



SOUTH COAST RAILWAY SPORTS ASSOCIATION, VISAKHAPATNAM DIVISION
दक्षिण तट रेलवे खेल संघ, विशाखपट्टणम मंडल
ALLOTMENT ORDER OF SUBHAM INDOOR COMPLEX (A/c), VISAKHAPATNAM

1. Name of the Applicant in full: _____
2. Son/Daughter/Dependent Name: _____
3. Relationship: _____ 4. Date of Birth: _____
5. Official Designation/Station: _____ 6. Scale of Pay: _____
7. PF No: _____ 8. E-Mail: _____
9. Resident Address: _____

10. Purpose of Allotment: _____
11. Telephone No: _____ Mobile No: _____
12. Date & Time of Function: _____
13. Full day/Half Day Booking: _____
14. Amount Paid & Date: _____

DECLARATION FOR OUTSIDERS/ RETIRED RAILWAY EMPLOYEES

I hereby declare that I will abide by the terms and conditions (Bye Laws) of Subham Indoor Complex and I will be held responsible for any damage/ misappropriation and loss.

Surety/ Guarantor

Signature:
Name:
Designation/Office:
PF.No:
Mobile:

Signature of Applicant

Name:
Place:
Date:
Mobile No:

PASS DECLARATION OF SERVING/ RETIRED RAILWAYEMPLOYEES

Certified that Shri/Smt. _____ is having unmarried Son/Daughter/
D.Sister/D.Brother _____ aged _____ as per pass
declaration. Necessary entry has been made to delete the name from the Employees Pass Records.

Applicant

Signature/Name:

In-charge/Pass Issuing Authority with Seal

Signature:

Designation:

**The payment may be made in favour of S.Co.RSA/VSKP through SBI e-collect.*

SUBHAM INDOOR COMPLEX(A/c) - TERMS AND CONDITIONS

1. The Refund of Caution money will be taken minimum 05 working days for payment. The party has to collect the clearance and submit the same within 15 days time otherwise the payment will be forfeited.
2. Cooking should be done through LPG only and Dining in the Main Hall is prohibited slaughtering of Goats, Violation of the above will lead to legal action and the caution money will not be refunded by the Executive Committee.
3. A Copy of the Invitation Card should be submitted to the Care Taker of Sri Shubham Sports Complex and office of General Secretary/S.Co.RSA before one week of the function.
4. Any cancellation will be accepted up to two months from the booking date and amount paid will not be refunded except security deposit.
5. No Fire Crackers should be burst in and around premises, violation of this condition will lead to Legal action against the party.
6. The Clearing of Sri Subham Sports Complex will take minimum 2 hours' time. Hence the Incoming Occupant has to wait till the formality is completed for occupation of Sri Subham Sports Complex.
7. The rental charges of Sri Subham Sports Complex may be revised from time to time as per the decision by Executive Committee. In such cases the difference amount is to be paid by the party otherwise the booking will be treated invalid.
8. Party should pay a fixed amount of Rs. 2000/- (subject to revision) each booking by outsiders and Rs.1000/- each booking by Railway Serving/Retired employees to the Catering/Lighting service providers or Agency to ensures that Sri Subham Sports Complex and premises is free from debris and maintained hygienically.
9. Railway administration or the employee who booked Sri Subham Indoor Complex is not responsible for any kind of your inconvenience.
10. Authority reserves the right of cancellation/change of booking at any time under unavoidable circumstances and in such cases the authority will refund the money paid to the applicant without interest.
11. Allotment is for full day booking (06.00 AM to 06.00 AM next day) & Half day (09.00 Hrs to 15.00 Hrs/17.00 Hrs to 23.00 Hrs). Two hours of time will be taken for cleaning the Premise for which the party has to wait till the formalities are fulfilled.
12. DJ or loudspeakers or any other noise pollution source is being used shall not exceed 75 dB(A).
13. If any of the above and as per Bye Laws terms and conditions clauses are violated the caution money will be forfeited without any notice. In addition to this legal and D&A action will be taken by the Sports Officer/S.Co.RSA.

SELF DECLARATION

The party/client shall indemnify, defend and hold harmless Subham, its officers, employees, representatives from and against any and all suits, actions, liabilities legal proceedings, claims, demands, losses, costs and expenses of every kind or character (including reasonable attorney's fees and expenses) that may arise from the client/his guests conduct in connection with the performance of this agreement or arising from all and legal proceedings initiated in connection with the events.

Signature of the Applicant

For Sports Officer: S.Co.RSA/VSKP

Copy to: 1) Treasurer/SCoRSA/VSKP for information please.
2) General Secretary/SCoRSA/VSKP for information.

ACKNOWLEDGEMENT

NAME :

IF RLY-EMPLOYEE DESIG :

DEPARTMENT :

PF NUMBER :

DATE OF BOOKING FROM :TO

CONTACT NUMBER :

ELE. METER READING : OPENING.....CLOSING.....

OTHER RECOVERIES IF ANY :

AMOUNT PAYABLE AFTER DEDUCTIONS:

This is to certify that Shri/Smt.has vacated Subham Indoor complex at timeon date and all the equipments/assets are in-tact and the premises is clean in and around the complex.

**For Subham Caretaker/Secretary:
S.Co.RSA/VSKP**

Refund of Caution Deposit:

I hereby declare that I have received caution deposit amount to my SB account bearing number:

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Name of the Bank:

IFSC Code:

Station/Branch:

Signature of the Applicant