

INSTRUCTIONS/GUIDELINES FOR THE APPLICANTS FOR ONLINE BOOKING OF COMMUNITY HALLS / OPEN SPACES /PARKS OF DDA

Online booking of functions sites for religious functions of Ram Lila, Dussehra, Durga Pooja, Deepavali has been kept in abeyance. For such bookings, please contact respective zonal chief engineers for manual bookings.

- 1. For booking a Community Hall, Open Space, Park One of the following is mandatory except registered Societies:
 - a. PAN card**
 - b. Aadhar card****
- 2. An applicant can make maximum of one booking per year based on PAN/Aadhar card.**
- 3. For marriage purpose, maximum two days booking can be done. Advance booking upto 120 days may be made and in such cases the security deposit will be charged more i.e. for the booking upto 60 days in advance , normal security deposit will be charged and from 61 days to 120 days advance booking double security deposit will be charged. All other charges will remain same. Maximum permissible area for marriage booking is 6000 sqm for category 'A' land, 4000 sqm for category 'B' land and 2000 sqm for category 'C' and 'D' land.**
- 4. For Free category**

For booking of sites for Religious/Spiritual functions, the competent authority has decided to keep the instructions dated 25.11.2014 in abeyance till 31.12.2015. Consequently booking under Category-I for the types of functions permissible under Category-I (Free Category) has been made active.

For all other purposes (excluding marriage), booking in advance of 90 days can be made. In such cases 2.5 times of the security deposit will be charged.

Only registered societies are authorized to book DDA vacant sites for religious functions.

Registered societies are allowed to book the contiguous locations not exceeding 10,000 sqm for same purpose, booking from date, booking To date and society file no.

Maximum of two bookings are permitted in a year to any society subject to a maximum of 45 days for Ramleela and 30 days for other religious/spiritual bookings in a year.

- 5. In case of staff of DDA including retired employees, the concessional rate can be availed only for immediate family which will include self, spouse, unmarried children, unmarried brothers & sisters.**
- 6. In case of confirmation of booking , CHECK IN time will be 12:00 Noon of the date of commencement of booking and CHECK OUT time will be 12:00 Noon on the next day of the last booking date.**
- 7. The general public is requested not to erect any structure on the booking site which may not be dismantled within the period of booking otherwise they may be penalized along with the cost of removal of structure.**
- 8. Applicant may view the available Community Halls of DDA by clicking on “List of Community Halls” button provided on home page**

PROCEDURE FOR BOOKING

- 9. Applicant may view the available Open Spaces with categorization of Land of DDA by clicking on “List of Open Spaces” button provided on home page**
- 10. Applicant may view the available Parks with categorization of Land of DDA by clicking on “List of Parks” button provided on home page**

- 11. Availability of required Community Halls/Open spaces/Parks in a particular zone and locality can be seen by clicking on the “Availability” button provided on home page**
- 12. Terms and conditions for booking the Community Halls/Open Spaces/Parks can be seen by clicking on the “Terms and Conditions” button provided on home page**
- 13. All the required documents should be scanned and placed in a folder for uploading purpose in the form of small pdf/doc files.**
- 14. Applicant can book a particular Community Hall/Open Space/Parks by clicking on the “Online Booking” button provided on home page. Applicant is required to enter various details.**
- 15.**
 - a. The applicant has to accept the terms & conditions & ensure the fire safety measures before going further for online booking.**
 - b. Once the applicant accepts the terms & conditions & ensures to follow the fire safety measures, he/she has to upload all the required documents.**
 - c. On clicking “Generate” button a page will be generated by the computer giving booking details i.e. amount to be deposited. The applicant can also take the print out of the page.**
 - d. After generating this page, an email is also sent to the applicant. Through email login details i.e. userid & password provided to the applicant on his/her email-id, the applicant can view the status of his/her request for booking**
 - e. An applicant has to make the payment online by clicking “Proceed for Online Payment” button provided on the page where booking details are generated.**

- f. An applicant can make online payment through payment gateway of the banks .
- g. An applicant can choose to make online payment through following modes:
 - a. Debit Card/Credit Card
 - b. Net banking
- h. The payment has to be made within 45 minutes otherwise the booking will be automatically cancelled.
- i. Once payment is done successfully , the status will be shown as “success” on the next page.
- j. An applicant has to click on “Print Booking and Payment Details” provided on this page for printing the payment and booking details.
- k. After generating this page, an email is also sent to the applicant . Through email login details i.e. userid & password provided to the applicant on his/her email-id, the applicant can view the status of his/her request for booking and payment details.

16. If payment was made successfully and still the payment particulars are not printed on this sheet then applicant is advised to log in through their User ID and password by clicking on “Applicant View Status” button provided on home page and press refresh button within 45 minutes to ensure the receipt of payment in DDA server.

17. After successful payment, Availability menu will show “Block”. Final confirmation/Cancellation will be given by SE(HQ) of Concerned zone, after checking the uploaded scanned documents and email will be received on the E-mail of the applicant.

18. SE(HQ) of the concerned zone has also the power to Cancel the booking on request of applicant. Refund in this case will be initiated by the Accounts Department of the concerned zone.

19. After Confirmation , if the applicant wants to Cancel the Booking, he/she can contact SE(HQ) of the concerned zone for cancellation of their request(PLEASE BRING COPY OF UPLOADED DOCUMENTS AND CHALLAN COPY)

20. Applicant has to upload the Application Number of Marriage Registration and document for refunding the 25% of Security Deposit Amount.

21. Applicant has to upload the Marriage Registration Certificate for refunding the remaining 75% of Security Deposit Amount.

22. Open Spaces/parks are classified in four categories viz Category 'A', 'B', 'C' and 'D'. Their charges are given below.

BOOKING RATES

OPEN SPACES /PARKS (For Public):

CATEGORY	BOOKING CHARGES(PER SQM)	SECURITY(PER SQM)		CLEANING(PER SQM)	
		MARRIAGE	OTHERS	MARRAIGE	OTHERS
A	RS. 16/-	RS. 20/-	RS/ 10/-	RS. 2.50	RS. 2.50
B	RS. 10/-	RS. 15/-	RS/ 10/-	RS. 2.50	RS. 2.50
C, D	RS. 8/-	RS. 10/-	RS/ 10/-	RS. 2.50	RS. 2.50

FOR FREE CATEGORY CLEANING CHARGES WILL BE RS. 5/- PER SQM

COMMUNITY HALLS

CATEGORY	BOOKING CHARGES(PER SQM)		SECURITY	CLEANING(PER SQM)	
	OPEN AREA	BUILT AREA		OPEN AREA	BUILT AREA
A	RS 8/-	RS 12/-	ONE DAY LICENSE FEE	RS. 2.5	RS. 5
B	RS 4/-	RS 6/-	ONE DAY LICENSE FEE	RS. 2.5	RS. 5

Service tax = 14.5%

Education Cess = 0

CANCELLATION CHARGES

Request by applicant atleast 15 days before

NO. OF DAYS BEFORE FUNCTION DATE FOR CANCELLATION REQUEST	CANCELLED AMOUNT of booking Charges
30 days or more	20%
15 days or more but less than 30 days	50%
Less than 15 days	100%

- ❖ In case the booking is cancelled due to death case within the blood relatives of boy or girl, no deduction shall be made except the taxes, and the same shall be refunded only at the level by

SE(HQ) of concerned zone upon producing the concerned death certificate.

REFUND

1. Automatic refund of security deposit after 15 days of the function date - functions other than marriages(after Confirmation by SE(HQ))
2. Refund of security deposit in case of marriages:-
 - 25% of security deposit amount will be refunded after uploading the application number of marriage registration.
 - 75% of security deposit shall be refunded after the applicant uploads the copy of marriage registration certificate.
3. Refund of security amount/refund amount in case of all other functions except marriage will be done after receiving the video of the function for the purpose the land has been booked by the SE(HQ) of the zone.
4. Automatic refund of total amount on next day in case the payment takes more than 45 minutes and has been automatically cancelled.
5. Rs. 500/- will be deducted from the total amount if the booking has been cancelled by the office of SE(HQ) for any reason. Refund of cancelled booking is to be done by concerned AO of the zone.

23. Details for Booking & the rates are given below :-

Duration for booking for various types of Religious , Socio-religious and Spiritual functions

Serial No.	Type of function	Booking period	
		Minimum Days	Maximum Days
1.	Ram leela	1	45
2.	Ram Navami	1	2
3.	Janamashtmi	1	30

4.	Dussehra	1	5
5.	Durga puja	1	10
6.	Diwali Mela	1	10
7.	Katha	1	11
8.	Navratras	1	12
9.	Satsang	1	8
10.	Yoga/meditation	1	5
11.	Blood donation Camps	1	2
12.	Free health check up Camps	1	2
13.	Akhand Path	1	3
14.	Kirya/Bhog ceremoney	1	1
15.	School fate	1	2
16.	Jagran	1	3
17.	Sai Sandhya	1	3
18.	Pravachan	1	3
19.	Bhagwat	1	3
20.	Marriages	1	2
21.	Family Functions	1	1
22.	Any other	1	14

**Open Spaces
Booking Criteria & details**

For marriage purpose, advance booking up to 120 days, For commercial and circus, 30 days in advance and for all other purpose (religious/spiritual functions) booking in 90 days advance can be made on first come first serve basis.

Category	Type of functions Allowed	Booking period	Rate per 1000 SQ MTR Per Day & Date of applicability (Rates are to be rounded off to nearest 500 SQ MTRS of the required area by the applicant)				Documents to be Uploaded (Submitted)
			Prime Locations		Others		
			DDA Emp.	Others	DDA Emp.	Others	
I-Free Category Cleaning charges= Rs. 5 per SQ MTR (one time) Security Deposit = Rs. 10000/- per 1000 SQ MTR and part thereof Service Tax = 14.5% Edu. Cess = 0 To be organized by registered Organizations	1-Religious Functions Ram leela Ram Navami Janamashtmi Dussehra Durga puja Diwali etc 2-Socio-religious or spiritual functions Katha Navratras Satsang JAGRAN SAI SANDHYA PRAVACHAN BHAGWAT Yoga/meditation Blood donation	Please refer the table above Please refer the table above	N.A.	free	N.A.	free	1. Registration Certificate of registered organizations/NGO /RWA/Charitable Trusts 2. Photo ID proof of the Applicant 3. Application signed by office bearer of the Society 4. List of latest office bearers of the Society

/ NGOs/ RWAs/ Charitable Trusts	Camps Free health check up Camps etc.						
II-Nominal fee Category	1-Religious Functions	Please refer the table above	2013-2014				
Cleaning charges= Rs. 2.5 per SQ MTR(one time)	Ram leela Ram Navami Janamashtmi Dussehra Durga puja Diwali etc.		N.A.	5324	N.A.	5324	<ol style="list-style-type: none"> 1. Registration Certificate of registered organizations/NGO /RWA/Charitable Trusts 2. Photo ID proof of the Applicant 3. Application signed by office bearer of the Society 4. List of latest office bearers of the Society 5. Photocopy of PAN/AAdhar Card
Security Deposit = Rs. 10000/- per 1000 SQ MTR and part thereof			2014-2015				
Security Deposit for Only Marriage per 1000 SQ MTR and part thereof = A - Rs. 20000 B - Rs. 15000 C - Rs. 10000		N.A.	8000	N.A.	8000		
			Revised				
			N.A.	A-16000 B-10000 C-8000 D-8000	N.A.	A-16000 B-10000 C-8000 D-8000	
	2- Socio-religious or spiritual functions	Please refer the table above	2013-2014				
Service tax =14.5%	Katha Navratras Satsang JAGRAN SAI SANDHYA PRAVACHAN BHAGWAT		N.A.	5324	N.A.	5324	<ol style="list-style-type: none"> 1. Registration Certificate of registered organizations/NGO /RWA/Charitable Trusts 2. Photo ID proof of the Applicant 3. Application signed by office bearer of the Society 4. List of latest office bearers of the Society 5. Photocopy of PAN/AAdhar Card
Edu. Cess =0			2014-2015				
	Yoga/meditation Blood donation	N.A.	8000	N.A.	8000		
			Revised				
			N.A.	A-16000 B-10000 C-8000 D-8000	N.A.	A-16000 B-10000 C-8000 D-8000	

Camps
Free health
check up
Camps etc.

Including
Stalls
Shops
Joy rides
other than
Commercial
(Not exceeding
25% of allotted
land)

3- Social
&
Socio
religious
Activities

Marriages
Kirya
ceremony
Diwali Mela
Akhand Path
School fete
etc.

Please
refer the
table
above

2013-2014

5324/2

5324

5324/2

5324

2014-2015

8000
/2

8000

8000/2

8000

Revised

A-
16000/2

A-16000
B-10000
C-8000

A-
16000/2

A-16000
B-10000
C-8000

B-
10000/2

D-8000

B-
10000/2

D-8000

C-8000
/2

C-
8000/2

D-8000/2

D-
8000/2

1. Proof of residence-

- i. Voter id card or
- ii. Deptt. Id/
Working Place
ID

2. Photo of applicant

For marriages
Following
documents are also
required

3. Date of birth proof
of bride/groom

4. Relationship proof
of applicant with
bride/groom

5. DDA I-card for DDA
employees

6. Photo of
bride/groom

6. Photocopy of
PAN/AAdhar Card

III-Commercial Category Cleaning charges= Rs. 2.5 per SQ MTR(one time) Security Deposit = Rs. 10000/- per 1000 SQ MTR and part thereof Service tax =14.5% Edu. Cess =0	1-Commercial Purposes Exhibitions Clearance sale	One day only	<div style="background-color: #d9e1f2; padding: 2px; text-align: center;">2013-2014</div> NA	34610	NA	34610	1. Request letter of registered Organizations/NGOs/RWAs/Charitable Trusts 2. Photo of applicant 3. Photocopy of PAN/Aadhar Card	
			<div style="background-color: #d9e1f2; padding: 2px; text-align: center;">2014-2015</div> NA	39000	NA	39000		
			<div style="background-color: #d9e1f2; padding: 2px; text-align: center;">Revised</div> N.A.	43000	N.A.	43000		
IV- Circus Category Cleaning charges= Rs. 2.5 per SQ MTR(one time) Security Deposit = Rs. 10000/- per 1000 SQ MTR and part thereof Service tax =14.5% Edu. Cess =0	1-Circus Activities	Min-1 day Max- 40 day	<div style="background-color: #d9e1f2; padding: 2px; text-align: center;">2013-2014</div> N.A.	Rs 20000 Per 1000 SQM	N.A.	Rs 20000 Per 1000 SQM	1. Request letter of registered Circus Companies 2. Photo of Applicant 3. Photocopy of PAN/Aadhar Card	
			<div style="background-color: #d9e1f2; padding: 2px; text-align: center;">2014-2015</div> N.A.	Rs 22000 Per 1000 SQM	N.A.	Rs 22000 Per 1000 SQM		
			<div style="background-color: #d9e1f2; padding: 2px; text-align: center;">Revised</div> N.A.	Rs. 24000 Per 1000	N.A.	Rs. 24000 Per 1000		

SQM

SQM

**Parks
Booking Criteria & details**

For marriage purpose, advance booking up to 120 days, For commercial and circus, 30 days in advance and for all other purpose(religious/spiritual functions) booking in 90 days advance can be made on first come first serve basis

Category	Type of functions Allowed	Booking period	Rate per 1000 SQ MTR Per Day & Date of applicability for year 2013-2014				Documents to be Uploaded (Submitted)
			Prime Locations		Others		
			DDA Emp.	Others	DDA Emp.	Others	
I-Free Category Cleaning charges= Rs. 5 per SQ MTR(one time) Security Deposit = Rs. 10000/- per 1000 SQ MTR and part thereof Service Tax =14.5% Edu. Cess = 0 To be organized by registered Organizations/ NGOs/ RWAs/ Charitable Trusts	1-Religious Functions Ram leela Ram Navami Janamashtmi Dussehra Durga puja Diwali etc	Please refer the table above	N.A.	free	N.A.	free	<ol style="list-style-type: none"> 1. Registration Certificate of registered organizations/N GO/RWA/Charitable Trusts 2. Photo ID proof of the Applicant 3. Application signed by office bearer of the Society 4. List of latest office bearers of the Society
	2-Socio-religious or spiritual functions Katha Navratras Satsang JAGRAN SAI SANDHYA PRAVACHAN BHAGWAT Yoga/meditation Blood donation Camps Free health	Please refer the table above					

<p>Category – II</p> <p>Cleaning charges= Rs. 2.5 per SQ MTR(one time)</p> <p>Security Deposit per 1000 SQ MTR and part thereof = A - Rs. 20000 B - Rs. 15000 C - Rs. 10000</p> <p>Service tax =14.5% Edu. Cess =0</p>	<p>check up Camps etc.</p> <p>1. Marriages</p>	<p>Please refer the table above</p>	<p>2013-2014</p> <p>5324/2 5324</p> <p>2014-2015</p> <p>8000/2 8000</p> <p>Revised</p> <p>A- 16000/2 A-16000 B-10000 B- 10000/2 C-8000 D-8000 C- 8000/2 D- 8000/2</p>	<p>5324/2 5324</p> <p>8000/2 8000</p> <p>A- 16000/2 A-16000 B-10000 B- 10000/2 C-8000 D-8000 C- 8000/2 D- 8000/2</p>	<p>5324/2 5324</p> <p>8000/2 8000</p> <p>A- 16000/2 A-16000 B-10000 B- 10000/2 C-8000 D-8000 C- 8000/2 D- 8000/2</p>	<p>1. Proof of residence-</p> <p>iii. Voter id card or iv. Deptt. Id/ Working Place ID</p> <p>2. Photo of applicant</p> <p>3. Date of birth proof of bride/groom</p> <p>4. Relationship proof of applicant with bride/groom</p> <p>5. DDA I-card for DDA employees</p> <p>6. Photo of bride/groom</p> <p>7. Photocopy of PAN/AAdhar Card</p>
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Community Halls

For marriage purpose, advance booking upto 120 days may be made

For all other purpose except marriage booking only 30 days in advance can be made on first come first serve basis

Category	Type of functions Allowed	Booking period	Rate per SQ MTR & Date of applicability for year 2013-2014				Documents to be Submitted
			DDA Employees		Others		
			For open space	For built up area	For open space	For built up area	
A. MIG , HIG & OTHER Posh Colonies Security deposit equivalent to one day license fee Security deposit = 0 for DDA employees including retired persons Cleaning charges Rs. 5 per sqm for covered area and Rs 2.5 per sqm for open area Service tax =14.5% Edu. Cess =0	1. Family Functions 2. Marriages	Please refer the table above Please refer the table above	2013-2014		5.33 per SQM 8 per SQM	10.65 per SQM 12 per SQM	1. Proof of residence- i. Voter id card or ii. Deptt. Id/ Working Place ID 2. Date of birth proof of bride/groom in case of marriage function 3. Relationship proof of applicant with bride/groom in case of marriage function 4. DDA I-card for DDA employees 5. Photo of applicant 6. Photo of bride/groom in case of marriage function 7. Photocopy of PAN/Aadhar Card
			2014-2015				
B.	1.Family	Please	2013-2014				1. Proof of residence-

<p>LIG , EWS & Other weaker section colonies like slums and unauthorised colonies</p> <p>Security deposit equivalent to one day license fee</p> <p>Security deposit = 0 for DDA employees including retired persons</p> <p>Cleaning charges Rs. 5 per sqm for covered area and Rs 2.5 per sqm for open area</p> <p>Service tax =14.5%</p> <p>Edu. Cess =0</p>	<p>Functions</p> <p>2. Marriages</p>	<p>refer the table above</p> <p>Please refer the table above</p>	<p>2.66/2 per SQM</p> <p>4/2 per SQM</p>	<p>5.33/2 per SQM</p> <p>6/2 per SQM</p>	<p>2.66 per SQM</p> <p>4 per SQM</p>	<p>5.33 per SQM</p> <p>6 per SQM</p>	<p>i. Voter id card or ii. Deptt. Id/ Working Place ID</p> <p>2. Date of birth proof of bride/groom in case of marriage function</p> <p>3. Relationship proof of applicant with bride/groom in case of marriage function</p> <p>4. DDA I-card for DDA employees</p> <p>5. Photo of applicant</p> <p>6. Photo of bride/groom in case of marriage function</p> <p>7. Photocopy of PAN/Aadhar Card</p>
			2014-2015				