



**GOVERNMENT OF INDIA
MINISTRY OF URBAN
DEVELOPMENT
DIRECTORATE OF ESTATES**

**GUIDELINES FOR ALLOTMENT
OF
CONFERENCE VENUE
IN
VIGYAN BHAWAN
AND
VIGYAN BHAVAN ANNEXE**

1. Purpose:

- Vigyan Bhawan is allotted for holding Departmental, National or International Conferences/Seminars by the Government of India, State Governments, PSUs and Autonomous Bodies in that order of priority.
- Vigyan Bhawan is allotted to NGOs/Private Enterprises only if and for the days when the President, the Vice-President or the Prime Minister attend the function of the NGO/Private Enterprise.

[Private Parties - All organizations other than Government Departments, PSU/Autonomous Bodies under control of Ministries & departments are private parties for the purpose of the allotment and the licence fee.]

2. Facilities:

- Facilities available in Vigyan Bhawan are listed at the end of this brochure. Permission is not given for bringing in equipment, furniture and other items from external sources.
- Vigyan Bhawan conference halls are equipped with audio-video conference facilities of international standard, including local area network facilities.
- Facilities at Vigyan Bhawan are provided on “as is where is” basis. No addition/alteration or modification is permitted or entertained.
- Hall No.1 of Vigyan Bhawan is reserved for exclusive use on the occasion of visits of Heads of State wherein the Presidents / Prime Ministers and other Heads of State participate and for the meetings of the President or the Prime Minister of India.
- The VIP Lounge and Dining Hall are allotted only for the occasion when President, Vice-President, Prime-Minister of India or a visiting Head of State of another country attend the function. These rooms are to be paid for as they automatically come with a booking for VVIP attended functions.
- No permission is given for facility (facilities) over and above the facilities already listed. Request for alternate uses and external uses are not entertained. External/ hired furniture is not permitted into Vigyan Bhawan.

Note:

Organizers may make their own arrangement to provide ushers and interpreters Security clearance for the personnel so deployed should invariably be obtained. Organizers should make their own arrangement for back-drops and additional sign-boards in consultation with the security agencies and the CPWD Officer- in-charge in Vigyan Bhawan.

In case of any mechanical failure, allottees should co-operate with the CPWD and Security authorities and adhere to their instructions; efforts will be taken to relocate the venue, subject to security norms and availability.

3. Who can apply:

- In case of Departments of Central Government and State Governments applications in the prescribed format may be submitted by an officer not below the rank of Joint Secretary to the Government of India or the Head of the Department.
- In case of PSUs/Autonomous bodies and NGOs/ Private Party application must be submitted by the Head of the Institution.

4. Steps to apply:

Application for allotment must be submitted in the prescribed form available in Directorate of Estates, at least one week before the proposed date of the function. Applicants are advised to provide all details asked for in the form. The following steps need to be taken by applicants:-

- a. Availability of the venue must be ascertained from the Directorate of Estates.
- b. No Objection Certificate from the DCP Security (PM) must be obtained by the applicant
- c. In case of VVIP's participation, copy of the letter of consent to attend by the VVIP from the office of the VVIP should be furnished.
- d. In case of PSU/Autonomous Bodies and NGOs/Private Parties a No Objection Certificate from DCP New Delhi District is to be furnished.
- e. PSUs and Autonomous Bodies must submit a certificate from their nodal ministry (not below the rank of Under Secretary) vouching the purpose of application by the organization.
- f. Application from NGOs/Private Parties will be considered for allotment only for the day on which participation of a VVIP i.e. President, Vice-President or Prime Minister of India is confirmed.
- g. Full payment of licence fee (and security deposit in case of PSU/Autonomous Bodies/Private Parties) by Departmental/Official Cheque payable at par at Delhi (Demand Draft in case of Private Parties).
- h. Payment from outstation applicants will be accepted by Demand Draft/ Official Cheque payable at par at Delhi with supporting document from the office stating that the draft is made out of allocated funds of that Department/PSU/Autonomous Body.

Licence Fee includes charges for the venue, electricity and lighting, air-conditioning and the use of fixed audio and video equipments.

When a conference is jointly organized by a Government Department and an autonomous body/PSU or Private organization, rates applicable to Government Departments will be charged if the payment is made by Government cheque out of their budgetary allocation/fund; otherwise rates applicable to autonomous bodies/private parties would be charged.

5. Advance Booking:

- a. For international conferences and functions of international nature: upto 2 years before the date of function.
- b. For inter state conferences: upto 6 months before the date of function.
- c. For other functions: upto 3 months before the date of function

6. Application and Allotment:

- a. Completed application form with requisite documents and payment should reach Directorate of Estates at least one week before the date of function.
- b. All applications from Government Departments for booking up to 5 working days should be signed by an officer not below the rank of Joint Secretary to the Government of India or the Head of the Department. For any booking exceeding 5 working days the requisition should be approved by the Secretary of the concerned department.
- c. Minimum accommodation allotted will be a Committee Room. Minimum period will be one day.
- d. Merely ascertaining the availability of Vigyan Bhawan is not a guarantee for a confirmed booking. Booking will be confirmed only on receipt of all necessary documents and the prescribed licence fee is paid.
- e. Allotment is liable to be cancelled without prior notice if any VVIP visit to Vigyan Bhawan is notified by the DCP Security (PM) or the office of the VVIP.
- f. Allotment to private parties will be made only for the day when the VVIP's participation is confirmed through a letter of consent from the VVIP's office.
- g. Director of Estates reserves the right to cancel an allotment any time without assigning any reason. No damages can be claimed for such cancellation.

7. Postponement and Cancellation

- a. Notice for postponement/cancellation of a function should reach the Directorate of Estates at least 2 days prior the date of function (excluding the date of function) failing which refund of licence fee will not be allowed. In the event of cancellation/postponement of a function the following amount will be forfeited:
 - i) 20% of licence fee, if the cancellation is made with a notice of one month or more.
 - ii) 40% of licence fee, if the cancellation is made with a notice of less than a month, but more than 2 days before date of function.

- b. If the organizers are advised to postpone or cancel a function by the Directorate of Estates on account of any VVIP attended programme, full amount of licence fee will be refunded or adjusted against future booking.
- c. In case of cancellation or postponement of a programme resulting from the inability of the VVIP to attend the function, which was confirmed earlier, full amount of licence fee with security deposit is refunded.
- d. In case request for cancellation is due to non-issuance of NOC by DCP Security (PM), full amount deposited is refunded on production of certificate to that effect issued by the DCP, Security (PM).
- e. Cancellation charges will not be levied when a programme is shifted from a smaller hall to a bigger hall, subject to availability on the same date. Payment of difference of licence fee and fresh NOC would be required. If the shifting is from a bigger hall to a smaller one, no refund is admissible.
- f. Organisers should give intimation regarding cancellation of booking, in writing to the Directorate of Estates, Office of the DCP Security (PM), Caretaker, Executive Engineer (Civil & Electrical), CPWD Vigyan Bhawan and the Manager, ITDC, Vigyan Bhawan Annexe.

8. Refunds

- a. Refund of licence fee is allowed on the basis of cancellation of allotment letter issued by the Director of Estates or on the expiry of allotment period, on receipt of occupation and vacation report from CPWD.
- b. Refund of security deposit after adjustment of damage and charges for overstay if any, is allowed on receipt of request from the party with original receipt of the deposit and pre-receipt for the amount, after the expiry of allotment period and confirmation of occupation and vacation from CPWD.
- c. In case requisite charges against booking has been deposited but other documents are incomplete up to one week before the proposed date of function and the event is ultimately cancelled, cancellation charges as mentioned in clause 7 (a) will be levied.

9. Overstay and Damages

- a. Damages to the furniture and fittings or losses of any kind caused during the use of accommodation are to be made good by the allottees. The CPWD staff attached to the building will determine the amount payable on this account and their decision will be final and binding on the allottees.
- b. In the event of overstay after 10:30 p.m. the allottee will be charged damages @ Rs.20000/- per hour or as may be decided by the competent authority from time to time. This amount is fixed by CPWD considering the running cost of electricity, air-conditioning plant etc.

10. General:-

- a. Facilities at Vigyan Bhavan are provided on “as is where is” basis and no additions/alterations or modifications are permitted
- b. There shall be no allotments for the three national holidays, i.e., 26th January, 15th August and 2nd October.
- c. Allotment is valid from 9.00 a.m. to 10.30 p.m. of the specified date(s).
- d. Application for allotment should be through the Ministry of External Affairs for state visit by heads of State of foreign countries.
- e. Allotment for international conferences and functions of international nature, will be made only if the function is approved by Ministry of External Affairs
- f. Hall No.1 of Vigyan Bhawan is reserved for exclusive use of Heads of State wherein the Presidents / Prime Ministers and other Heads of State take part in international deliberations and for meetings of the President or Prime Minister of India in consultation with intelligence / security agencies.
- g. The VIP Lounge and Dining Hall are allotted only for the occasion when President, Vice-President, Prime-Minister of India or a visiting Head of State of another country is attending a function. These rooms are to be paid for as they automatically come with a booking for VVIP attended functions.
- h. A booking is confirmed only when full payment of licence fee is made. Tentative booking or blocking is made to provide time to ascertain VVIP's attendance. A firm booking is done upon full payment being made along with production of No Objection Certificate from the Deputy Commissioner of Police Security (PM).
- i. International Conferences/Seminars etc. cannot be cancelled for VVIP attended functions, once Vigyan Bhawan has been booked for International Conferences/Seminars.

[Detailed information regarding conference halls and related information is available on the website www.estates.nic.in and brochure published by CPWD.]

11. DOs and DON'Ts:

- a. **Do** observe the security and other functional norms prescribed by the Asstt. Commandant, CISF, and Executive Engineers (Civil & Elect), CPWD, Vigyan Bhawan.
- b. **Do** sign the occupation and vacation reports available with the caretaker, while taking over and handing over the venue.
- c. **Do not** over-crowd the halls with more than the prescribed number of invitees.
- d. **Do not** shift the furniture items from their fixed locations.
- e. **Do not** overstay at the premises and beyond the prescribed hours.
- f. **Do not** organize any cultural programme in the conference halls

12. Authorised Agencies

- a. **Occupation and Vacation:** A.E. /J.E. (Civil)/Caretaker, CPWD, Vigyan Bhawan.
- b. **Electrical & Sound Equipments:** Executive Engineer (Elect) CPWD, Vigyan Bhawan.
- c. **Flower Arrangement:** Asstt. Director (Horticulture), CPWD. Vigyan Bhawan Annexe
- d. **Fire Services:** Fire Officer, CSFS, Vigyan Bhawan Annexe.
- e. For security norms: Chief Security Officer (MHA)/Asstt. Commandant C.I.S.F., Vigyan Bhawan Annexe.
- f. **Banking:** State Bank of India.
- g. **Telephone And Communication :** MTNL
- h. **Catering:** ITDC, Vigyan Bhawan Annexe.

