

**Government of West Bengal  
Public Works Department  
Common Service Branch  
Writers' Buildings, Kol-1**

No. 591-C.S./3R-06/2015

Date: 13.08.15

From: Deputy Secretary (Admin.) to the Govt. of West Bengal, Public Works Department

To: Chief Engineer (HQ), PWD/Chief Engineer (Electrical)-I, PWD

Sub: Revision of Rent for use of the Basement Auditorium of State Govt. Circuit House,  
9/1, Hungerford Street, Kol-17

The undersigned is directed to say that the Basement Auditorium of State Govt. Circuit House, 9/1, Hungerford Street, Kol-17 had been constructed for the purpose of holding meetings, seminars etc. and the rent was fixed vide Order No. 1412 (50)-C.S. date: 06.04.1995.

Now after careful consideration in the Government, the rent is hereby revised in the following manner:

- i. In case of the Auditorium is used by the State Govt. Departments and Institutions fully controlled by the Sate Govt.---Rent Free
- ii. In case of the Auditorium is used by the Central Govt. Departments and Institutions fully controlled by the Central Govt.---Rent Rs. 500/- per hour
- iii. In all other cases, when the Auditorium is used by the outside Organisation-----Rent Rs. 1,000/- per hour.

It may also be mentioned here that the allotment of the said Auditorium will be made subject to the following conditions:

- i. Reservation charge for categories (ii) & (iii) should be payable for a minimum period of 4 (four) hours even if period of use is less than four hours.
  - ii. Security Deposit of Rs. 1,000/- for categories (ii) & (iii) should be deposited at the time of submitting application for reservation of the said Auditorium. Security Deposit will be refunded on the basis of application later. The security money is liable for forfeiture if any damage is caused to any article of the Auditorium/ or if the Auditorium is not used on the appointed date. Change of the date of reservation may be allowed on availability of subsequent dates.
2. The allotment of the Auditorium would be done by the Public Works Department (Common Service Branch).
  3. All concerned are being informed accordingly.
  4. The rates will come into force with immediate effect.

*Sd/- Asis Bhattacharya*  
Deputy Secretary (Admin.), PWD

No.591/1(7)-C.S.

Date: 13.08.15

Copy forwarded for information and necessary action to:

- i. Superintending Engineer, PWD, Presidency Circle-I.
- ii. Executive Engineer, P.W.Dte., Kolkata West Division, Block-B, 8<sup>th</sup> Floor, N.S.Buildings, Kolkata-I.
- iii. Executive Engineer, P.W.Dte., Kolkata Central Electrical Division, 3<sup>rd</sup> Floor, 11A, Free School Street, Kol- 87.
- ✓ iv. Caretaker, State Government Circuit House, 9/1, Hungerford St., Kolkata - 17.
- ✓ v. Executive Engineer, PWD, IT Division, Writers' Buildings for necessary uploading in PWD website.
- vi. P.S. to Principal Secretary, PWD.
- vii. All Departments of this Government.

*ASB*  
Deputy Secretary (Admin.), PWD