

INDIAN FARMERS FERTILISER COOPERATIVE LTD

MULTI PURPOSE COMMUNITY HALL (MPCH) PARADEEP UNIT

Utilization: Multipurpose Community Hall

The utilization of the Multipurpose Community Hall will be governed by the terms as enshrined in the following paragraphs;

Multipurpose Community Hall (MCH), a unique facility has been created to provide dignified and high quality welfare and entertainment opportunities to all our employees and their family members. The building has sophisticated infrastructures and equipment. To ensure longevity and appropriate utilization of the same, the Management stipulates the following:-

- (a) The infrastructure and the facilities of MCH will be made available to all sections, branches, departments, various clubs as well as to the employees of IFFCO on individual basis for organizing functions. However, prior permission will have to be taken from the competent authority for the booking of the facilities at MCH. Booking will be on first come first serve basis. However, the official functions will be given the first priority. Permission shall be restricted to the Employees, their dependents as per record. In case the declaration of the employee found to be FALSE / FABRICATED, appropriate disciplinary action shall be taken against employee and the booking shall be cancelled / double the Cautioned money shall be deducted as Fine.

- (b) Booking of MCH Shall be on First-Come-First-Serve basis on the following Priority :

1. First Priority - Marriage
2. Second Priority - Thread Ceremony
3. Third Priority - Ring Ceremony, Birthday and other personal Functions.

- (c) Official functions including those organized by various sections/departments will involve payment of a token amount of Rs.500/- towards cleaning after the function. Fees for every 24 hours cycle of social functions of individual employees will be as under ;

1. Both Hall including kitchen and 02 Nos A/C Rooms	Rs. 15000.00
2. Dining Hall with Kitchen & One A/C Room	Rs. 5000.00
3. Extra AC Room each	Rs 500.00
4. Plastic Chairs each	Rs 8.00

- (d) A caution money of Rs.25,000/- (Rs Twenty Five thousand only) for private functions will be required to be deposited with Estate Section at the time of Booking in shape of cheque, which will be refunded after the function provided the MCH handed over back to Care taker, in the same condition in which it was taken over by the user prior to a function. Complete Housekeeping is in the responsibility of the user.

- (e) The Booking of MCH shall be done through On- Line Portal and the Portal shall be activated 90 days before the date of function. Cancellation of Booking is only allowed before 20 days of the Function ie Day 01 to Day 70 of the Booking for which 50% of the Rent shall be imposed as Cancellation charges. Cancellation of the Booking within 20 days prior to the function ie Day 71 to Day 90 of the Booking date shall attracts 100% Rent towards cancellation charges. After the booking through On Line, applicant shall submit the authorization letter to deduct the charges from Salary in the name of JPAK within 03 days at Estate section otherwise booking will be treated as canceled. Applicant can Book the MCH for maximum 02(Two Days continuously).
- (f) In case of insufficient cleaning, the estate section will arrange special cleaning for which a minimum of Rs.3000/- or the actual expenditure incurred to carry out the cleaning involved, whichever is high, will be charged from the user. Should there be damage of assets, the actual amount involved in replacing/repairing the same will be recovered from the organizers. A committee shall verify the loss and fix the amount to be deducted.
- (g) For cooking during special functions, a separate cook house has been created where cooking/warming of food will be done by LPG only.
- (h) Eatables will not be taken to the Main Hall (SANSKRUTI).
- (i) Separate Dust- Bins shall be kept behind the Community Centre. User shall disposed off the left outs in those Dustbins which shall be cleared by Estate administration later on.
- (j) Security arrangement has to be made round the clock.
- (k) The users and all IFFCO employees are requested to ensure maintenance of sanctity and the dignity of MCH by undertaking the following responsibilities:
 1. The MCH and its premises are kept neat and clean. Proper use of dustbins are made. The lawns, flower and landscaping shall not be damaged.
 2. People lacking social dignity are prevented from being part of any function.
 3. Immediately after a function, the MCH and its premises are cleared, cleaned and handed over back to the care taker/ Estate Office. Delay beyond 24 hours will be considered as extended use of the MCH and user will be required to pay, as per the applicable rate of booking per day.
 4. The lights, fans, ACs, equipment and gadgets not in use are switched off/replaced at its appropriate location.
 5. Spitting inside and outside the MCH complex is strictly prohibited.
 6. The children are kept under parental care and supervision.

The MCH will be under P& A Department and Estate section will be responsible for overall management.

Whole-hearted cooperation and voluntary efforts of all employees and their family members are highly solicited, for maintaining MCH as the most coveted and useful facility of IFFCO.

K. Mohan Rao
Jt General Manager (P&A)