

GREATER HYDERABAD MUNICIPAL CORPORATION

**Office of the
Commissioner, GHMC.**

Cir.No. 5 /EO/GHMC/2023

CIRCULAR

Date: 18 .01.2023

Sub:- GHMC-Estate wing- Fixation of Rent, Security Deposit, Sanitation Charges for GHMC Multipurpose Function Halls –Circular Issued-Regarding.

Ref:- 1.Note submitted by the Zonal Commissioner, Kukatpally, vide e-office No.297037, dt:30.11.2022.
2.Note orders of the Commissioner, GHMC, dt:07.12.2022.
3.Lr.no297037/EO/E5/GHMC/2022, dt:13.12.2022 of the AC(Estates), GHMC
4.Minutes of the Meeting, dt:15.12.2022 of the Committee constituted.
5. Preamble approved by the Commissioners, GHMC , dt:28.12.2022
6. Resolution No.14, dt:04.01.2023 of the Standing Committee, GHMC.

The Standing Committee, GHMC has approved the following in its Resolution No.14, dt:04.01.2023 vide reference 6th cited in respect of Rent, Security Deposit, Sanitation Charges, Electricity Charges, etc., for the GHMC Multipurpose Function halls.

Area of the Function Hall in Sq. Yards	Rent per day
Less than 2000	Rs.10,000/- + 18% GST
2000 to 4000	Rs.15,000/- + 18% GST
More than 4000	Rs.20,000/- + 18% GST

Option for booking the function hall for half a day shall be allowed by paying 50% of the charges.

- i. The sanitation charges per day shall be 20% of the Rent per day for the function hall and is non-refundable.
- ii. The Security Deposit per event shall be 30% of the Rent per day for the function hall and is refundable.
- iii. The Bookings and payments shall be made through online portal and at the time of booking, the rent along with security deposit, sanitation charges and an advance payment of Rs.2500/- towards electricity charges are to be paid.
- iv. The Electricity charges shall be based on the actual consumption and after closing of the event the actual electricity consumption shall be calculated from the start of the event to end of the event.
- v. Security Deposit shall be returned after adjusting the electricity charges and damages of the property if any within (48) hrs from the time of closing of the event subject to submission of NOC for non-damage of the property from the concerned officer appointed by the Deputy Commissioner, GHMC.

- vi. The Addl. Commissioner (IT) to develop online portal for the bookings of function halls and payment of rent, security deposit and sanitation charges on the similar lines of online EMD module.

Types Of Activities/Events/Functions Permitted:-

- vii. All Activities/Events/Functions of individuals are permitted.
- viii. Except events/meetings related to the political and political parties & religious organizations and the right of permission of accept/reject any event lies with Zonal Level committee only.
- ix. **Timings/Shifts for functions/Programs per day:-**

S.No	Shift/Timings
1	1 st Shift 07:00 Am To 04:00 PM
2	2 nd Shift 04: 30 PM To 11:30 PM

Other Guidelines:-

- x. Cleaning and Sanitation shall be monitor by Amoh/DE(SWM)/SS of concern circle under supervision of Deputy Commissioner.
- xi. Three times a Week Sanitation process shall be done and on before event start and after the event completed.
- xii. Electricity meter reading should be recorded before and after the event start and completed in presence of applicant.
- xiii. A separate register should maintain by the concerned officer which shall be appointed by Deputy Commissioner to know the inflow and out flow of DD's of regarding Multi purposes Function hall Security Deposits and know proper Collecting of Service charges to know whether all service charges collected and shall deposit into treasury account. The appointed officer should submitted records of transactions pertaining to rent, deposits and utility etc to Zonal Committee by the end of the every quarter.
- xiv. The Deputy Commissioner should take precautionary measure if any fire occur such as installation of Fire extinguisher etc., shall be install by DC.

Right Of Reservation:-

- xv. The Zonal Commissioner will have the right to cancel/reject the bookings in order to make use of the Multipurpose Function Hall in case of any administrative contingencies such as natural calamities, pandemic situations, election related activities etc.,

Therefore, the Additional Commissioner, (IT), GHMC is requested to take necessary action for development of online portal for the bookings and payments of the GHMC Multipurpose Function Halls.

Further, all the Zonal Commissioners and Deputy Commissioners, GHMC are hereby directed to implement the above rates towards the Rent, Security Deposit, Sanitation Charges, Electricity Charges and receive the payments in the form of Demand Drafts till the development of online portal.


**Commissioner,
GHMC.**

To

1. The Additional Commissioner (IT), GHMC.
2. All the Zonal Commissioners, GHMC.
3. All the Deputy Commissioners, GHMC.

Copy to

1. The Engineer-in-Chief, GHMC.
2. The Additional Commissioner (Finance), GHMC.
3. The Additional Commissioner (Estates), GHMC.
4. The Estate Officer, GHMC.