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NOTIFICATION

MANAGEMENT OF SAIKUTI HALL RULES, 2003

No.G 21015/8/94-RD/Pt Aizawl, the 9th January, 2004.

Whereas Saikuti Hall at Lunglei is constructed for Public use irrespective of such functions as Commercial, Official and non-official on payment of hiring charges at such rates as the Government may determine;

And whereas the rules for the management of the said hall is necessary, the Governor of Mizoram is pleased to make the following rules.

1. **SHORT TITLE AND COMMENCEMENT.** (1) These Rules may be called the 'Management of Saikuti Hall Rules, 2003'. (2) They shall come into force at once from the date of issue of this Notification.

2. **DEFINITIONS.** In these rules unless the context otherwise requires:

- (a) "Commercial function" means a function organised by any party for the purpose of collecting money or fund. An advertising type of function will also be regarded as commercial function, except such a function or functions organised by any Government Department pertaining to the benefit of sterilisation to the public under the Family Planning Scheme despite the function being an advertising type of function and such Government function will be treated as non-commercial function;
- (b) "Management Committee or Board" means the Managing Committee or Board of the Saikuti Hall constituted under rule 14;
- (c) "Non-official function" means such function organised by any party which are not included by the term of official function;

- (d) "Official function" means function organised by any Government Department under the Government of Mizoram or the Government of India, sponsored by the Head of Department concerned;
- (e) "Official Observer" means an observer appointed by the Managing Committee or Board to check whether the Hall is carefully handled and properly utilised by the organising party during their engagement of the Hall.

3. GENERAL CONDITIONS FOR USE OF THE HALL.

- (1) Saikuti Hall shall be kept open for the use of official functions on payment of hiring charges at non-commercial rates.
- (2) It shall be kept open for the use of non-official and commercial functions including political party functions on payment of hiring charges at commercial rates.
- (3) The Government Department or the party using the Hall shall be held responsible to see that -
 - (a) all safety precautions are properly observed;
 - (b) all electrical fittings and furniture are properly handled with due care;
 - (c) all lavatories and toilet are used clean and tidy;
 - (d) no damage is caused to all the properties;
 - (e) no extra chairs have been brought inside and no chairs and furniture inside the Hall is removed from their place.

NOTE : Saikuti Hall is the pretigious property of the public and everyone is expected to use it with utmost care.

4. CONDITIONS FOR CHARITABLE PURPOSES :- If and when the Hall is required for collection of funds for various charitable purposes, the organising party shall have to produce formal exemption certificate of taxes of entertainments, duly issued by an appropriate Taxing Authority and then only, shall permission for use of the Hall will be considered. The organising party shall have to pay upto 50% of the normal hiring charges or as may be decided by Managing Committee/Board subject to the limitation of the above mentioned rate.

5. PROCEDURE FOR SUBMISSION OF APPLICATION :- Any party or agent intending to use the Hall shall apply in writing to the Secretary to the Managing Committee or Board at least three days in advance in the prescribed proforma for such application which shall be available in the Office of the Deputy Commissioner, Lunglei. The Party intending to use the Hall shall have to pay at least 50% of the normal hiring charges, if not paid in full in advance in cash, at the time of submission of application and the remaining balance should be paid before the function is over.

6. PERMISSION OF USING THE HALL AND CANCELLATION OF PERMISSION AND RESERVATION :- (1) Permission of using the Hall may be issued by the Chairman/Secretary of the Managing Committee or Board on receipt of such applications as per rule 5 above on seniority basis in writing as far as practicable on condition that on no account function held at Saikuti Hall should cause obstruction to vehicular traffic and to the general public in the vicinity.

(2) In case the Hall is urgently required for official function, the Chairman or the Secretary may cancel the reservation without assigning any reason thereof. Full amount of advance for hiring the Hall may be refunded in case such cancellation is done before the commencement of a function at the Hall. Rate of refund of advance paid shall be fixed by the Managing Committee in case of cancellation after commencement of any function at the Hall.

7. HIRING CHARGES.

There shall be two kinds of hiring charges which may be known as :-

(a) Non-commercial rate : Non-commercial rate shall be at the rate of Rs. 200/- (Rupees two hundred) only per hour or part thereof throughout the day or night respectively subject to a maximum of Rs 1000/- (Rupees one thousand) only for a full day or night respectively, and

(b) Commercial rate : Commercial rate shall be fixed at the rate of Rs. 400/- (Rupees four hundred) only per hour or part thereof throughout the day or night respectively.

The above hiring charges are subject to modification as may be determined by the Managing Committee from time to time.

NOTE :- Use of the Hall shall be counted from the actual time of engagement of the Hall and its premises for the purpose.

8. PAYMENT OF ENTERTAINMENT TAX : As provided in rule 4 and rule 7 entertainment tax shall be paid to the appropriate Taxing Authority as per the provision of clause (b) of section 3 of the Assam Amusement and Betting Tax Act, 1939 (as adapted) on all payment for admission to the Hall.

9. RESERVATION OF SEATS FOR OFFICIAL OBSERVERS :- All organising party including official functions shall reserve at least 3 (three) seats for official observers throughout day and/or night to enable official observers to check up whether the Hall is carefully handled and properly utilised as per rule 3.

10. ACCOUNTS REGISTER :- The Managing Committee shall maintain Accounts Register. All the funds realised from the hiring charges, compensation for damaged property and fines shall be accounted for the maintenance of the Hall. All the vouchers, slips, etc. shall be maintained properly in a separate file to be maintained by the Management Committee and it shall be audited every year before the financial year.

11. COMPENSATION AND FINES FOR DAMAGED PROPERTY : If the property of the Hall is damaged during the engagement of the Hall by any party, the organising party shall be held responsible to replace the damaged property with the same quality they had damaged or they shall pay the current cost of such damaged property in cash within three days after the function is over. Any party failing to make good the cost of damaged property or by paying the cost of articles it shall be liable to fine as fixed by the Managing Committee or Board. Defaulters, if any, shall be punished by way of rejection to their application for using the Hall in future.

12. RESPONSIBILITY REGARDING FAILURE OF CERTAIN AMENITIES :-

The Managing Committee or Board of the Hall shall not be held responsible for the charges against the failure of certain amenities such as electricity, water supply, telephone etc. for which the Management Committee/Board have no control over.

13. PROHIBITION AGAINST CERTAIN ACTS :-

The following shall be strictly prohibited under the rules and any organising party shall take responsibility to abide by the rules during their engagement of the Hall and its premises thereof :-

- (a) admission of drunken person inside the Hall;
- (b) drinking of any kind of liquors inside the Hall;
- (c) taking of drugs or any other intoxicating items;
- (d) Serving of food and other refreshment items inside except in the room arranged for such purpose;
- (e) Use of the Hall in any manner for carrying out anti-Governmental and/or anti-social activities;
- (f) Smoking of any kind, eating tobacco and Tuibur hmuam;
- (g) Use of the Hall and its stages including its premises for the purpose of immoral activities. (i.e. Sexual intercourse, etc) and physical fighting etc. and that invited criminal offence.

14. MANAGEMENT COMMITTEE BOARD :-

- (a) There shall be two bodies for the management of Saikuti Hall. They shall be known as Managing Board and Managing Committee.
- (b) The Managing Board shall be responsible on policy matters and decision arrived at shall be final.
- (c) The Managing Committee shall function as the working committee attending to the day to day business and will refer policy matters to the Managing Board.

(d) The Managing Board shall consist of the following members -

1. Commissioner & Secretary,
Rural Development Department - Chairman
2. Joint Secretary,
Rural Development Department - Member
3. Deputy Commissioner,
Lunglei District - Member
4. Director,
Art & Culture - Member
5. Jt. Commissioner
Taxation - Member
6. Director
Rural Development Department - Member - Secretary

(e) The Managing Committee shall consist of the following members -

1. Deputy Commissioner,
Lunglei District. - Chairman
2. Project Director
DRDA, Lunglei - Member
3. Block Development Officer
Lunglei R.D. Block - Member
4. District Research Officer
Art & Culture, Lunglei - Member
5. Executive Engineer,
Building Division,
PWD Lunglei. - Member
6. Information & Public Relation Officer - Member
Lunglei.
7. District Education Officer - Member
Education Department, Lunglei
8. Executive Engineer, Power Main Div-I - Member
Power & Electricity Department, Lunglei
9. Assistant Commissioner
Taxation, Lunglei - Member
10. Sub-Divisional Officer (Sadar)
Lunglei - Member - Secretary

NOTE :- Of the above two bodies, except the Chairman and Member Secretary, other members can send their representatives at the time of holding a committee sitting and simple majority will be sufficient to form a quorum for session.

Commissioner & Secretary,
Rural Development Department,
Mizoram, Aizawl.

**PRESCRIBED APPLICATION FORM FOR USE OF SAIKUTI HALL, LUNG-
LEI**

To

The Secretary,
Managing Committee
Saikuti Hall, Lunglei.

Sir,

I am to request you to give me permission for use of Saikuti Hall on
(date)-----from(time)-----for staging (Name of func-
tion)-----by
(Organiser)-----

Yours faithfully,

Signature of applicant(s)

Name in full :
Full Address :
Phone No

NOTE :

TERMS AND CONDITIONS

1. Any party intending to use Saikuti Hall shall obtain permission from the Chairman, Managing Committee by submitting prescribed application form duly filled in the Office of the Deputy Commissioner, Lunglei District at least three (3) days ahead of the function.
2. Any private party/Organisation intending to use Saikuti Hall will have to obtain permission for holding public function from District Magistrate, Lunglei without which no permission for use of the Hall will be issued.
3. Party intending to use the Hall will have to ask for security from Deputy Commissioner /Superintendent of Police, Lunglei. The Organising party must have sufficient and reliable receptionists at the gate and at every entrance on duty inside the Hall to enforce the rules all through the function.

4. The prescribed rent/charge is to be paid to the officer-in-charge Saikuti Hall immediately and an advance of 100% of rent must be paid just before obtaining permit for use of the Hall.
5. The party concerned has to see that all electrical fittings, furnitures etc. are properly handled, all Lavatories, Toilets are kept clean and tidy. Cleanliness is to be maintained while using the Hall.
6. Use the Hall in any manner for lodging anti-State or anti-Social activities is prohibited.
7. The current cost of broken or damaged article will be borne and repaid in cash or in kind by the concerned party using the Hall within 3 (three) days after the function is over.
8. No poster or pamphlet should be pasted in and outside the wall of the Hall.
9. No extra chair or benches should be brought inside and no chairs and furniture of the Hall should be removed from their proper place and VIP seats are not to be engaged by the user of the Hall without the permission of the Chairman of the Managing Committee.
10. The Organising party shall reserve at least 5 (five) seats for official observers for every function.
11. Smoking inside the Hall is strictly prohibited.
12. Vending/purchasing of eatable things inside the Hall are strictly prohibited.
13. No one is allowed to bring any kind of liquor or intoxicating things inside the Hall. No drunken person shall be allowed to enter the Hall.
14. Entertainment tax as provided for in the Rules shall be paid to the Government of Mizoram in time.
15. Serving of food and other refreshment items inside except in the room arranged for the purpose is prohibited.
16. Use of the Hall and its stages including its premises for the purpose or immoral acts (i.e. sexual intercourse etc.) and physical fighting etc. are also strictly prohibited.
17. The Managing Board/Managing Committee of the Hall or staff of the Hall will not bear responsibility for failure of certain amenities such as, electricity, water supply, telephone etc. as they have no control over it.
18. Any failure for proper observance of the above instructions shall be categorised among the black list and double rent/charge may also be realised from the defaulters as the case may be.

Chairman,
Managing Committee
Saikuti Hall,
Lunglei District, Lunglei.

DECLARATION TO BE SIGNED BY THE APPLICANT

I do hereby declare that I shall abide by the above terms and conditions so as to maintain the prestige of the Hall.

Signature :

Name in full :

Full Address :

Phone No :