

**IFFCO RECREATION CLUB
PARADEEP UNIT**

Vill. – Musadia, P. O. – Paradeep (Orissa) – 754142



A.K.Panda
President

A.K. Panda
01.10.16

G.R. Baranwal
Vice President

G.R. Baranwal
1/16

V V Ramana
Secretary

A P S Chouhan
Joint Secretary

Chandrakanta Patra
Treasurer

Executive Members:

J K Mohanty
Bansode Sunil Tukaram
Ramesh Nayak
Kuldeep Singh
D Pattnaik
Ramesh Kumar A

CIRCULAR

01/10/2016

IFFCO Recreation Club is arranging Music (Vocal & Instrument) and Dance (Modern) classes for club members and their dependents very soon on regular basis in club premises.

In view of above, interested members are requested to enroll the self / Dependent name at IFFCO Recreation Club by 23th Oct 2016.

The details of program are as per below mention.

A. MUSIC CLASS Categories:

a. Vocal

b. Instrument (Casio)

1. Admission / Registration fee is Rs. 500 / - for each category i.e. Vocal and Instrument.
2. Tuition fee is tentatively Rs. 500 / - per month per participant per category.
3. Class time – Every Sunday
 - I. 1st Class – 8 am – 9 am (Vocal / Instrument).
 - II. 2nd Class – 9 am – 10 am (Vocal / Instrument).
 - III. 3rd Class – 10 am – 11 am (Vocal / Instrument).

Terms and Conditions –

1. Admission / Registration fee is non refundable and valid for academic One year Course. For second year and further Admission Charges shall be payable.
2. If participant discontinued the class for more than 02 month then participant required re-admission for further classes.
3. Age limit for the class is min 5 years and upper age limit is no bar.
4. Each class will have 15 to 20 numbers of participants.
5. Lump sum charges for Two classes (Vocal / Instrument) will be Rs. 10000 /- per month for 30 participant.
6. For more than 30 participants, separate 3rd class will be conduct and Rs. 6000 / - per month will be paid.
7. First performance review session / meeting shall be arrange after 06 month with presence of concern participant parent at Club premises and followed by next meeting at three month regular interval.

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8. All rights are reserved with IRC to terminate the participant against Misbehaving, Mis-conducting, and creating any nuisance by participant in the class and club premises.

9. Other Rules and regulations of the IRC are applicable to all participants.

10. Intermediate Admission to the class will be not permitted.

11. All rights are reserved with IRC to postpone, reschedule or cancel the classes due to any unavoidable circumstances / insufficient no of participant.

12. It is a whole responsibility of participant to arrange the Instrument if required for class on his own cost.

13. Participants have to fill up the complete Admission / Registration form and submit to the above mention committee members with Admission / Registration fee and 02 month tuition fee through IOB bank cheque or cash.

14. Tuition fee of the participant will be deducted through IOB salary account. Participants have to submit consent form for deduction of tuition fee through IOB salary account.

15. Due to dropping out of participant, if it is required for any increase in monthly fee, same shall be discussed in parents – IRC meeting and circulated thereafter.

16. Tuition fee is totally depend on the response of the number of participant and will be reviewed after every 03 months if required, which will be intimated to all for Increase or Decrease of monthly fee so that remaining class can be maintained.

17. In case sufficient participant not available then due to excessive monthly fee the classes may be cancel after consult with the parents of concern participant.

B. Modern DANCE CLASSES Categories:

- i) Class 1st - 4 pm – 5 pm (Junior Group)
ii) Class 2nd - 5 pm – 6 pm (Senior Group).

1. Admission / Registration fee is Rs. 500 / -
2. Tuition fee is Rs. 400 / - Participant per month.

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3). Class time - Every Tuesday & Every Wednesday

Terms and Conditions –

1. Admission / Registration fee is non refundable and valid up to discontinuation.
2. If participant discontinued the class say more than 02 month then participant required re-admission for further classes.
3. Age limit is no bar for the class.
 - a). Junior Group – Age up to 08 years.
 - b). Senior Group – Age more than 08 years.
4. Each class will have 15 to 20 numbers of participants.
5. If no of participants are below 15 including junior & senior then only one combine class at 5 pm – 6 pm on every Tuesday & Wednesday will be conduct for the time being. And for that Rs. 5000 / - per month will be paid.
6. Lump sum charges for both classes will be Rs.9000 / - per month for 30 participant.
7. For more than 30 participants, separate class will be conduct and Rs. 4000 / - per month will be paid.
8. First performance review session / meeting shall be arrange after 06 month with presence of concern participant parent at Club premises and followed by next meeting at three month regular interval.
9. All rights are reserved with IRC to terminate the participant against Misbehaving, Mis-conducting, and creating any nuisance by participant in the class and club premises.
10. Other Rules and regulations of the IRC are applicable to all participants.
11. Intermediate Admission to the class will be not permitted.
12. All rights are reserved with IRC to postpone, reschedule or cancel the classes due to any unavoidable circumstances / insufficient no of participant.
13. It is a whole responsibility of participant to arrange the any costume if required for class on his own cost.

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14. Participants have to fill up the complete Admission / Registration form and submit to the above mention committee members with Admission / Registration fee and 02 month tuition fee through IOB bank cheque or cash.

15. Tuition fee of the participant will be deducted through IOB salary account. Participants have to submit consent form for deduction of tuition fee through IOB salary account.

16. Tuition fee is totally depend on the response of the number of participant and will be reviewed after every 03 months if required due to dropping out the participant, which will be intimated to all for Increase or Decrease of monthly fee so that remaining classes can be maintained.

17. In case sufficient participant not available then due to excessive monthly fee the classes may be cancel after consult with the parents of concern participant.

Note:

1. Start of Admission / Registration start from - 12th Oct 2016
2. Last date for Admission / Registration at - 23rd Oct 2016
IRC Library 1600 hrs to 1800hrs
3. Submission of consent form - 27th Oct 2016
4. Tentative date for start of Class - 1st Nov 2016

Lawan
01/10/2016
Secretary (IRC)

**IFFCO RECREATION CLUB
PARADEEP UNIT**



ADMISSION / REGISTRATION FORM

To,
The Secretary,
IRC Paradeep Unit,

Date: / / 2016

Dear Sir,

I would like to enrol me / my Dependent for the following mention classes.

SL. NO	NAME OF PARTICIPANT	RELATION	AGE	Rs.			Total ADMISSION / REGISTRAT ION FEE Rs.
				MUSIC CLASSES		DANCE CLASSES	
				VOCAL	INSTRUMENT (CASIO)	MODERN	
TOTAL AMOUNT Rs.							

NB: Separate Admission form is to be filled for Music and Dance classes.

I have read and understand the Terms and Condition of the classes of IRC and hereby do agree to follow this strictly.

Name of Member: _____ Dept / Section _____

Personal No.: _____ IRC Membership No _____ Contact No _____

Cash /IOB Cheque No-----/ Date. _____

Signature: -----

Name of IRC Member: -----

OFFICE USE ONLY

Received cash/ Cheque no ----- Dt----- for Rs -----from -----
for registration of Music /Dance classes

Signature of Club Representative

Date-----

IFFCO RECREATION CLUB
PARADEEP UNIT



CONSENT FORM

To,
DGM (HR)
IRC Paradeep Unit,

Date: / / 2016

Dear Sir,

I do hereby agree for deduction of monthly fees for Music & Dance, from my IOB salary Account on per month basis till my further communication as mentioned below:

SL. NO	NAME OF PARTICIPANT	RELATION	AGE	MUSIC CLASSES			DANCE CLASSES	Total Monthly Fee Rs.
				VOCAL	INSTRUMENT (CASIO)	MODERN		
TOTAL AMOUNT Rupees-								

Name of Employee: _____ Dept / Section _____

Personal No.: _____ IRC Membership No _____ Contact No _____

IOB Salary Account No. _____

Signature & date

Name _____

Received Consent letter from _____ for monthly deduction of Rs _____
from my IOB account no _____

Date _____

Signature of Club Representative