

**THE AGRICULTURE CENTRE
NATIONAL SOCIETY BLOCK
NATIONAL AGRICULTURAL SCIENCE CENTRE
DEV PRAKASH SHASTRI MARG
NEW DELHI**

Dated : 28th June, 2012

OFFICE ORDER

This is for the Information of all members of TAC that Dining space area can be reserved by all the Members of TAC for the purposes of party/reception/small family functions etc. as per rates given below:-

S.No.	Applicant Category	Security deposit & rates
1.	From s.no. 1 to 6	Security deposit Rs.5000/- Rate @ Rs.50/- per person
2.	From s.no. 7 to 9	Security deposit Rs.10,000/- @ Rs.75/- per person

Members should apply in the prescribed format (copy enclosed) only.

The Terms & conditions are as follows :-

1. The allotment will be on first come first serve basis.
2. Catering will be TAC only as per published rates/menu. No outside caterer or cooks will be allowed
3. There is complete ban on use of high volume sound systems, or any religious function, or any kind of decoration (Including building of temporary stage etc.).
4. Security (refundable) will be deposited in advance to the Cashier/Treasurer, TAC.
5. In case of any damage to furniture/fixtures or crockery breakage actual amount will be deducted from the security amount.

(SANJAY GUPTA)

Treasurer

Encl: As above.

Distribution :

1. Principal Staff Officer to DG, ICAR
2. PPS to Secretary, ICAR
3. PS to FA
4. All Members (By name)
5. All DDGs/ND, NAIP -
6. All Directors/Deputy Secretaries at ICAR Headquarters
7. Directors of all ICAR Institutes/PDs/NRCs
8. ICAR website

**FORM FOR APPLICATION FOR HIRING OF DINING SPACE OF THE
AGRICULTURE CENTRE(TAC) NATIONAL SOCIETY BLOCK,
NATIONAL AGRICULTURAL SCIENCE CENTRE,
DEV PRAKASH SHASTRI MARG, NEW DELHI
(for members listed at S.no.7-9)**

Dated: _____

To

The Treasurer
The Agriculture Centre
NASC Complex
New Delhi-110012.

Subject : Request for allotment TAC Dining Space for the purpose of

_____ on dated _____.

Sir,

Please reserve, subject to availability, the Dining Hall of TAC for:-

(i) Breakfast (ii) Lunch (iii) Dinner
(7.00 AM to 10.30 AM) (12 noon to 3 PM) (7 PM to 10.30 PM)

(Tick mark as appropriate)

The number of guests expected, and fee deposited by me is as follows :-

1. No. of guests expected _____ X Rs.75 = _____
2. Security Deposit Rs.10,000 = _____

By Cash DDNo. _____

I understand that if actual number of guests exceed the number given above by 10 persons, extra persons will be charged extra (@ Rs.75/- per guest, but if they exceed by more than 10, then every additional guest from extra no. 11 onwards will be charged (@ Rs.150/- per guest.

I understand that catering charges are over and above the reservation/guest charges and to be paid separately, as per rates given by TAC, and that I have to order the food well in advance against a deposit of 75% of anticipated bill.

I undertake to abide by the terms & conditions of TAC. I also understand that if damages to crockery/furniture/fixtures/structure exceed the amount of security deposit, then I am personally liable to pay the same.

Signature of applicant with date _____

Name (IN BLOCK LETTER) _____

Membership No. _____

Residential address & Tel. No. _____

Office address & Tel.No. _____