

**AHMEDABAD CANTONMENT BOARD**  
**APPLICATION FROM FOR ALLOTMENT COMMUNITY HALL AND ROOMS**

Telephone No.	Shri./Smt
Mobile No.	Address
	Date

To  
 The Chief Executive Officer,  
 Cantonment Board, Ahmedabad-3.

R/Sir,

Sub: Application for allotment of community Hall and rooms

I undersigned request you of allotment of Cantonment Board Ahmedabad community hall for \_\_\_\_\_ day/s i.e. from \_\_\_\_\_ to \_\_\_\_\_ for the purpose of \_\_\_\_\_.

I agree with the following terms and conditions:

- (1) Cantonment Board, Ahmedabad will cancel the allotment of community hall at any time on the administrative point of view or unavoidable circumstances.
- (2) We will use the rooms /bathrooms/latrine/electricity of the community hall in sophisticated manner & we shall not take away furniture or any others/or property of the Cantonment Board, Ahmedabad.
- (3) We are fully responsible for any damage/breakage or loss of the premises of the fixtures of fitting or anything given to us for the use. The damage in case if any shall be deducted immediately from our deposit. Cantonment Board, Ahmedabad reserved the right regarding refund of deposit on account of deduction/period withhold to the applicant.
- (4) In case any of misbehavior notice from our side or any misuse of premises by us as per opinion of the Chief Executive Officer or any person authorized by him. The premises granted will stand cancelled and are we have no right to claim any damages, loss or interest.
- (5) We shall clean the premises with our labours and keep the latrine, water pot urinal clean and tidy, and handover the same back in tidy and clean condition.
- (6) We shall not dig any place for Mandap, if any digging/discrepancy is noticed in this regard money shall be deducted from our deposit.

Place: Ahmedabad.

Yours faithfully,

(Signature of applicant)

AFFIDAVIT

I hereby solemnly affirm to the best of my knowledge and belief that there are no dues pending on my part as regards Property Tax/ Water Charges etc. toward Cantonment Board, Ahmedabad and if any wrong false information furnished by me orally or in writing this shall automatically terminate/cancel my request for allotment/booking of the community hall.

(Signature of applicant)

2  
FOR OFFICE USE ONLY

- (1) It is certifying that the applicant Shri/Smt \_\_\_\_\_ residing at B/H.No. \_\_\_\_\_ Camp Sadar Bazar, Ahmedabad and his/her name is at SR.No. \_\_\_\_\_ of Elect. rolls. Ward No. \_\_\_\_\_.

Dated:        /        /2010

Office superintendent

- (2) It is certify that the applicant has paid Property Tax. In respect of H.No. \_\_\_\_\_ till 200 -200 and there is no due pending on his her account. Hence, it is recommended to consider individual request for allotment of community hall

Dated:        /        /2010

Tax Clerk

- (3) It is certify that the applicant has paid Water Charges. In respect of H.No. \_\_\_\_\_ till 200 -200 and there is no due pending on his her account. Hence, it is recommended to consider individual request for allotment of community hall

Dated:        /        /2010

Water Clerk

Applicant's request accepted/rejected

Chief Executive Officer,  
Cantonment Board, Ahmedabad-3.

Order of the CEO

- (a) Tax Clerk to make necessary entries in the community hall booking register and put up for the countersignature of the undersigned.  
(b) Cashier to take collect requisite amount and issue 4-B receipt to the applicant.  
(c) Engineer to ensure the loss / damage /safety of furniture/ fixture/ premises before taking over the premises.  
(d) The Sanitary Inspector to ensure the cleanliness before handing over the before taking over of the premises.

Action taken

- (i) Entry made on Community Hall Booking Register Page No. \_\_\_\_\_ & Sr. No. \_\_\_\_\_  
(ii) As per order of the CEO collect requisite amount on account deposit, license fee & other charges for Community Hall as per request of the applicant are as under & issued 4-B receipt.

Sr. No.	Details	Rate pay day	Amount removed.	Vide 4-B No.	Dated
1	Deposit amount				
2	License fee				
3	Sanitation/ cleaning charges				
4	Electric charges.				
5	Water Charges				
	Total				

Dated:        /        /2010

Cashier