

RAJASTHAN HIGH COURT JODHPUR


::ORDER::

No. 09/S.O./2022

Date : 18.07.2022

The Guidelines for Allotment of Auditorium at Rajasthan High Court, 2022

1. **Title-** These guidelines shall be called "The Guidelines for Allotment of Auditorium at Rajasthan High Court, 2022".
2. The guidelines shall come into force from the date of their approval.
3. **Definitions-** In these rules unless the context otherwise requires-
 - (a) **"Auditorium"** means the part of the building declared as Auditorium of the High Court.
 - (b) **"Chief Justice"** means the Chief Justice of Rajasthan High Court.
 - (c) **"Day"** means a period of 16 hours (excluding time period from 10 p.m. to 6 a.m.) or more than half day from the time the Auditorium is permitted to be used.
 - (d) **"Half Day"** means the period commencing from 06:00 a.m. to 01:00 p.m. or 09:00 a.m. to 4:00 p.m. or 03:00 p.m. to 10:00 p.m. for the occupation of Auditorium.
 - (e) **"High Court"** means the Rajasthan High Court.
 - (f) **"Nominee"** means the Officer of Registry authorized by Hon'ble the Chief Justice from time to time to act as his nominee in relation to the affairs of the Auditorium.
4. The allotment of the Auditorium of the High Court shall be made only for educational, academic, Seminar, Conference, symposium, workshop and likewise purpose.
5. The allotment of Auditorium shall not be made for the following purposes:-
 - (a) For organization of fashion pageants.
 - (b) For political purposes.
 - (c) For Religious Activities.


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(d) For such other purposes which the Chief Justice consider as opposed to the dignity of the High Court.

6. The allotment of the Auditorium shall be made on the charges prescribed in Appendix A.

7. Facilities at the Auditorium are provided on "as is where is" basis and no addition/ alteration or modifications are permitted.

8. There are 230 seats in the Auditorium. No extra seating is allowed.

9. General Conditions:-

(i) Edible items as well as consumption of Alcohol/Tobacco/Betel would be strictly prohibited inside the Auditorium, any kind of violation will be punishable under the relevant Law.

(ii) Posters/ Banners of publicity will not be allowed to be stuck on any portion of the auditorium but will be allowed at the designated space specified in the auditorium. Posters or notices are allowed only on standee in Foyer, outside the auditorium. No extra lights or mikes or audio-video equipment's will be installed by the organizer without prior permission. Any other facility to be used other than provided will require prior permission.

(iii) Smoking/ chewing of betal leaf/ consumption of Alcohol is strictly prohibited in the premises of the auditorium. The organizer booking the premises shall ensure that the rule is not violated. In case of violation, the security money will be forfeited and legal action will also be taken.

(iv) Organizers will ensure that decorum be maintained and avoid making noise inside & outside the meeting venues.

(v) The organizer will be responsible for the conduct/ behavior/ discipline of the invitees; and do not carry/ serve beverages, cold drinks or any type of eatables inside the auditorium; and do not spoil the seats, carpets inside the auditorium.

(vi) For any mis-happening/ incident/ medical emergencies during the program, the responsibility will be that of the organizer.

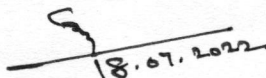
10. Allotment, Cancellation, Charges and Revision of Charges:-

(a) The allotment of Auditorium shall be made with the prior written


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permission of the Chief Justice.

- (b) Application for allotment of Auditorium shall be as per Appendix "B".
The application would be submitted at least two weeks prior to the date for which allotment is sought. Reservation Charges shall be deposited as per Appendix "A" in the form of Demand Draft/ Bankers' cheque in favour of Registrar General, Rajasthan High Court, Jodhpur along with the Application.
 - (c) Confirmation of the allotment shall be issued one week prior to the date for which allotment is sought.
 - (d) The occupant shall also deposit Rs. 10,000/- against Security in the form of Demand Draft (D.D.)/ Bankers' cheque in favour of the "Registrar General, Rajasthan High Court, Jodhpur", which shall be refundable.
 - (e) The allotment shall be made on first come-first serve basis.
 - (f) The allotment made can be cancelled with prior 48 hours' notice by the High Court.
 - (g) The Auditorium shall be made available & handed over to the allottee two hours prior from the time of occupation.
 - (h) Prior to occupying the Auditorium allottee shall check all objects or articles as per Appendix "C" in the presence of the Nominee.
 - (i) The Auditorium shall be handed over to the High Court in neat and clean condition within two hours of the completion of the programme.
 - (j) Reservation charges are non-refundable except where the allotment is cancelled by the High Court.
 - (k) The charges for the use of Auditorium as prescribed in Appendix "A" may be revised by the High Court as and when required but revised charges shall not affect old booking.
 - (l) In any circumstance of disruption for use of Auditorium, the security deposit will be forfeited.
11. After completion of programme, the occupant shall clear all dues, before leaving.
12. The damage/ loss, if any, made to the Auditorium fittings, fixtures, etc. during the course of use, the applicant/ organizer will be responsible to make good the loss through DD/Bankers' Cheque or from the Security


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money as may be decided by the High Court. The High Court Administration will not be held responsible for losses/ damages of the properties of the hiring organization/ society/ applicant used in the performance or kept in the auditorium premises.

13. The Chief Justice may issue appropriate orders on the subject matter of these guidelines and will have power to relax any condition of these guidelines.

BY ORDER


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REGISTRAR GENERAL

Appendix A

CHARGES OF AUDITORIUM (Seating Capacity 230 Persons)

S.No.	Name of the Institutions	Charges	Reservation Charges
1.	Institutions of Central / State Government.	Rs. 30,000/- for a day. Rs. 15,000/- for half day	Rs. 10,000/- For a day
2.	Statutory Bodies, Universities, Educational Institutions, Bar Associations, Lawyers' Association, Advocates' Association, Government Under Takings & Corporations.	Rs. 35,000/- for a day Rs. 17,500/- for half day	Rs. 5,000/- for half day


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Appendix B

Application Form for Allotment of Auditorium

1. Name of Applicant :.....
2. Official Address :.....
:.....
:.....
3. Date of Programme :.....
4. Period
(i) For a Day :.....
(ii) For Half Day
(slot mention) :.....
5. Expected Persons
(i) Participants :.....
(ii) Guests :.....
6. Purpose of Programme :-
(a) Educational :.....
(b) Academic :.....
(c) Likewise :.....
7. Contact Details :-
(a) Address :.....
:.....
:.....
(b) Email Id :
(c) Mob. No. :
(d) Fax No. :
8. Details of DD/ Banker's :
Cheque

Nominee of High Court

Name & Designation
of applicant or authorized person
with Seal & Signature


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Appendix C

LIST OF OBJECTS / ARTICLES PLACED IN AUDITORIUM

Sr. No.	Name of Articles / Objects	Position before taking possession	Signatures with Name		Position after handing over	Signatures with Name	
			Nominee of Applicant Authority	Nominee of High Court		Nominee of Applicant Authority	Nominee of High Court
1	Fixed Chairs						
2	Mike & Switches						
3	Chairs on Dias						
4	Mike on Dias						
5	Podiums						
6	Wall Fans						
7	Speakers						
8	Camera						
9	LED Lights						
10	Video Wall						
11	Any other Article / Object						

Nominee of High Court

Name & Designation
of applicant or authorized person
with Seal & Signature

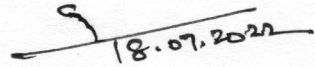

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No. GEN/XV/48/2022/1473

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Copy forwarded to the following for information and necessary action:-

1. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Rajasthan High Court.
2. Private Secretary to all the Hon'ble Judges to place the same before His Lordship for kind perusal.
3. The Registrar General, Rajasthan High Court.
4. The Registrar (Admn.), Rajasthan High Court, Jodhpur/Jaipur Bench, Jaipur.
5. All Registrars/ O.S.D.(F&I)/ O.S.D., Rajasthan High Court, Jodhpur/ Jaipur Bench, Jaipur/ Head Quarter at New Delhi.
6. Registrar (Classification)-cum-Nodal Officer, Rajasthan High Court, Jodhpur.
7. The Director, Rajasthan State Judicial Academy, Jodhpur.
8. All Joint Registrars /Deputy Registrars/ Assistant Registrars, Rajasthan High Court, Jodhpur/Jaipur Bench, Jaipur.
09. Senior Librarian, Rajasthan High Court, Jodhpur/Jaipur Bench, Jaipur
10. Registrar (Classification), Rajasthan High Court, Jodhpur for uploading the same on the official website of the High Court.
11. All A.O.J., Rajasthan High Court, Jodhpur/Jaipur Bench, Jaipur.
12. A.A.O., Budget Cell/ Bill, Rajasthan High Court, Jodhpur/Jaipur Bench, Jaipur.


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REGISTRAR GENERAL