

## **Guidelines for permitting private events at iCISA**

In order to streamline and rationalise the hosting of private events in iCISA, following guidelines are proposed for regulating the use of iCISA infrastructure:

### **1. Types of private events which can be held in iCISA:**

- Birthday and anniversary parties
- Family gatherings for social - cultural purposes
- Social gatherings for interaction and camaraderie
- Get-togethers of associations patronized by the CAG

### **2. Areas which can be used for private events:**

- a. iCISA has institutional facilities like the dining hall, byte café and recreational areas like the TV lounge, basketball court, and common areas between quarters which can be made available for hosting private events.

<b>Sr.No.</b>	<b>Area</b>	<b>Block</b>	<b>Time slot</b>
1.	TV lounge	Hostel	Any Slot of 3-4 Hrs subject to availability
2.	Dining Hall	Hostel	
3.	Byte Café and/ or adjacent Audi lobby	Admin	
4.	Common areas between Type II and III or IV quarters	Residential	
5.	Basketball court	Residential	
6	iCISA Botanica	Admin	

- b. Since iCISA is primarily a training institute, all permissions would be subject to availability as per training schedules. iCISA would hold the right to reject any request in order to ensure smooth training process. Permission for using any area would be granted only as per availability.
- c. The common areas between the Type II, III and Type IV quarters can be used for hosting social functions by any of the residents of those quarters with prior permission of iCISA, subject to fulfilment of the standard terms and conditions. The occupants of quarters meant for domestic helpers attached to Type V quarters should specifically restrict their social gatherings to their respective quarters and may not use the common / public areas, terraces etc.

### **3. Who can host a private event within iCISA:**

- a. Any resident of Type IV and above quarters in iCISA, any serving IAAS officer within the department or on deputation residing outside iCISA but within Delhi NCR

and any serving IAAS officer on official tour and staying in iCISA hostel for the time being, may seek permission to hold events in iCISA premises.

- b. The organisations patronised by CAG of India such as IAAOW, IPAI and Associations can host events with prior permission of iCISA.
- c. The residents of Type-II and III or Type IV quarters can organise / host social events within the common areas between their quarters and the basketball court with prior permission of iCISA.
- d. Any retired IAAS officer who has retired in the rank of Senior Administrative Grade or above and is residing within NCR of Delhi may seek permission to host an event in iCISA provided the retired officer is the host for such an event. The retired officer would be allowed to use iCISA facility only once in a calendar year.
- e. For all above events iCISA would only provide the required space, furniture and equipment as available on request.

#### **4. Application process.**

- a. The applicant should submit the application well in advance, with the tentative date of event.
- b. The application should be sent on iCISA's official email ID ([icisa@cag.gov.in](mailto:icisa@cag.gov.in)). The applicant should also reach out to the Director (Admn) on telephone / mobile especially in situations of short notice.
- c. The application should be in the **prescribed format (Annexure attached)** and the applicant would have to furnish the relevant details regarding the nature of event, guests, time, duration etc. and any other detail as may be considered necessary and/or sought by iCISA.

#### **5. Charges for use of infrastructure and resources.**

- a. The amount to be charged for areas is defined in terms of fixed charges towards space, furniture, equipment, and likely power consumption.
- b. As a matter of course, staff will not be engaged for private events during their duty hours.

#### **A: Cooks not provided by iCISA:**

Outside catering of pre-cooked food is allowed. Non-iCISA outsourced personnel are not allowed to cook in the iCISA pantry / kitchen. However, the Basketball Court can be used for cooking by non-iCISA personnel only to the extent of live food counters.

1. Infrastructure Charges : ₹700
2. Housekeeping Charges : ₹2400 for 4 Staffs.
3. Serving Staff Charges : ₹2400 for 4 Staffs.

**Composite Charges: ₹5500**

**B: Cooks provided by iCISA:**

The applicant has to procure the necessary menu items as per the requirement or can provide the requisite amount to the supervisor which includes sourcing the ingredients, supplies and any other materials required to prepare the menu.

1. Infrastructure Charges : ₹700
2. Housekeeping Charges : ₹2400 for 4 Staffs.
3. Serving Staff Charges : ₹2400 for 4 Staffs.
4. Cooking Staff Charges : ₹1500 for 2 Staffs.

**Composite Charges: ₹7000**

6. The fixed charges depending upon the venue should be paid on confirmation of the permission by iCISA. The charges to be paid to the engaged manpower resources and for procurement of food materials should be paid within one working day of the conclusion of the event excluding the day of the event. The mode of payment for amounts payable to iCISA in a government account should necessarily be paid using digital mode of payment.
7. The charges for space, manpower and food may be revised every year on 1<sup>st</sup> April based on the prevalent rates of power supply, manpower, food items etc.
8. **Other terms and conditions:**
  - a. No music would be played beyond 10 PM and no event can continue beyond 11 PM.
  - b. Alcohol is not permitted/to be served in the prescribed venues.
  - c. The event host / organiser should keep in mind that the venue is within the institutional premise and should show concern towards the overall institutional ambience and discipline by avoiding excessive noise, maintaining dignity & requirements of sanitation.
  - d. The guests should not stroll in places which are not part of the allotted venue of the event. They should keep in mind the overall need for silence and individual privacy of the residents and those staying in iCISA hostel.

- e. The guests should adhere to requirements of vehicle check, verification of credentials and other security protocols as well as parking of vehicles as per the rules / regulations as may have been finalized by iCISA.
- f. The host should have concern in respect of the time slots allowed for the organisation of the event and any other legal obligations in this regard.
- g. iCISA shall reserve the right to cancel any previously allowed event on account of administrative exigencies. It may also stop the ongoing event on the grounds of breach of condition/s and may also debar a host and / or guest from organising an event in future / participating in a future event based on the breach of terms / conditions.
- h. The guests would not use the recreational and sports facilities unless specific prior permission to use these facilities is sought by the host of the event.

**Annexure**

**Request Format for Private Event in ICISA**

Name of the Host	
Designation	
Address	
Date and Time Slot (Any Slot of 3-4 Hrs) <i>(Subject to availability)</i>	
Type of Event	<input type="checkbox"/> Birthday and anniversary parties  <input type="checkbox"/> Family gatherings for social - cultural purposes  <input type="checkbox"/> Social gatherings for interaction and camaraderie  <input type="checkbox"/> Get-togethers of associations patronized by the CAG  <input type="checkbox"/> Others (Subject to approval)
Choice of Venue (Please tick the specific box)	<input type="checkbox"/> T.V Lounge  <input type="checkbox"/> Dining Hall  <input type="checkbox"/> Byte Café / or adjacent Audi lobby  <input type="checkbox"/> Common areas between Type II and III or IV quarters  <input type="checkbox"/> Basketball court  <input type="checkbox"/> iCISA Botanica
Number of Guests	
Please specify requirement of Cook from ICISA (Yes/No)	

***Note- For charges please refer to “Guidelines for Private Events at iCISA” available on iCISA website.***