner for each item | Rs.200 | Rs.600 |
| 5 | Premises fee per day | Rs.5,000 | Rs.7,000 |

| | | | |
|---|---|---|---|
| 6 | Caution money for erecting tent in the premises. | Rs.6,000 | Rs.7,000 |
| 7 | Electricity to be charged @ of CESCO per hour of use. | After the show is over to be deposited with them. | After the show is over to be deposited with them. |

2. Electricity charge of the green room, stage and open-air auditorium illumination as per rate of electrical meter reading during the performance shall be borne by the user.

Form-I Application Form For Reservation of Utkal Mandap Bhubaneswar To The Officer-in-charge Utkal Mandap, Bhubaneswar. Sir Kindly grant me/us permission to use the Utkal Mandap for dated from.....to for I/We have read the rules and terms and conditions laid down therein relating to the Utkal Mandap and I/We agree to abide by them. I/We hereby assure that all the performances connected without programme shall be entirely lawful. I/We herewith deposit Rs.5,000/- Rs.7,000 (as applicable) as caution money. I/We agree to be responsible for any damage done to the Mandap, furniture, equipment, fittings of auditoriums or other properties of the Utkal Mandap and agree to make good the damage. Space for recommendation of application Yours faithfully. Applicants full name Address Designation Telephone No. Form-II Register of Caution Money Deposited

| Sl. No. | Date of deposit | Name and Designation of depositor | Amount deposited | Amount forfeited if any |
|----------------|----------------------------------|-----------------------------------|--|---|
| (1) | (2) | (3) | (4) | (5) |
| Date of refund | Amount of caution money refunded | Reason of forfeited | Treasury Challan No and date of deposited and forfeited amount | Signature of the person who receives clearance of caution money |
| (6) | (7) | (8) | (9) | (10) |

Form-III Programme Register

| Sl. No. | Date | Name of the user | Purpose | Period of reservation | Amount of caution money deposited | | Receipt No. and dated of caution money |
|------------------------------|------|------------------|---|-----------------------|-----------------------------------|------------------------|--|
| (1) | (2) | (3) | (4) | (5) | (6) | | (7) |
| Amount of Reservation charge | | Amount of D.F. | Receipt No. and date of Reservation charge and D.F. | | Amount due to be collected | Amount if any refunded | Signature of the person who receives clearance of caution money. |
| (8) | | (9) | (10) | | (11) | (12) | (13) |