STANDING ORDER NO. Finance/02/2022

ALLOTMENT & FUNCTIONING OF COMMUNITY CENTRES/HALLS

1. General

This Standing Order regulates the allotment and functioning of "Community Centres & Halls" built therein, belonging to Delhi Police (**Annexure 'A'**) and utilization of the "Community Centre Allotment Fund". The object of this Standing Order is to provide temporary allotment of Community Halls, belonging to Delhi Police for the purpose of holding cultural and social functions, marriages and socially healthy activities.

2. Definitions

In these rules, unless the context otherwise requires: -

(i) **"Allotment"** means grant of a license to temporarily occupy the Community Hall for marriage and other functions.

(ii) The **'Allotment Officer'** means the Deputy Commissioner of Police of the concerned District/Unit in which the community Hall is situated.

(iii) **'Eligible Relatives'** mean the son, daughter, spouse and dependant sister.

3. Eligibility

Persons falling in the following categories shall only be eligible to apply for booking of the Community Halls: -

(i) All serving Delhi Police officers and men including Class-IV employees or officers on deputation to Delhi Police.

(ii) IPS Officers of AGMU and UTPS Cadre officers in Delhi Police or elsewhere or on deputation to other organization including PSUs.

(iii) All civilians on the pay rolls of Delhi Police.

(iv) Employees and office bearers of Delhi Police Public School and regular employees of CGHS and DPHCL located in the complex where the Community Centre is situated.

(v) All retired Delhi Police personnel.

(vi) Eligible relatives of any deceased IPS officers belonging to AGMUT or DANIPS cadres, officers of Delhi Police including Class – IV employees.

4. Administration

The Community Centre will be under the administrative control of the Central Managing Committee and Sub-Committee shall be responsible for day to day functioning of the community centers/ halls and maintenance. DCP of the concerned Unit/District shall be the head of the Sub-Committee of the Community Centre Allotment Fund and shall be assisted by ACP/Headquarters of the concerned Unit/District in the administration of the Community Centre, discipline maintenance and up-keep of the Community Centre & Hall. The ACP/Headquarters of the concerned Unit/District shall report to the DCP concerned without delay regarding any damage cause to the Community Centre. He shall be assisted by the Inspector/Estate of the concerned District/Unit, in the discharge of his duties.

5. Central Managing Committee

The Central Community Hall Managing Committee shall be responsible for the entire management of Delhi Police, Community Centres/Halls and shall deal with all policy matters related to Community Centres/Halls, consisting of the followings:-

1.	Spl. CP/Welfare	President
2.	Jt.CP/Addl. C.P./PHQ (Welfare)	Vice-President
3.	DCP Welfare	Secretary
4.	ACP/ Welfare	Treasurer
5.	FA to CP, Delhi	Member
6.	Inspr. (Mess) / Welfare	Member

6. Community Centres/Halls Sub-Committee

The receipt, expenditure accounts and stock of each Community Centre shall be managed by the Sub-Committee, consisting of the following:-

1.	DCP of the concerned District/Unit
2.	Addl. DCP-II of the concerned District or ACP/Adj of the Unit
3.	ACP/ Headquarters
4.	Inspr. Nominated by president of the central managing committee.

7. Meeting of the Central Managing Committee

The Central Managing Committee shall meet at least once in a year or as often as may be considered necessary by the President.

8. Meeting of the Sub-Committee

The Sub-Committee shall meet quarterly. The Sub-Committee will carry out inspection of the accounts and the stock to ensure that the receipt and expenditure have been properly accounted for. An agenda for the meeting of the Sub-Committee shall be prepared and circulated by the DCP of the concerned District/Unit of the Sub-Committee to all members at least a fortnight before the date of meeting. Minutes of the Sub-Committee shall be drawn and kept on record in a Minutes Book, for 10 years and will be destroyed only with the prior approval of the President of the Central Managing Committee. A copy of the minutes of every meeting shall be submitted by the Secretary of the Central Managing Committee to the Commissioner of Police, Delhi through the President for approval and only after which action will be taken on the recommendation of the Central Managing Committee.

9. WEB BOOKING FACILITY:

An online system checking availability, making booking requests and online payment of hiring charges will start soon through a sub-domain on the main Delhi Police Website.

10. Funds

(a) The amount/funds collected through the hiring of Community Centres/Halls shall be known as "Community Centre Allotment Fund". All amounts realized on account of Community Centre allotment shall be credited to this fund which shall be saved and maintained in any bank in Delhi (nearest to the Community Centre). This fund shall be operated by the DCP of the concerned District/Unit subject to the normal rules applicable to Govt. funds and the instructions lay hereunder.

(b) The surplus amount of the fund shall be invested in cash certificates, fixed deposits, Govt. securities or any other investment scheme with the approval of Central Managing Committee. The Accountant of the concerned Unit/District shall maintain an index register for such deposits under close supervision of ACP/Headquarters of the concerned Unit/District.

11. How to Apply

Every police personnel or public person who desires an allotment of the Community Hall shall submit his/her application through Delhi Police website to the Deputy Commissioner of Police of the concerned District/Unit. The application should be submitted online on Delhi Police

website at least 10 days before the date of commencement of the function/event and should mention therein, the purpose, duration of allotment and relationship and residential address etc. The Deputy Commissioner of Police of the concerned District/Unit will approve the allotment only when he is satisfied that the Centre/Hall is being booked for purpose of holding cultural or social function, marriage or socially healthy activities.

12. Period of Allotment

The Community Hall on hire basis will be allotted on first come first serve basis for a period not exceeding 48 hours (2 days) for a marriage function, under any circumstance. For other purposes such as indoor games etc. the Community Hall will be allotted only as per availability and necessity.

13. Hiring Charges & Booking

The charges for hiring of the Community Hall are as under: -

(A) For Marriage

(i) For normal 12 hours i.e. from 10.00 A.M. to 10.00 P.M., the charges will be Rs. 10,000/-.

(ii) (For subsequent 12 hours, the charges will be Rs. 12,500/- and for further brackets of 12 hours the charges will be Rs. 15,000/- each).

(B) For Sports and other Social Functions

(i) For normal 12 hours i.e. from 10.00 A.M. to 10.00 P.M., the charges will be Rs. 7,500/-.

(ii) (For subsequent 12 hours, the charges will be Rs. 10,000/- and for further brackets of 12 hours the charges will be Rs. 12,500/- each.)

These rates shall not be revised without the prior approval of the Commissioner of Police, Delhi.

For booking the Community Centre/Hall the allottee shall deposit Rs. **5,000/-** as security through online mode **(UPI or net banking),** against receipt, with the Accountant of the concerned District/Unit which shall be refunded to the allottee on handing over the key of Community Centre/Hall to the HAG of the concerned District/Unit after the function/event is over. The hiring charges, inclusive of water and electricity charges, shall be paid in advance through online mode in favour of DCP of the concerned District/Unit, Community Hall Fund. The Community Hall will be allotted for departmental/govt. function free

of charges, after obtaining the prior approval of President. The Commissioner of Police, Delhi may in very special cases, allot the Community Hall, free of charges.

14. Occupation & Vacation

On allotment of the Community Hall, the allottee will collect the key from the **'Head Assistant of General Branch' (HAG)** of the concerned District/Unit after obtaining the occupation slip. The allottee will vacate the same on completion of the allotment period and hand over the key to the **HAG of** the concerned District/Unit, who shall check the premises physically. Under no circumstance will the Community Hall be retained for more than the allotment period. Occupation/vacation report will be recorded in Daily Diary or a "dedicated register" maintained in the concerned office by the allotted hirer.

The DCP of the concerned Unit/District reserves the right to ask the allottee to call off the function even during its progress if the function is obscene, vulgar or objectionable or if it is being used for a purpose other than specified.

15. Consumption of Liquor/Intoxicants

No alcoholic drinks or any other intoxicant will be served to the guests attending the marriage ceremony or any function. In case this is noticed the allotment will be cancelled with immediate effect and the local police will be informed.

16. Use of Loud Speakers, Amplifiers, DJ etc.

Loud speaker(s), Amplifiers, DJ etc. shall not be played outside the Hall. Loudspeakers, Amplifiers and DJ shall be played only within the audible level and within the time as permissible by the Hon'ble Supreme Court of India and Hon'ble National Green Tribunal. For use of PA systems permission from the competent authority should be obtained in advance. No other temporary structure will be constructed/erected in the Community Hall during the allotment period.

17. Damages Etc.

The allottee will be responsible for any breakage or damage to the premises or their fittings. The allottee shall also ensure that the Community Hall area has been got cleaned up by him after the function is over. Any damages/losses caused to Community Hall or its fixtures will be made good by the allottee/licensee. If the allottee does not return the Hall in a cleaned up and 'as was when allotted' basis, the security money shall be forfeited. Cleaning/repairs, if any, shall be got done from this security deposit and balance, if any, retained in the Fund.

18. Cancellation of Allotment

Allotment may be cancelled at the request of the allottee, if at least 72 hours written notice is given to that effect. When the allotment is so cancelled, 20% of the charges recovered will be deducted and the balance amount shall be refunded to the allottee/licensee. In case a change in the date is required, the same will be allowed on extra payment of 10% of the charges subject to the availability on receipt of 72 hours written notice and the extra payment in advance.

Refunds will be allowed only under the orders of the concerned DCP District/Unit after due verification. A note about the entry of refund shall be made by the Accountant the concerned District/Unit on the office copy of the relevant receipts and against the relevant entry in the cash book, under proper attestation from the ACP/HQ of the concerned District/Unit.

19. Honorarium

Subject to the availability of funds, the Internal Auditor, Accountant of the concerned Unit/District. Office Hand (HAG) and Dealing Clerk (HC) of the concerned Unit/District may be paid honorarium at the following rates: -

(i) Internal Auditor – Rs. 2,500/- P.A.
(ii) Accountant of the concerned Unit/District – Rs. 2,000/- P.A.
(iii) Office Hand (HAG) of the concerned Unit/District – Rs. 1,500/- P.A.
(iv) Dealing Clerk – H.C. of the concerned Unit/District–Rs. 1,000/- P.A.

20. Maintenance of Cash Book

Cash book shall be maintained by Accountant of the concerned Unit/District to record all transactions of receipts and expenditure of Community Hall Fund. The pages of the cash books shall be serially numbered in ink and a certificate recorded on first page under the signature of the ACP/Headquarters showing total number of pages contained in it. The cash book shall be closed at the end of each month by the Accountant & ACP/Headquarters of the concerned Unit/District and submitted by the later to the DCP of the concerned District/Unit along with saving account pass book for scrutiny. Any difference between the balance in the cash book and the balance in the saving bank pass book shall be properly explained by the Accountant of the concerned District/Unit. After proper check, DCP of the concerned District/Unit shall record a certificate to the effect that the entries are correct, receipts have been obtained for all payments and duly defaced and that balance in hand, specifying the cash in hand, the security and the amount deposited in the saving bank pass book have been obtained for all payments and duly verified and found correct. The cash book shall also be closed at the time of transfer of charge of Accountant and ACP/Headquarters and the DCP of the concerned District/Unit as

required in GFR-78 and a certificate to that effect recorded therein by the relieving officer. The provisions of GFR-9 regarding correct certification will be applicable.

21. Maintenance of Receipt Book

Receipts books in the prescribed form shall be maintained by the HAG of the concerned District/Unit for the Community Centre/Hall. Each book shall contain 100 serially numbered foils and counter foils. Not more than one book shall be used at a time. Blank book shall be kept by the Accountant of the concerned District/Unit under lock and key and will be issued to HAG, under his signature, one at a time, with a certificate on the front cover about the correctness of the number of pages. All money received shall be acknowledged by official receipt in the prescribed form which will be signed by the ACP/Headquarters of the concerned District/Unit who before signing shall verify that the amount has been recorded in the cash books. The counter foils will also be signed by the ACP/Headquarters of the concerned District/Unit at that time. Used receipt books will be returned by the HAG to the custody of ACP/Headquarters of the concerned District/Unit. On receipt of a used receipt book the ACP/Headquarters of the concerned District/Unit shall satisfy himself about it's correctness immediately and also that each one of them bears his signatures. He will record a certificate to this effect on the last page of used receipt book. Used receipt book shall be kept for 5 years, commencing from the date of last entry and shall not be destroyed without the prior approval of President of Central Managing Committee.

22. Maintenance of Community Halls

The maintenance of the Community Hall will be carried out by the DPHCL authorities as in the case of other Delhi Police buildings. The DCP of the concerned District/Unit will get the white washing of the Community Centre building done annually. If, there is any need for extra white wash then it will be ordered by the President of the Central Managing Committee. Other necessary expenses shall also be authorized by the Central Managing Committee.

23. Financial Sanction

The following authorities shall be competent to sanction expenditure from the fund, for any authorized purpose, subject to scrutiny and necessary observations of the Central Managing Committee. DCP of the concerned District/Unit is also fully empowered to pay the electricity and water charges to corporation authorities: -

(i) DCP of the concerned District/Unit Rs. 10,000/- at a time.
(ii) Jt.CP/Addl. C.P./PHQ (Welfare), Delhi (Vice-President of the Central Managing Committee) Rs. 50,000/- at a time.
(iii) Commissioner of Police, Delhi – Full Powers.

24. Audit

The account of the Community Hall Fund shall be audited by the Internal Auditor each year, in accordance with the program issued by the F.A., Delhi Police. The report of the Internal Auditor will be submitted to the Jt.CP/Addl. C.P./PHQ (Welfare), Delhi (Vice-President of the central committee), C.P., Delhi and copy will be endorsed to the DCP of the concerned District/Unit for sending para-wise replies about the discrepancies mentioned therein. One copy will be kept in the office of F.A. for follow up action at his personal level and reporting compliance to Jt.CP/Addl. Commissioner of Police/PHQ (Welfare) (Vice-President of the central committee), Delhi and Commissioner of Police, Delhi.

25. Duties of the Head Clerk, Accountant, HAG & Dealing Clerk

Apart from that has already been mentioned above, the Head Clerk and Accountant of the concerned Unit/District shall ensure to deposit and draw all the amounts of the Community Hall Fund in the bank. All correspondence regarding money matters and audit objections shall be submitted by the HAG and dealing clerk through the Accountant and Head Clerk of the concerned District/Unit to the ACP/Headquarters of the concerned District/Unit. Correspondence regarding amendments to Standing Orders, compliance of minutes of Managing Committee Meeting, refund of loans etc. shall be dealt with by the HAG and Head Clerk of the concerned District/Unit. The dealing clerk shall assist the Accountant of the concerned District/Unit and HAG in all these matters and will dispatch all the dak.

26. Interpretation Clause

The Deputy Commissioner of Police/Welfare will ensure a checking system in the form of observation by Inspr. (Mess)/other authorized official to visit the Community Centre at the time of actual function to ensure that the Community Hall is being utilized for the stated purpose by the applicant. In case of violation, the allotment shall be cancelled by the DCP with immediate effect and action shall be initiated against the allottee. The Inspecting Officer, in case need be, may get the function video recorded and/or photographed.

No deviation from these orders will be permitted or amendments thereto, made, except with the prior approval of the Commissioner of Police, Delhi. In case any dispute arises or a clarification is required about the interpretation of the orders, the orders of Commissioner of Police, Delhi shall be final.

27. SUPERSESSION CLAUSE

This Standing Order supersedes the previous Standing Order No. 24/2008 issued vide No.1/31/1701-1825/Record Branch/PHQ dated 16.12.2008.

28. DISCLAIMER

It is made clear that this Standing Order is exclusively for internal smooth functioning of Police Department.

Rakesh Asthana

(RAKESH ASTHANA)
COMMISSIONER OF POLICE:
DELHI.

02.06.2022

No. 40051-40200 /Record Branch/PHQ dated Delhi, the 2/6/22

Copy forwarded to:-

1. All Special Commissioners of Police, Delhi.
2. All Joint Commissioners of Police, Delhi including Jt. Director, Delhi Police Academy, Delhi/New Delhi.
3. All Additional Commissioners of Police, Delhi.
4. OSD to C.P., Delhi.
5. All Deputy Commissioners of Police, Districts/Units including PHQ, C.P. Sectt., FRRO and Deputy Director/Delhi Police Academy, Delhi/New Delhi.
6. DCP/HQ(IV)/PHQ with the direction to upload the Standing Order on Intra-DP.
7. LA to CP and FA to C.P., Delhi.
8. All ACsP/Insprs./PHQ.
9. PS/Reader to C.P., Delhi.
10. HAR/PHQ.
11. Librarian/PHQ.

Annexure-'A'

LIST OF COMMUNITY CENTRES & HALLS

S. No.	District/Unit	Location
1.	South	Police Colony, IIT Hauz Khas
2.	3rd Bn. DAP	Police Colony, Vikas Puri
3.	1st Bn. DAP	Police Colony, New Police Lines
4.	North West Distt.	Police Colony, Model Town-II
5.	North West	Police Colony, Ashok Vihar
6.	North West	Police Colony, Shalimar Bagh
7.	Shahdara	Police Colony, Jagat Puri
8.	Dwarka	Police Colony, Sec.-16 (PHP)
9.	7th Bn. DAP	Police Colony, Malviya Nagar
10.	Rohini Distt.	Police Station Aman Vihar

OFFICE OF THE COMMISSIONER OF POLICE : DELHI.
POLICE HEADQUARTERS, JAI SINGH ROAD, NEW DELHI-110001

ADDENDUM
STANDING ORDER NO. Finance/02/2022
" ALLOTMENT & FUNCTIONING OF COMMUNITY CENTRES/HALLS "

The following addendum is amended in

the Standing Order No. Finance/02/2022 of Delhi Police Allotment & Functioning of Community Centres/Halls issued Vide No. 40051-40200/Record Branch/PHQ, Delhi the dated 02/06/2022, titled Financial Sanction (Sr. No. 23)

The day to day functioning and utilization & maintenance of Community Centers will remain with DCsP/Distts./Units, as is being done currently. A separate centralized bank account at Axis Bank, PHQ shall be maintained by Accountant/Welfare for depositing all incoming receipts on account of the booking of the Community Centers. The following authorities competent to accord sanction from the Axis Bank, PHQ Account shall be as under: -

S.No.	Designation	Financial Power
1.	CP/Delhi (President)	For all amounts in excess of Rs. 10,00,000/- regarding a single proposal, sanction/approval of the CP, Delhi shall be obtained in advance.
2.	Spl.CP/Welfare	For all amounts from Rs. 5,00,000/- and upto Rs. 10,00,000/- regarding a single proposal, the sanction/approval of the concerned Spl. CP shall be obtained in advance.
3.	DCsP/concerned Distts./Units	(a) To incur day to day expenses, including procurement of all consumables required for smooth regular functioning of the Community Centers, upto an amount of Rs. 5,00,000 /- per month. (b) Full Powers to pay all utility bills viz. electricity, water, piped gas etc. to the concerned civic agencies.

24/12/24

(SANJAY ARORA), IPS
Commissioner of Police, Delhi

No. 16301-16456 Record Branch/PHQ, Delhi the dated 24 / 12 /2024.
Copy to :-

1. All Spl. Commissioners of Police, Delhi.
2. All Joint Commissioners of Police, Delhi.
3. All Addl. Commissioners of Police, Delhi & Director, DPA Jharoda Kalan, New Delhi.

4. OSD & P.A. to Commissioner of Police, Delhi.
5. All Dy. Commissioners of Police, Distts. /Units including FRRO.
6. F.A., L.A. to Commissioners of Police and PRO, Delhi.
7. All Asst. Commissioners of Police/PHQ, Delhi.
8. All ACsP/Sub-Divisions/SHOs/RIs, Delhi/New Delhi.
9. All Insprs. In PHQ.
10. All Head Assistants in PHQ.
11. HAR/PHQ with 10 spare copies.
12. I/C Library (PHQ) with five spare copies.