

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: SPORTS BRANCH
CHHATRASAL STADIUM GATE NO. 1: MODEL TOWN: DELHI – 9

DE 41/Sports/2010/CWG/12913-13012

Dated: 14th January 2011

OFFICE MEMORANDUM

The Asian Games 1982 left behind an awareness of sports among Delhites and the challenge to meet the sporting needs of the students and citizens of the capital. It was then seen that the sports facilities existing in the city for the common man were inadequate. The sports infrastructure created for the Commonwealth Games 2010 will largely meet the sporting needs of the student players and citizens of the capital.

As a step towards making the sports facilities available to the common-man as well as to the student players, it has been decided by the Government of National Capital Territory of Delhi to allow people as well as students to make use of the sports facilities at the following venues:

- Thyagraj Stadium, Thyagraj Nagar New Delhi.
- Chhatrasal Stadium, Model Town, Delhi.
- Ludlow Castle Sports Complex, Civil Lines, Delhi.

The sports facilities which can be made available at the above venues are as below:

Thyagraj Stadium:

S.No.	Indoor facilities	Outdoor facilities
1.	Badminton	Athletics
2.	Gym / Fitness	Football
3.	Aerobics	Tennis
4.	Billiards / Snooker	Archery
5.	Table Tennis	Yoga
6.	Judo	-----
7.	Taekwondo	-----
8.	Chess	-----
9.	Carrom	-----

Chhatrasal Stadium:

S.No.	Indoor facilities	Outdoor facilities
1.	Gym / Fitness	Athletics
2.	Aerobics	Football
3.	Billiards / Snooker	Archery
4.	Table Tennis	Wrestling
5.	Judo	Yoga
6.	Taekwondo	----
7.	Chess	----
8.	Carrom	----

Ludlow Castle:

S.No.	Indoor facilities
1.	Badminton
2.	Wrestling
3.	Gym / Fitness
4.	Aerobics
5.	Chess
6.	Carrom
7.	Billiards / Snooker

MEMBERSHIP CHARGES:

Membership	Entry fee (Non Refundable) (Rs.)	Monthly Subscription Member (Rs.)	Dependant (Rs.)	
A. Individual Membership				Only spouse and children are dependant (\$ equivalent in Rs.)
a) Indian Citizen				
Govt. Service	10,000/-	500/-	100/-	
Others	30,000/-	1,000/-	200/-	
Senior Citizen	5,000/-	400/-	70/-	
Foreign Citizen	\$3,000/-	\$60	\$20	
Non Resident Citizen	\$2,000/-	1000/-	200/-	
Associate	30,000/-	Not entitled		
B. Corporate Membership (one nominee)				Including dependants
i. Indian Company	2,00,000/-	3000/-		
ii. Foreign Company	\$25,000	\$120		
C. Temporary Membership (for 3 months only)				
i. Indian Citizen	4000/-		500/-	
ii. Foreign Citizen	8000/-		1000/-	
D. Special Temporary (1 year)	7,000/-			Including dependants
E. Special Honorary	Exempted	500/-	100/-	
F. Absentee Membership	Nil	300/-	70/-	
G. Guest Membership (accompanied with the member)	Nil	100/- (per day)	-	
H. Casual Membership (Pay & Play)				
i. Indian Citizen	Nil	100/- (per day)		
ii. Foreign Citizen	Nil	300/- (per day)		

Rates of Individual Sports facilities (on daily basis) -

S.No.	Name of Sports	Schools / Colleges/ Sports Associations / Federations	Other institutions
1.	Table Tennis	Rs. 200/- per table	Rs. 400/- per table
2.	Badminton	Rs. 600/- per court	Rs. 1200/- per court
3.	Tennis Courts		

	Hard Synthetic	Rs. 200/- per court Rs. 600/- per court	Rs. 400/- per court Rs. 1200/- per court
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Rates for Team Sports facilities (Wrestling, Football, Judo, Taekwondo, Chess, Carrom) (on daily basis) –

S.No.	Organisation	On daily basis (per hour)	On monthly basis (1hr. per day for week days)
1.	Government Aided school	Rs. 50/- per unit	Rs. 500/- per unit
2.	Other schools and colleges	Rs. 100/- per unit	Rs. 750/- per unit
3.	Govt. Organisations / Recognised Sports Associations & federations	Rs. 200/- per unit	Rs. 2,500/- per unit
4.	Other institutions	Rs. 300/- per unit	Rs. 3,500/- per unit
5.	Foreign institutions	Rs. 500/- per unit	Rs. 6,000/- per unit

Per unit means Judo per mat, Taekwondo per mat, Chess per board, Carrom per board, wrestling per mat.

Rates for Athletics Track & Field Sports facilities (on daily basis)-

S.No.	Organisation	On daily basis (per hour)	On monthly basis (1 hr. per day for week days)
1.	Government Aided school	Rs. 200/-	Rs. 2,500/-
2.	Other schools and colleges	Rs. 400/-	Rs. 5,000/-
3.	Govt. organizations / Recognised Sports Associations & federations	Rs. 500/-	Rs. 7,500/-
4.	Other institutions	Rs. 700/-	Rs. 10,000/-
5.	Foreign institutions	Rs. 1,000/-	Rs. 15,000/-

Rates for Conduct of Annual Sports Day & Yoga activities (Outdoor) (in case of Thyagraj Stadium and Chhatrasal Stadium)-

Rs. 10,000/- per day (Refundable Security Rs. 30,000/-)

The above sports facilities to the Government schools and zones of Directorate of Education will be provided free of cost. The booking rates for MCD schools, NDMC schools, KV schools, Jawahar Navodaya Vidyalayas and Delhi Cantonment schools will be reduced to 50% of the proposed rates. But all of them shall have to deposit refundable security.

The rates of booking of indoor hall of Thyagraj Stadium (main Field of Play) and Ludlow Castle Sports Complex, upto usage of 8 hrs. (9.00 a.m. to 5.00 p.m.) are as under:

S.No.	Organisation	Thyagraj Stadium (per day)	Ludlow Castle (per day)
1.	Government schools / Govt. aided schools / Organisations for Physically challenged sportspersons	Rs. 10,000/-	Rs. 5,000/-

2.	Private schools / colleges / Universities / recognized sports associations and federations	Rs. 20,000/-	Rs. 10,000/-
3.	Government departments & Organisations / Sports Control Boards	Rs. 30,000/-	Rs. 15,000/-
4.	Govt. owned Corporations / PSUs / Banks / LIC / Other institutions etc.	Rs. 40,000/-	Rs. 20,000/-
5.	Foreign institutions / Multi -national companies / Embassies / Others.	Rs. 50,000/-	Rs. 25,000/-

Beyond the normal booking hours, there will be additional charges @ 10% per hour. One general room and one change room both for boys and girls will be made available alongwith booking. The organization will have to give a refundable security deposit equivalent to two day rent.

The charges for air-conditioning facility at Thyagraj Stadium and Ludlow Castle will be Rs. 30,000/- & Rs. 20,000/- per day respectively. Beyond the normal hours, there will be additional charges @ 10% per hour.

TERMS & CONDITIONS:

1. The booking shall be allowed only for sports activities.
2. The booking shall be restricted to only those sports disciplines which are played in school games including yoga.
3. In order to protect sports grounds and Field of Play, the branch will identify only one agency or make a panel of agencies so that the erection of shamiana, tent, chairs, tables, PA system etc. may be used only through these agencies.
4. There will be an upward increase of 10% in the month of January every year for all types of charges.
5. The timing and other entry related regulations will be issued separately by the Sports Branch.

-Sd./-
(P. KRISHNAMURTHY)
DIRECTOR (EDUCATION)

Copy to :

1. Pr. Secretary to Chief Minister, Delhi
2. Pr. Secretary (Finance), Delhi
3. Pr. Secretary (Edn.), Delhi
4. Pr. Secretary (PWD), Delhi
5. Secretary to Minister of Education, Delhi
6. Chief Engineer, PWD, CW- 1, MSO Bldg. Police Hqs. New Delhi.
7. The Project Manager, PWD, R & R circle CW-13, D-II/ 13-14, Kidwai Nagar, New Delhi.
8. The Executive Engineer, PWD, R & R Division CW 131, 132, 133 & 114, D-II/ 13-14, Kidwai Nagar, New Delhi.
9. All Addl. DEs, Dte. of Edn.

10. All RDEs, Dte. of Edn.
11. All DDEs, Dte. of Edn.
12. All ADEs
13. All Eos
14. All SPEs
15. The venue Administrators of all the above 3 stadia / sports complex with the request to display the charges on the Notice board of the stadia / complex.
16. Pay & Accounts Officer – IX.
17. Sr. A.O (Sports)
18. OS (IT) with the request to place the circular on website.

Sd./-
(SATPAL)
ADDL. DIRECTOR OF EDN. (SPORTS)

GOVERNMENT OF NCT OF DELHI

DIRECTORATE OF EDUCATION

TERMS & CONDITIONS FOR THE UTILIZATION OF SPORTS FACILITIES AT THYAGRAJ STADIUM, CHHATRASAL STADIUM & LUDLOW CASTLE SPORTS COMPLEX.

All the 3 stadia/sports complex will be open to the public in the morning session whereas afternoon & evening session is dedicated for the sports coaching to the students, free of cost. Public can use the stadia/sports complex only after obtaining membership from the Directorate of Education. The details of membership as well as other guidelines are as below:

1. Membership

Various categories of membership are given below and are defined in succeeding paragraphs. Membership in respect of all the categories will be approved by or on behalf of the Directorate of Education. Membership, however, only provides playing rights in the Sports Complex. Separate applications have to be submitted for membership of each stadium/sports complex.

2. Individual Membership

Any individual above 21 years of age shall be eligible for becoming a regular member. The membership once granted shall not be transferred. Individual member can nominate his/her spouse and children (between ages of 5 years to 21 years) as dependent. It is necessary to nominate dependents at the time of applying for individual membership. The monthly subscription in respect of dependent members as prescribed from time to time shall be effective from the date of approval of individual membership. The total monthly subscription shall thus be calculated as per the family details given by the member. The dependent members once nominated are liable to continue as dependent members till they attain the age of 21 years, the eligible age for Associate Membership. The Directorate of Education however reserves the right to refuse or accept the membership of the dependents.

3. Dependent Membership

3.1 Spouse and legal children-between the ages of 5 years to 21 years, are eligible to become dependent members. Dependents, however, have to be nominated by the member and their details should be disclosed in the application form/bye-laws form at the time of applying for any category of membership.

3.2 Any member who gets married after obtaining the membership of the Stadia / Sports Complex may get his/her spouse included as dependent from the date of marriage. Similarly, children on attaining the age of 5 years are permitted as dependents. The onus of including the name of the dependents, and payment of their subscription lies with the member. The monthly subscription in such cases shall be effective from the month of their getting married or children attaining the age of 5 years.

3.3 Unless payment of subscription for dependents is made from the date of approval of individual membership, dependents will not be issued the membership card.

3.4 Dependent children will cease to be dependent member on attaining the age of 21 years. They must surrender their dependent membership card.

3.5 The individual member intending to enrol his dependents as members at a later stage shall have to pay the monthly subscription as applicable with retrospective effect i.e. from the date of approval of his/her membership.

3.6 Dependent cards will be issued for a period of 5 years at a time and new cards will be changed every 5 years with latest photographs.

4. Associate Membership

On attaining the age of 21 years, the dependent children of a member who have used the complex for minimum period of one year may apply for Associate membership if he/she wishes to continue the use of complex. Depending upon the availability of vacancies, the Directorate of Education may grant Associate Membership subject to following conditions:-

- a) Option to become Associate member must be exercised within one year of attaining the age of 21 years.**
- b) Payment of a non-refundable entrance fee equivalent to prevalent entry fee.**

4.1 The monthly subscription for Associate members will be same as for the individual members.

4.2 Associate members are not permitted to add dependents & to bring guests.

5. Senior Citizens Membership

“Senior Citizens membership is meant only for those who have attained the age of 60 years. This will be against proof of age. Apart from spouse, the children of Senior citizen members below 21 years of age can become dependent members on payment of normal monthly subscription.

However, after the dependent attains 21 years of age and he/she will not be considered for Associate Membership.

6. Corporate Membership

Public sector and private commercial firms are eligible for Corporate membership subject to approval and payment of prescribed entrance fee. One nominee will be allowed to use the facilities on monthly subscription as prescribed from time to time. The sponsoring firm may get the name of nominee changed by giving prior intimation and taking approval before change of nominee is affected. The cards of the previous nominees will be surrendered.

7. NRI Membership

NRIs are eligible to obtain individual membership subject to payment of prescribed entrance fee. The entrance fee is in Rupee equivalent of US\$. The amount should be paid by draft in Rupees from non-resident account of the NRI through a scheduled bank along with a certificate from the bank certifying that the amount has been debited from NRI account of the individual.

8. Temporary Membership

Temporary membership is for a period of 3 months on one time non-refundable payment of fee as prescribed. Payment should be made in advance by way of Bank Draft/Pay Order. Temporary members are not allowed to bring Guests.

8.1 Temporary membership will be given by the Directorate of Education on availability of vacancy.

8.2 Applicant is required to submit two stamp size photographs of self and dependents for separate membership cards. A copy of birth certificate for dependent legal children between the ages of 5 years to 21 years is also required.

9. Special Temporary Membership

Only Govt. Officials residing within the radius of 2 Kms. from the complex are eligible for this type of membership, subject to approval by the Directorate of Education and on payment of prescribed entry fees or revised as one time non refundable fee for one year for the applicant, spouse and children (children below 21 years). Officials working in Banks, Public Sectors and Autonomous bodies are not eligible for this type of membership.

10. Special Honorary Membership

This is offered to Rajiv Gandhi Khel Ratna Awardees / Dronacharya Awardees / Arjuna Awardees or to exceptional International players residing in Delhi as subject to approval from Directorate of Education. Special Honorary member will be exempted from paying the fee in the sport the individual has excelled in (but will be charged normal monthly subscription for other sports as per prescribed rates).

11. Guest Membership

Guests can be brought by the regular member to avail facilities of the Complex as per bye-laws of the Complex, subject to payment of prescribed fees per day or as revised. The name of the guest and that of the member will be entered in the book kept for the purpose. The duty in-charge has the right to refuse or accept guest membership.

12. Casual Membership (Pay & Play)

Casual membership (valid for the day) may be allowed by Complex in-charge subject to payment of prescribed fees for Indian Nationals and Foreign Nationals respectively and other charges as may be prescribed from time to time. This category of membership will be allowed subject to availability of sports facilities.

13. Membership Card

13.1 Each member and dependent member will be permitted to use the facilities only on production of membership card. Separate membership cards for members and dependents are required to be made on payment as prescribed from time to time. Member's/dependent's coloured photograph of size 1" X 1 ½ has to be affixed on the card.

13.2 It is the responsibility of the member to apply for preparation of membership card and to collect it after the due date.

13.3 Not applying or collecting the cards will not be an excuse for not paying monthly subscription/using the facilities without having the membership card.

13.4 If a card is lost, the member has to apply for duplicate card along with copy of Police Report(FIR). In case of loss of card by dependent, a request is required from the member for duplicate card.

13.5 Loss of card will invite penalty of Rs.25/- or as revised plus additional charges as prescribed for making a duplicate card.

13.6 Validity of dependent card for children is 5 years or the date of attaining the age of 21 years whichever is earlier. On completion of 5 years from the date of issue of the card the member should apply for the fresh card especially for the dependent on payment and surrender the old card.

Note:

- **All the charges/fee are subject to change without any notice.**
- **Entry fee of Membership is non-refundable.**
- **The complex will remain off on every Sunday, 3 National Holidays i.e. Gandhi Jayanti, Republic Day & Independence Day and other days, as may be required from time to time. The information in this regard will be provided well in advance.**
- **Right of Membership and right of allotment of timings vests with Directorate of Education.**

14. Payment of Subscription

14.1 No bills will be sent to the members. Dues as per the rate of subscription may be sent by cheque or paid in cash to the Accountant/Cashier of the Sports Complex (between 10.00 AM to 03.00 PM on all working days). Subscription may be paid in advance for a quarter, six months or for full year.

14.2 Members may also drop the cheque of monthly subscription even in the odd hours in the Cheque Box affixed in the Administrative Block with the following information on the back of the cheque:-

- (1) Name of Member**
- (2) Membership Number**
- (3) Number of dependents**
- (4) Period of payment**

The cheque must be crossed A/c. Payees only, drawn in favour of "DDO(Sports)". Outstation cheques will not be accepted.

14.3 Receipt of such cheques will be available at the Reception/in Pigeon Box affixed in the Administrative Block.

14.4 Cheque may also be sent by post or through courier. The receipt of such cheques will also be available at the Reception/in Pigeon Box.

15. Termination of Membership

Membership can be terminated for any of the following reasons:-

- a) On the Member's request.**
- b) For non-payment of dues for a period of 3 months or more. The Directorate of Education will not be responsible for non-receipt of letters/dues notices by the members.**
- c) For misconduct or any act considered prejudicial to the good name and smooth functioning of the Sports Complex or infringement of rules, regulations and bye-laws of the Sports Complex or if any member is adjudicated as bankrupt or insolvent.**
- d) If being a subject of a foreign State where war has been declared between India and the state for which he/she is a subject.**
- e) If any member is convicted for any offence considered as misconduct or moral turpitude by the Management Board.**
- f) If in the judgement of the Director (Education), the continuance of the membership is prejudicial to the interest of the Sports Complex.**
- g) The members are not allowed to form any Forum or Association or any Trade Union activities within the sports complexes, failing which, such members will be liable to be expelled from membership and their membership will be terminated. In this behalf, the decision of the Directorate of Education shall be final & binding.**

16. Non-Payments of Dues

Any member who does not pay his subscription in advance for a period of three months i.e. for one quarter will be sent a registered/speed post notice addressed to his last known address as per records of the complex asking him to clear it within 15 days of the issue of notice. If the member fails to pay the dues within the stipulated period, his/her name will be put up in the defaulter's list on the complex's Notice Board for another 15 days and thereafter his membership will automatically stand terminated.

17. Restoration of cancelled Membership

Restoration of membership is normally not permitted except in exceptional cases if applied within a period of two years subject to the satisfaction of Director (Education) and on payment of 1/3rd of the current membership entrance fee along with up to date payment of arrears including the period for which membership remained under cancellation.

Restoration Charges will be based on the status of membership category on the date from which membership stood cancelled i.e. if the member defaults after becoming Senior Citizen, only then will the restoration charges be based on entry fee/monthly subscription as applicable to Senior Citizen.

18.1 Request for restoration of membership will not be entertained where membership was cancelled.

(a) On the member's request.

(b) For misconduct or any act considered prejudicial to the good name and smooth functioning of the complex or infringement of rules/regulations and bye-laws of the sports complex.

(c) If any member is proceeded against for any offence considered as misconduct or moral turpitude by the Directorate of Education.

18.2 Proof of out of station/residence submitted for restoration of membership will not be entertained for absentee membership of period (affected period) for which membership remained under cancellation.

19. Dishonoured Cheques

Members whose cheques deposited with the complex, are dishonoured either due to "Refer to Drawer" "funds not catered" or "stoppage of payment" or for any other reason will be required immediately to pay their dues in cash along with a penalty of Rs.50/-. In the event of payment not being made within the specified period as given in the rules, the membership is liable to be terminated.

20. Notices to Members

In all cases where it is necessary to give notice to members under any of the rule, it shall be sufficient that such notice be sent or posted to their last known address, save as otherwise provided.

21. Infraction of Rules & Bye-Laws

The Directorate of Education is empowered to suspend the membership of any member for infraction of rules and bye-laws and can disqualify him/her for the use of complex facilities.

22. Conduct of Members

In case the conduct of a member or dependent, in the opinion of the complex incharge is injurious to the character and interest of the complex, his/her membership shall be suspended/terminated.

23. Absentee/Outstation Membership

23.1 Members who may be remaining temporarily out of Delhi/Country for a minimum period of three months at a time may apply for absentee (Outstation) membership. This will commence only from the date of their departure and subject to the receipt of written communication along with

documentary proof in the form of office order, transfer certificate, passport/visa etc. Absentee (outstation) membership will approved on the surrender of cards which can be reclaimed on return by the member.

23.2 Dependents will also be treated as outstation absentee members along with the member. Dependents, however, can be granted permission for being outstation absentee members separately if they are staying outside for studies etc. subject to providing proof and surrendering of cards.

23.3 Not using the complex for any reason is no excuse for claiming absentee (outstation) membership.

24.4 Satellite towns like Noida, Faridabad, Gurgaon, Ghaziabad, Bahadurgarh are treated as being within Delhi.

25.6 Absentee (outstation) membership will be granted for a maximum period of five years continuously.

25.7 Absentee (out-station) membership will not be granted ex-post-facto. It will commence from the date of receipt of written request & completion of usual formalities.

26. Use of Complex by Govt./Recognised Schools/Colleges/Institutions

Permission to Schools/colleges to use the facilities of the complex can be granted on batch booking basis. This permission will be granted subject to availability of grounds/courts/tables.

27. Copies of Rules & Bye-Laws

27.1 A copy of rules & bye-laws will be available in the Complex Administrative office for any reference and shall be furnished to members of the complex on payment of Rs.50/- or as revised on demand.

27.2 Any person who has taken up membership of the complex is bound by the rules, regulations and bye-laws of the complex.

28. Coaching

Coaching in certain disciplines is available in the complex. The complex has engaged the services of qualified coaches from time to time. Details of coaching classes can be obtained from the office of the sports complex.

28.1 Apart from the complex coaches, no other private coaching is allowed in the complex from the members or any guest and other persons. Complex authority will not be responsible for cheating or any misconduct by such persons.

28.2 If any person is found indulging in private coaching, the complex authority has full right to debar such member/coach from the complex and disciplinary/punitive action will be initiated against such manner.

For Sports Coaching, only limited students will be allowed. The venue coaches will lay down the procedure for selection of students.

No parent will be allowed to enter field of play during sports coaching under any circumstances.

29. Timings

The timings of opening and closing of sports complex and of any facility provided therein will be as per order of the Directorate of Education. Normally, for members, timings will be 6.00 AM to 9.00 AM in summer and 6.30 AM to 9.30 AM in winter. The timing for Sports Coaching will be 03.00 PM to 07.00 PM in summer & 2.30 PM to 06.30 PM in winter. Sunday will be observed as closed day for sports facilities. The Directorate may set apart specific timings/days for use of facilities by juniors, for coaching and training too. The Directorate may also prescribe specified days on which guests may not be allowed.

30. Compensation Against Any Loss/Injury/Damages

The members, their dependents/guests and other persons are required to take all precaution so that no loss, injury or damage is caused to any person. The Directorate and/or the Management of the Sports Complex will not be responsible for any injury, loss or damage sustained or caused to any member, his/her dependents, any other person brought to the Complex or passing through the Sports Complex or using any facilities of the Sports Complex. The Directorate and the Management shall not be responsible for any loss, injury or damage caused to any person on any account including the negligence or otherwise of other member or persons of the complex or using the Complex and the Directorate and its Management shall be kept indemnified and shall always be kept indemnified by the members and other persons.

31. Refund of non-utilization of Sports Facility

No compensation whatsoever will be made by refund of money or adjustment against future lay in the event of failure of power supply, bad weather, rain or for any other reason, beyond the control of the Directorate.

Note:

- 1. It shall be the responsibility of the applicant to enquire about approval of his membership within 30 days from the date of submission of application from, if approval/non-approval of membership is not**

received. Non-receipt of such a letter shall not tantamount to any claim of the member.

2. No bills will be sent for monthly subscription. Members will be required to clear their dues on or before the 10th of every calendar month.
3. It is mandatory to show the membership card/receipt to the Security Personnel/Game Attendant posted at reception/gate before entering into the facility area. Membership card can be checked at any time anywhere by complex officials/officers.

Medical Fitness: The members are to produce medical fitness certificate from authorised medical practitioner that they are medically fit to play the respective game or undergo the fitness programme and they don't suffer from any infections/chronic disease.

COMPLEX BYE-LAWS

1. Supply of Plants, Seedlings & Saplings

Sale of plants, seedlings & saplings is not permitted. Members will not ask gardeners or any staff member for the same. Gardeners are forbidden to supply plans, flowers etc. to members.

2. Selling of items/materials

Selling of any material of any kind other than by the authorised shop in the complex premises is strictly prohibited. Disciplinary/penal action will be initiated against such person.

3. Breakages

Full value will be charged for all breakages of the complex property from members, their guests and dependents or their servants. However, if in the opinion of the Directorate, the breakages are wilful, the members may be required to pay up to six times the value of the article.

4. Suggestions & Complaints

Suggestions and complaints, if any, should be entered in suggestion/complaint book kept for this purpose and can be obtained by any member from the Administrator. The suggestion/complaint will be looked into by the Administrator and the Directorate and disposed off accordingly. Spouse and dependent children are, however not permitted to enter any suggestion or complaint in the suggestion/complaint book. This may be done by the members themselves.

5. Articles of the Complex

Properties of the complex such as furniture, crockery or other equipment will not be issued/lent to any member or to any organisation outside the complex premises.

6. Pets

Dogs/pets are not allowed in any part of the complex. For each violation of this bye-law, the owner of the dog/pet may be charged/fined up to Rs.500/-

7. Cycles/Scooters

Cycling, riding scooter and motor cycles on the lawns/courts of the complex is not permitted. Cycles and Scooters/Motorcycles should be parked in the Cycle/Scooter parking.

8. Notices

Any printed/Circular material for the notice board of the complex must be sent to the complex Administrator for approval and get it initiated by him before being placed on the notice board. Members are not permitted to place any notice. Notices will normally be displayed for a week only.

9. Payment

The Directorate will not be responsible for payments made in cash, unless such payments are made to cashier against a proper receipt.

Cheques cannot be encashed by members. The use of complex funds for encashing of member's cheques is strictly forbidden.

10. Parking of Vehicles

Members will park cars/scooters/motorcycles etc. in the proper area specified for the purpose.

- **Members/dependents shall be liable to pay the penal charges as prescribed in case of parking in the "No parking area".**
- **The sports complex shall not be held responsible for the loss of any vehicle or any belonging**
- **Parking of vehicles including cycles inside the sports complex is purely at the owner's risk.**

11. Over speeding in the Complex

While entering the complex, cars/scooters/motorcycles must slow down to a speed of not more than 10 km. per hour. Over speeding and honking of horns on the complex roads is not permitted.

12. Dress Regulations

Members will ensure that proper decorum with regard to wearing of dress in the complex is always maintained.

13. Drinking & Smoking

Consuming liquor or alcoholic drinks and smoking in the premises of the complex is strictly prohibited. Members are requested to cooperate and avoid indulging on drinking or smoking.

14. Shooting/Photography

Shooting (Still/Video) in the premises of the complex is not permitted without prior approval of the Administration.

15. Suspension of Membership for indiscipline

Directorate of Education is empowered to suspend any member and dependent for indiscipline in the complex. The following actions will be taken on suspension of member:

- (a) A suspended member shall hold his/her lien over the membership status.**
- (b) He/she will surrender membership card.**
- (c) He/She will not be allowed to use the facilities until the suspension is revoked.**
- (d) After holding an enquiry if the member is found innocent, he/she will be liable to clear the arrears. If the member is found guilty, his/her membership will be terminated after a formal enquiry.**

16. No arms and ammunition are allowed in the premises of the complex.

BADMINTON

- 1. The badminton courts will be used in shifts of 45 minutes each. The user will leave the court immediately after their session is over.**
- 2. Each member will be allowed maximum 3 days a week, on alternate basis to accommodate maximum members.**
- 3. Identity cards will be prepared for the user which is mandatory to enter the complex.**
- 4. No sports material i.e. rackets, shuttle cocks etc. shall be provided to the users.**
- 5. Only non-marking shoes will be used in the courts.**
- 6. Dress code will have to be observed strictly by the users.**
- 7. Strict discipline will be maintained by the users during this period.**
- 8. Proper entry will be made by the users in the register maintained at the complex.**
- 9. It will be ensured by the users that no damage is done to the Govt. property.**

TABLE – TENNIS

- 1. All those intending to play will enter their names in the register maintained at the attendant/reception.**
- 2. Priority of Play: Playing is permitted on “first come first serve” basis. Attendant will supervise proper use of tables. In the event of rush, “Singles” may not be permitted and instead “Doubles” will be allowed.**
- 3. Play permitted for 45 minutes including warm up time.**
- 4. Own table-tennis racquets and balls will be brought by the players.**

5. Short/track lower, T-shirt and Sports Shoes are compulsory while playing.
6. Smoking is strictly prohibited inside the Table Tennis Hall.

Proper decorum is to be observed by the users as under:

- When table is not in use switch off the lights.
- Observe silence.
- Vacate the table on completion of the time.
- Observe dress regulations.
- Register your name and membership no. along with arrival time.

TENNIS

1. Clay Courts/Synthetic Courts are available for tennis.
2. Members/dependents will enter their name & membership number in the Register maintained with the attendant along with the time of arrival before playing. Membership Card/Receipts will be shown to attendant/complex authority on demand.
3. Priority to play will be on "First come first serve basis". Two courts will however, be specifically reserved for members as per timings given below. Should the courts be free during these timings, others may play but will vacate as soon as a member arrives.
4. Period of play will be permitted for half hour or a set whichever is earlier. A tie breaker will be played at 5 all. Should there be rush of members, only a short set i.e. not more than 11 games will be permitted.
5. Only 3 minutes warming up play is permitted which will be included in the 30 minutes play period.
6. Singles will be played if no doubles or "made up four" is waiting.
7. Own Tennis rackets and balls are to be brought by members/dependents for play.
8. No ball boys are permitted or will be employed.
9. Smoking is not permitted.
10. T-shirt, shorts (skirts/salwar-kameez for ladies) & Tennis shoes should be worn for play. Track suit is permitted only in winter.
11. No eatables or drinks of any kind are allowed inside the courts.
12. The balls being carried inside the courts must either be in a can with rubberised base or in card board box. The pressurised can containing balls must be opened and left outside the courts.
13. Chairs/tables with wooden or aluminium base are not allowed inside the courts.
14. Shoes with non-marking soles are only allowed in the courts.

HOCKEY/FOOTBALL

- 1. Ground may be put out of play for maintenance for certain period which will be notified in advance.**
- 2. Own hockey stick and ball/football has to be brought by individuals/team.**
- 3. Hockey/Football ground will be used for organised game during the day time between 10 AM to 2 PM.**
- 4. The Directorate reserves the right to allot the ground for organised teams/matches in the evening.**
- 5. Dress – Proper kit i.e. shorts, Shirts and sports shoes are only permitted. Track suit may be worn during warming up period only.**
- 6. Smoking is not permitted.**
- 7. Discipline and playing decorum will be maintained during the play and within the premises of the complex. Any infringement of complex rules/bye-laws may debar a person from the use of facility.**
- 8. Coaching – Whenever coaching facility is made available, specific bye-laws will be notified for the same.**

YOGA

- 1. Yoga classes will be conducted for members and dependents in the complex. Yoga will be carried out in the area designated for it. Non-Members may be permitted on payment of fee subject to availability of vacancies in the class.**
- 2. Timings for the classes will be notified from time to time.**
- 3. Dress – Decent apparel, preferably loose, comfortable clothing may be worn. No shoes will be allowed inside the practice area.**
- 4. Durries/mats are to be brought by participant themselves for yoga practice.**
- 5. Nobody except participants are permitted inside the practice area when a class is in progress. Spectators may watch from outside.**
- 6. Smoking is strictly prohibited.**
- 7. Silence should be observed while practicing yoga.**
- 8. Strict discipline should be maintained in the class. Yoga teacher reserves the right to stop practice and may ask a participant to leave for indiscipline or misbehaviour.**
- 9. Special classes under the instruction of yoga teacher may be run from time to time.**

GYM/FITNESS

Timings	Morning	7.00 a.m. to 11.00 a.m.
	Evening	3.00 p.m. to 8.00 p.m.

- 1. At the time of entry each user is required to register his/her name in the register maintained at the reception. Members are also required to be attired in the dress code i.e. Track suit, T-shirt, tights etc. Members are also requested to bring their own towels and make sure that after using the equipment, it should keep in usable condition for other members.**
- 2. Instructor has a right to restrict the number of members in one class and others are required to wait for their turn.**
- 3. Misbehaviour of any kind with staff member or other member will not be tolerated. The Directorate reserves full right to terminate the permission to use gym equipment to any member at any given time, without specifying the reasons.**
- 4. Members are not allowed to bring their own coach in the premises. They will be provided an instructor by the management. They are also required to observe strict discipline and follow the given instructions. The instructor has full right to refuse the use of facility to any person for misbehaviour or infringement of rules.**
- 5. The Directorate will not accept responsibility of any accident or injury suffered while using the facility. Using the fitness equipment will be at the risk of member. Likewise, no compensation claim in case of mishap or loss of life shall be entertained.**
- 6. The responsibility of safe keep of members valuable does not fall under the purview of the Directorate. Members are not allowed to keep any valuables/watch/purse/money ornaments in the change room. Those deviating from these rules shall be doing so at their own risk.**
- 7. It will be ensured by the users that no damage is done to the Govt. Property.**

AEROBICS

Timing:	Morning	8.00 a.m. to 10.00 a.m.
	Evening	5.00 p.m. to 7.00 p.m.

- 1. Members are requested to arrive 10 minutes prior to start of the class.**
- 2. Dress: Decent sportswear or Aerobics dress may be worn.**
- 3. No eatables/beverages (Except water) shall be brought in the premises. Smoking, consuming alcohol or use of any drugs is strictly prohibited. Playing personal cassettes on the music system is not allowed.**
- 4. Strict discipline should be maintained in the class. Coach/Instructor reserves the right to stop practice or expel a user for misbehaviour or for not observing the rules.**

BILLIARDS/SNOOKER

- 1. Person below the age of 12 years is not allowed in the billiards room.**
- 2. When the table is already occupied, members desirous of laying shall enter their name on the register provided for the purpose. They must be present on completion of the previous game otherwise their turn will be forfeited.**
- 3. A table may not be reserved for any sort of game for more than 30 minutes.**
- 4. In case a player plays in a manner which is likely to cause damage to the table, the marker is empowered to stop the game and not to permit the person to play any further.**
- 5. No member will start the game with the marker when other members are waiting for table but a game which has been commenced earlier may be permitted to be completed.**
- 6. Players are not permitted to sit, lie or place glasses on the table.**
- 7. Smoking, eatables, tea, cold drinks etc., are strictly prohibited in the billiards room.**
- 8. Members are required to observe silence when the lay is in progress.**

JUDO

- 1. Players should be present in the practice area 10 minutes before commencement time.**
- 2. Participants are requested to bring their own judo uniform.**
- 3. No shoes shall be allowed inside the practice area.**
- 4. Nails of Fingers/toe of participants should be properly cut.**
- 5. Smoking is strictly prohibited.**
- 6. Strict disciplines as per rules will be maintained in the class. Coach/Incharge reserves the right to stop practice or expel a player for misbehaviour or for not observing the rule.**

TAKEWONDO

- 1. Players should be present in the practice area 10 minutes before commencement time.**
- 2. Participants are requested to bring their own taekwondo uniform.**
- 3. No shoes shall be allowed inside the practice area.**
- 4. Nails of Fingers/toe of participants should be properly cut.**
- 5. Smoking is strictly prohibited.**
- 6. Strict disciplines as per rules will be maintained in the class. Coach/Incharge reserves the right to stop practice or expel a player for misbehaviour or for not observing the rule.**

CHESS

- 1. Nobody except participants are permitted inside the chess hall.**
- 2. Smoking is strictly prohibited.**
- 3. Silence should be observed inside the hall.**
- 4. Strict disciplines as per rules will be maintained in the hall. Coach/Incharge reserves the right to stop practice or expel a player for misbehaviour or for not observing the rule.**

CARROM

- 1. Nobody except participants are permitted inside the carom hall.**
- 2. Smoking is strictly prohibited.**
- 3. Silence should be observed inside the hall.**
- 4. Strict disciplines as per rules will be maintained in the hall. Coach/Incharge reserves the right to stop practice or expel a player for misbehaviour or for not observing the rule.**

ATHLETICS

- 1. Dress: Short /track lower, T-shirt and Sports Shoes are compulsory during the training.**
- 2. Strict disciplines as per rules will be maintained in the track. Instructor/Coach reserves the right to stop practice or expel a player for misbehaviour or for not observing the rule.**

BYE-LAWS FOR UTILISING PLAY FIELDS BY SCHOOLS/COLLEGES/PUBLIC INSTITUTIONS

- 1. Schools, colleges and public institutions may use the grounds of the complex for playing after obtaining written permission from the management.**
- 2. Use of play fields will be restricted between 10 AM to 2 PM daily except Sunday & Gazetted holidays.**
- 3. Application for permission has to be signed by the Headmaster/Principal or Head of the Department/Institution.**
- 4. Utilization of the above facility is subject to approval by the Directorate and advance payment of prescribed fee as per game/per court/table per hour on a monthly basis.**
- 5. Prior booking for the period should be done in advance with the administration of the Complex.**
- 6. Entry will be restricted to players who must come as a group & leave as a group.**
- 7. Group of players will be escorted by teacher/coach.**
- 8. Maintenance of discipline & rules/bye-laws of the complex should be adhered to. Smoking is prohibited.**
- 9. Time schedule will be strictly enforced.**
- 10. Spectators are not allowed. No annual function or inter class matches etc., will be permitted in the complex. Only practice can be conducted on these fields.**
- 11. The Directorate of Education/Administrative official reserves the right to cancel the use of facility without any notice.**