

SOUTHERN RAILWAY

APPLICATION FOR ALLOTMENT OF RAILWAY KALYANAMANDAPAM, PALGHAT.

To

The Secretary,
Railway Kalyanamandapam,
Southern Railway, Palghat.

Sir,

Kindly reserve and allot the railway Kalyanamandapam at Palghat in my favor on the following dates. I have read the rules and regulations for the allotment and use of the Railway Kalyanamandapam, shown overleaf, and assure you that I shall abide the same. It is agreed that I am a licensee of the premises and not a tenant.

The required details are furnished below.

1. Name (In block letters) :
2. Designation/Office/Station. :
3. Residential Address :
4. Purpose of booking. :
5. Date (s): 15.30 Hrs on to 15.00 Hrs on... ..
6. Name, Age and relationship of the person whose marriage/betrothal is proposed to be celebrated.
 1. Name :
 2. Age :
 3. Relationship :
7. Whether Furniture and utensils are required. 1. Furniture (Yes/No)
(Strike out whichever is not applicable.) 2. Utensils. (Yes/No)
8. Whether self attested copy of Ration card:
is attached. (In case of Marriage of son .Yes/No/Not applicable
included in the Family composition.) (Strike out whichever is not
applicable)

Yours faithfully,

Date:

Signature: -----

Name: -----

Forwarded to the (Chairman /RKM & DPO/PGT) for consideration please.

I hereby certify that the applicant is working in this office/Section and the name of Sri/Kum.....has been included in the family composition for issue of pass/Hospital permit.

Date:

Signature of the immediate

Supervisor with seal.

For office use only.

Allotted as per the rules of the Railway Kalyanamandapam from 15.30 hrs on ----- to 15.00 Hours of -----.

Date.

Section Engineer/Works/Palghat &

Secretary, Railway Kalyanamandapam.

UNDERTAKING FOR ALLOTMENT OF RAILWAY KALYANAMANDAPAM.

1. If the information furnished in the application is found to be false, on scrutiny or later the allotment shall be cancelled and the amount remitted forfeited. The caution deposit shall be repaid only after completion of the function and handing over of the mandapam back to the Section Engineer/Works/Palghat.
2. In case of marriage the allottee shall produce necessary proof (invitation card or copy of marriage certificate) failing which caution deposit will be forfeited and action as per rules will be initiated.
3. Mike connection in the Railway Kalyanamandapam is not permitted.
4. Consumption of alcoholic drinks is prohibited in the premises of the Railway Kalyanamandapam. Violation will attract forfeiture of the entire amount of Security Deposit.
5. Parking of vehicles in front of the Kalyanamandapam and in the road (Lijo David Thottan road) is prohibited. The vehicles shall be parked only at the space marked for parking. In case there are a large number of vehicles, the road in front of the Railway co-operative store can also be utilized for the purpose. Violation will be viewed seriously and fine as detailed below will be collected.

Two wheelers	—	Rs.100/- each
Four wheelers	—	Rs.200/- each
Heavy vehicles	-	Rs.300/ each
6. The railway administration will not be responsible for any failure of electricity, water supply etc during the function.
7. The allottee should hand over the premises after proper cleaning of the floor, bath room, kitchen and dining hall and clearing all debris, after the function. Failure to do so will result in forfeiture of the entire security deposit.
8. The allottee shall submit a copy of the invitation card to the secretary of the Railway Kalyanamandapam, at least one week before the function. In case there is no printed invitation, the exact timings of the function shall be submitted in writing.
9. The Mandapam will not be let out for the purpose of meetings, seminars, and gatherings of political nature. Exhibition of party flags, festoons and symbols, political slogans and writings and public utterance against the government or Railways including management, and criticism or abuse of any political party or its leaders are prohibited. Defaulters will be debarred permanently from future allotment and their caution deposit will be forfeited. In the case of serving railway employees action under DAR will be initiated for violation.
10. Those who come to attend the Marriage/Function at the Rail Kalyanamandapam should not roam around the Railway colony in a manner as to cause disturbance to the inmates.
11. If the purpose for which the Kalyanamandapam is booked, is found to be false, on a later date the applicant and the supervisor concerned, who certified the application, will be held responsible and action will be initiated as per rules.
12. The allottees shall collect the key of the Mandapam from the Section Engineer/Work, Palakkad at 15.30 hrs on the day of booking and shall return it before 15.00 hrs on the final day of booking. In case of delay in returning the keys, proportionate rent for the days will be recovered from the caution deposit.
13. Cancellation charges will be Rs. 500.

=====

I agree to the above conditions.

Signature:-----
Name: -----
Designation. -----
Office-----

Contact Telephone No. -----

Date & Time of Function.-----

RULES FOR ALLOTMENT OF RAILWAY KALYANAMANDAPAM

1. The Railway Kalyanamandapam will be allotted only to serving or retired Railway employees primarily for the conduct of marriage and other social functions for self and other members of their family included in the family composition, and sons provided necessary proof is provided.

2. The period of receipt of application will be regulated as under

A) For Marriage.

- | | |
|------------------------------|------------|
| 1. Serving Railway employees | : 4 months |
| 2. Retired Railway employees | : 2 months |

B) For other functions

For all employees both serving and retired : 15 days

3. The serving employees should submit their application through their immediate supervisor.

4. The retired employees shall submit the application along with a copy of the pension order, Post retirement pass and a self declaration of the family composition.

5. In case of marriage/bethrothal of sons not included in the family composition, the ration card shall be produced for verification and a self attested copy of the same should accompany the application.

6. Allotment will be on first come first served basis.

7. The following are the charges to be remitted for allotment.

Rent for the building	: Rs.1500/-
Rent for furniture	: Rs 4200/-
Water charges	: Rs. 300/-
Caution Deposit	: Rs.2000/-

Total	Rs.8000/-

8. The caution deposit should be remitted along with the application form. Remittance of the caution deposit or rental charges does not guarantee allotment. If the information furnished in the application is found to be false on scrutiny or later, the allotment shall be cancelled and the amount remitted forfeited. The caution deposit shall be repaid only after the completion of the function and handing over of the mandapam back to the Section Engineer/Works/Palghat.

9. In case of marriage, the allottee shall produce necessary proof (invitation card or copy of marriage certificate) failing which caution deposit will be forfeited and action as per rules will be initiated.

10. Mike connection in the Railway Kalyanamandapam is not permitted.

11. Consumption of alcoholic drinks is not permitted in the Kalyanamandapam.

12. Parking of vehicles in front of the Kalyanamandapam (Lijo David Thottam Road) is prohibited. The vehicles shall be parked only at the space marked for parking. In case there are a large number of vehicles, the road in front of the Rly. Co. operative store can also be utilized for the purpose. Violation will be viewed seriously and fine as detailed below will be forfeited.

Two wheelers	- Rs.100/- each
Four wheelers	- Rs.200/- each
Heavy vehicles	- Rs.300/ each

13. The railway administration will not be responsible for any failure of electricity, water supply etc. during the function.

14. The allottee should hand over the premises after cleaning of the bathroom, floor, kitchen and dining hall and clearing all debris after the function. The waste food particles and other debris should not be dumped in the drainage channel or any other place near Railway kalyanamandapam and should be removed from Railway premises. Failure of the same will result in forfeiture of the entire security deposit.

15. To avoid the usage of plastic cups, plastic plates and other disposable plastic materials in the function. In case it should be unavoidable you should dispose it outside the Railway area and not to burn in Railway colony. Failure will result in forfeiture of the entire security deposit.

16. Consumption of alcoholic drinks is prohibited in the premises of the Railway Kalyanamandapam. Violation will attract forfeiture of the entire security deposit.

17. Those who come to attend the marriage/ function at the Railway Kalyanamandapam shall not roam around the Rly. Colony in a manner as to cause inconvenience to the inmates.

18. The allottee shall submit a copy of the invitation card to the secretary of the Railway Kalyanamandapam, one week before the function. In case there is no printed invitation, the allottee shall furnish the exact timing of the function in writing.

19. The mandapam will not be let out for the purpose of meetings, seminars and gatherings of political nature. Exhibition of party flags, festoons and symbols, political slogans and writings and public utterance against the government or rlys. including management and criticism and abuse of any political party or its leaders are prohibited. Defaulters will be debarred permanently from future allotment and their caution deposit will be forfeited. In the case of serving rly. Employee action under DAR will be initiated for violation.

If the purpose for which the Kalyanamandapam is booked is found to be false on a later date, applicant and the supervisor concerned who certified the application, will be held responsible and action will be initiated as per rules.

The allottee shall collect the key of the mandapam from the Senior Section Engineer/Works/Palghat at 15.30 hrs. on the day of booking and shall return it before 15.00 hrs. on the final day of booking. In case of delay proportionate rent for the days will be recovered from the caution deposit.

Cancellation charges will be Rs.500/-