

Draft

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2020

DELHI DEVELOPMENT AUTHORITY
[Staff Quarter Allotment Branch]

Sub: Draft terms and conditions for online booking of Guest Houses at CWG Village Complex.

1. The location/lay out plan of the Guest Houses comprising area/design of the room and other details may be seen on DDA's website.
2. The Guest Houses shall be available for:-
 - (i) DDA's serving and retired Group -A, B & C officers for self and their family/relatives/guests, etc.
 - (ii) Officers working in Ministry of Housing & Urban Affairs/Gol.
 - (iii) Officers & officials of State Govts.
3. The applicants shall have to disclose the purpose for use of Guest Houses.
4. The booking will be made through automated online system primarily on "First come first serve" basis subject to fulfillment of prescribed eligibility, time limit and payment of online booking charges including GST and scavenging charges.
5. Applicants shall have to fill up all fields of the online application. The applicants shall have to upload his/her name, father/husband's name, designation, latest photo, copy of Adhar Card, PAN Card, Mobile Number, Office Address, E-mail & Identity card issued by DDA/copy of PPO. No column will be left blank. After filling all fields, applicant has to submit the application form and thereafter, the system will load for payment. After successful payment of booking charges, including GST amount, booking request will be processed as per prescribed procedure and confirmation slip will be displayed. The applicant will be bound to disclose the identity of the family, relative or guest.
6. The case of fake identity would be viewed seriously and suitable action shall be initiated against defaulters.

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The rates for booking charges for double bedded AC room will be as under:-

- (i) Rs. 300/- per day per room for self-stay.
- (ii) Rs. 300/- for one additional room.
- (iii) Rs. 300/- per room per day for stay of guest.

- 8. Scavenging Charges applicable @ Rs.100/- per room per day.
- 9. Goods and Services Tax (GST) for State and Central @ applicable rate.

Note: - The above booking rates are applicable for one year only.

- 10. The booking of Guest House shall not be transferable under any circumstances.
- 11. In case of cancellation of booking requested by the applicant, the following criteria will be followed for refund:-

Period of Intimation	Percentage of Cancellation Charges of Booking Amount
Intimation received upto 30 days or more in advance, counted from the 1 st day of booking	20%
Intimation received upto 15 days or more but less than 30 days in advance, counted from the 1 st day of booking	50%
Intimation received less than 15 days, counted from 1 st day of booking	100%

- 12. Check in time 12.00 Noon on the day of booking. Check out time 11.00 AM on the last day of booking.
- 13. Produce copy of booking receipt to caretaker at the time of check-in.
- 14. A family will comprise spouse, 2 children below the age of 21 years, dependant member, viz. father, mother, brother, sister, etc.
- 15. Online booking period will be as per requirement of applicant, however, the Guest House/room can be booked for a maximum of 05 days.
- 16. Online booking can be done 60 days in advance before the date of booking of Guest House. Online booking can be made for 01 room, 02 rooms, 03 rooms or 04 rooms of the Guest House.

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17. The work of online booking of Guest House will be under jurisdiction of the Executive Engineer, CGD-1, DDA, CWG Village Complex.
18. The applicant shall have to pay to the caretaker/khansama for breakfast/snacks/tea/coffee, dinner, etc, as per his/her requirement.
19. Each and every applicant or his/her family/relative or guest shall have to maintain decorum during the stay in the Guest House. There shall no noise/loud sound or any kind of inconvenience to the fellow guests in the adjoining rooms.
20. The booking charges are only meant for rent of the room/guest house and does not include any meal/breakfast/snacks/laundry, etc. Such charges are to be paid to caretaker/Khansama separately by the applicant at the time of occupation of room/guest house, if such services have been availed by him/her.
21. Cooking is strictly prohibited in the rooms of the guest house.
22. The applicants will be liable for any damage/loss of the property, fixtures, fitting or furniture during the period of stay in the guest house.
23. Consumption of intoxicants in the premises is strictly prohibited.
24. The applicant would not be allowed to carry pet animals in the Guest House.
25. Assembling of Barat, Ghoda Gaddi, Dhol, Band Baja, Crackers, DJ, Loud Music, etc, are strictly prohibited in the premises.
26. In case of breach of any of the terms and conditions or the accommodation or if the guest house is not vacated on expiry of the booked period, the occupants will be summarily evicted physically even by use of force, if required, without any notice under provisions of PP Act and the occupants shall be liable to pay the damages license fee for the over stay period.
27. In case of any dispute, the jurisdiction of Delhi, Courts only will be applicable.
28. Any complaint/suggestion regarding maintenance, housekeeping, catering or misconduct on the part of caretaking staff should be brought to the notice of the Executive Engineer, CGD-1, DDA, CWG Village Complex. The decision of the Executive Engineer, CGD-1, DDA shall be final.

DA
06/03/2020

Asstt. DY (SQ)
06/03/2020

06/03/2020
04.04.2020 (SQ)

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**Application Form for
Temporary Allotment of Accommodation/Guest House**

1.	Name of the Applicant	
2.	Designation	
3.	Residential Address	
4.	Contact details of applicant (Mob./Office)	
5.	Period for which allotment requested	
6.	Type of Guest Houses required	
7.	Name of Person getting married & his/her father's name	
8.	Mention relationship of person with the applicant	
9.	Purpose of Booking	

Note: - The applicant has to disclose the identity of the family, relative, guest or the person he/she getting married by enclosing supportive relation documents.

(Please tick out appropriate box)

Son	
Daughter	
Brother	
Sister	
Dependent family member (with exact relationship)	

10.	Documentary proof of relationship (CGHS Card, Ration Card etc.)
11.	I undertake
(a)	To pay licence fee in advance for the period of allotment at the rate fixed by DDA
(b)	To pay scavenging charges (non-refundable) as applicable
(c)	To clear all the dues in respect of the electricity & water charges, as demanded by the respective local authorities.
(d)	To give vacant possession of the accommodation to the DDA Enquiry by the stipulated date, after obtaining necessary clearance from local bodies.
(e)	To bear the cost of repairs of damages/loss, if any, as assessed by the DDA that may be caused to the building, fittings/fixtures, etc. the occupation of bungalow/house by me.
(f)	Note:- In case of cancellation, applicable charges shall be deducted as per current policy followed by DDA.

Date:

Signature of Applicant