

SECTION – I

COMPOSITION OF SUB COMMITTEES AND CHARTER OF DUTIES

CHARTER OF DUTIES : MANAGEMENT COMMITTEE

1. To frame Bye-Laws and promulgate these to regulate the internal affairs of the institute and the conduct of its members.
2. Varying, revoking or adding to the Bye-Laws (such alteration or revoking of or addition to the Bye-Laws shall be binding on members). Amdts to the Bye-Laws shall be carried out by 2/3 majority of its members.
3. To administer the Rajendra Sinhji Institute (RSI) in accordance with the Rules and Bye Laws.
4. To manage the affairs of the Institute through the mode of various Sub Committees like Finance Sub Committee, Housing Sub Committee, Sports and Entertainment Sub Committee, Appointment, Screening and Disciplinary Sub Committee and Advisers on Financial, Engineering, Medical and Legal matters in conformity with the RSI Rules.

5. To approve Budgetary Estimates.

CHARTER OF DUTIES : FINANCE SUB COMMITTEE

6. To manage the Finance function with necessary financial prudence :-
 - (a) In the interests of the Institute and Members.
 - (b) Within the broad objectives and policies as laid down in the Rules and Bye-Laws of RSI.
 - (c) In conformity with the directional/decisional framework of Mgt Committee and Patron/Chief Patron.
7. To formulate Budgetary Estimates for the next financial year in consultation with other concerned functionaries of the Mgt Committee and to present the same to the Mgt Committee for consideration and approval.
8. To monitor and control the spending on sanctioned budgetary allocations to ensure, inter-alia, that over expenditure dose not occur.
9. To develop a Financial Plan for the approval of the Mgt Committee based upon the Institute's plan for expansion, modernization and organizational restructuring within the resource framework, time-frame, operational parameters, growth rates and imperatives as spelt out therein.

10. To present Income and Expenditure Acct of the previous month for review and consideration of the Mgt Committee once in a month.
11. To ensure that all the legal/obligatory/statutory requirements like Terminal Audit/Internal Audit, filing of returned etc. are complied with.
12. Service of the Financial Advisor are fully utilized for the development of effective financial control systems, preparation of financial statements and reports.
13. To sanction expenditure in case of contingencies and obtain subsequent rectification of the same by the Mgt Committee. This prerogative will be exercised as sparingly as possible.
14. To ensure that funds available are invested in fund Deposits with National Banks with maximum accrual of interest from such investments consistent with the funding needs of the institute.
15. To adopt such practices and procedures as required to minimize out standing against members, locking of funds inventory of various areas like Bar, Catering etc.
16. To recommend inter-alia suitable credit-stop measures against defaulting members to the Mgt Committee and their implementation after the approval by the Mgt Committee.
17. To examine the audit objections/observations and take necessary regularization action.
18. To institute legal proceedings against defaulting members who have not cleared their bills and execute court-decrees.
19. Scrutinize internal/CA audit reports. Discrepancies be brought to the notice of the Mgt.

CHARTER OF DUTIES : HOUSING SUB COMMITTEE

20. To assess the financial requirements to cover the library and housing matters for the next financial year.
21. To ensure that all the renovation /extension plans of existing facilities are developed and spread over a suitable time-frame in such a manner so as not to cause immediate financial burden on the financial resource-framework of the institute.
22. To project the aforementioned financial requirements to the finance Sub Committee at the time of Budget formulation and compilation with full justification and consideration.

Housing Matters

23. Maintenance of buildings, electrical gadgets, Sanitary fittings and upkeep of good standards of hygiene and sanitation.
24. Prompt repairs of the institute items.
25. Maintenance of Card Room and prompt service to members in card Room.
26. Watching progress of maintenance of buildings and repairs to furniture.
27. Maintenance of garden and lawns.
28. Institution of necessary action for damage done to the property of the institute.
29. Holding of regular condemnation boards.
30. Conduct of private and official parties in Multi Purpose Hall. Any complaints from the members to be investigated.
31. Necessary measures to check fraud and theft and institute necessary action.
32. Insurance of Institute property against various risks, insurance of cash held in the Accounts section and in transition from institute office to bank and fidelity Insurance cover in respect of staff handling stores and cash.
33. To watch progress of work on Development/Expansion plan.
34. Allotment of Guest Room strictly in accordance with the roster and ensure their vacation by due date.
35. Allotment of staff quarters. Vacation of quarters by the staff on the expiry of their terms or discharge from the service.
36. To advise Secy on the employment pattern of staff.
37. To oversee proper employment of service staff.

38. To work out proper security function and ensure its effective implementation.
39. To monitor progress of various works undertaken by MES or out of RSI Funds. The sub committee will also monitor allotment of maint funds by stn HQ to RSI.

CHARTER OF DUTIES : SPORTS AND ENTERTAINMENT SUB COMMITTEE

40. To assess the financial requirements to cover the sports and entertainment activities.
41. To ensure that the renovation/extension plans of existing facilities network are developed and spread over a suitable timeframe in such a manner so as not to cause immediate financial burden on the financial-resource framework of the Institute.
42. To project the afore-mentioned financial requirements to the Finance Sub Committee at the time of Budget formulation with full justification.
43. To exercise proper care and financial prudence in implementing the approved plans of renovation/extension/new creation.
44. To ensure that the cultural activities/programmes conform to the accepted norms of dignity, decorum, customs and traditions of the Services and inter-alia, enhance the image of the Institute.

Facilities

45. (a) **Sports**
- (i) Provision of sports facility in adequate measure.
 - (ii) Participation of the Institute in various local tournaments.
 - (iii) Maintenance of the tennis/squash courts to keep these fully functional and sports-worthy.
- (b) **Tombola**
- (i) Regular holding of Tombola sessions.
 - (ii) Fairness, adequacy and financial viability of Tombola prizes.
 - (ii) Proper accounting of Tombola Funds.
- (c) **Dances**
- (i) Dances are regularly held.
 - (ii) Availability of Band / DJ is ensured through contractual mode throughout the year.
 - (iii) Major Dance events like May Queen Ball, Diwali. Dance and New Year's Eve Dance are duly notified to the members well in advance with relevant details of information.

(d) **Cultural Events/Shows**

(i) Cultural events arranged are of good standard and adequate entertainment value.

(ii) Such events are duly notified to the members well in advance with relevant details of information.

(e) **Rummy and Bridge**

(i) To ensure availability of Cards, counters for Rummy.

(ii) To frame rules for Rummy and Bridge and ensure adherence thereto by members.

(f) Children party and swimming Gala are regularly held.

46. To ensure that no unauthorized persons are allowed to attend/participate in various functions like sports events, tombola sessions, dances and cultural shows.

47. To ensure that while arranging various cultural events/ functions, the concomitant financial aspects are kept in view to achieve suitable rate-of-return.

48. To ensure that the prospective viewers/participants/ attendees of afore-mentioned functions are notified proper dress details and their conformity to such dress details.

49. To ensure that proper income and expenditure details of afore-mentioned events are duly compiled and maintained.

**CHARTER OF DUTIES : APPOINTMENTS, SCREENING AND
DISCIPLINARY SUB COMMITTEE**

50. To lay down the qualitative requirement (in terms of qualifications – academic, professional and experience) pertaining to each category of employees authorized on the staff of the institute. It will also develop similar qualitative requirements for the incumbents of newly created job-positions.

51. To select and appoint candidates for the job-positions of Managerial and other staff.

52. Fixation of pay scales for incumbent of various jobs and positions, subject to the vetting of Finance Sub Committee.

53. To grant confirmations (based on the recommendations of the Secretary) to employees for permanent absorption in the institute after the successful completion of probationary period.

54. To enquire into any cases of misconduct or indiscipline of employees of the Institute and institute necessary disciplinary action against the defaulting employees as deemed fit.

55. To act as Appellate authority for the employees of the institute.

Screening

56. To scrutinize the applications of serving, retired, non-PC ex-service officers and widows of officers who were members, for admission/re-admission as members of the institute.

57. To ensure that membership to the above categories is granted in conformity with the prevailing rules (including the ceiling imposed on total membership of the institute).

Disciplinary

58. To examine all cases of indiscipline, misconduct, unbecoming behavior etc pertaining to the members and their dependents and take/recommend suitable disciplinary action against such members/dependents in conformity with the Rules of the Institute.

Suspension / Reinstatement of Members

59. To examine all cases of termination, suspension and re-instatement / re-admission of members as per RSI Rules and make recommendation to the Mgt committee in this regards.

Cases Pertaining to Guests

60. Cases of evasion of entering the particulars of the Guests to be investigated and necessary action taken.

CHARTER OF DUTIES : CATERING AND BAR SUB COMMITTEE

61. To assess financial requirements to cater for Bar liquor stock and catering stock for the next financial year. To ensure monthly check on stock position, so that no dead stocks are held in the wine cellar. To check that adequate crockery, cutlery and Linen are available and carry out their condemnation/replacement periodically.

Bars

62. Maintenance and up keep of the bar.

63. Proper accounting of credit chits, coupons against payments of liquor and ensure the completion of this accounting on daily basis.

64. Ensure that monthly bar expenditure/recovery summaries are submitted by the Steward to Accounts Officer for billing by 30th of each month.

65. Ensure that monthly stock taking of wine cellar is carried out and that it tallies with the stock value shown in the account books at closure of monthly accounts.

TRINCO Restaurant

66. Ensure that a high standard of cooking and service is maintained all the time.

67. Effect economy in catering by reducing/eliminating wastage of cooked food. Proper rates of all items of Menu/Snacks are fixed keeping in view the prevailing market rates.

68. To see that all gadgets and machines/implements in the modernized Kitchen are kept in good working order. Repairs, when required be done immediately and the equipment be maintained and inspected periodically.

69. To keep a watch on sanitation/hygiene of TRINCO staff and premises. Ensure that the linen and other accessories are well kept and washed clean before re-use.

Cafeteria

70. To ensure Cafe code Red is always stocked with the varieties of eatables and beverages. Hot tea/coffee is always made avl.

71. It will also ensure to keep variety of ice-creams.

Catering other than TRINCO Cafeteria

72. To ensure high quality service and standard of eatables is maintained at Sanjog Hall during various parties and functions.

CHARTER OF DUTIES : FINANCIAL ADVISER

73. To render advice to the Management and Financial Sub Committee on all Financial matters as under :-

- (a) Financial planning and control.
- (b) Investment plan - its mix, i.e., long term deposits, medium term deposits and short term deposits in conformity with the operational liquidity.
- (c) Internal Audit/Statutory Audit.
- (d) Developing suitable management oriented financial reporting system to facilitate fast and correct decision making by the Management Committee.
- (e) Budget formulation and its control to see that budgetary requirements are need-based, realistic and objective.
- (f) Accounting systems and procedures.

CHARTER OF DUTIES : ENGINEER ADVISER

74. To render technical advice to the Mgt Committee on various Engineering matters pertaining to the Institute, i.e, maintenance and upkeep of the building, proposed new constructions, maintenance and upkeep of kitchen equipment like cooking ranges etc.

75. To render technical advice on constructional plans and diagrams for proposed/approved constructional projects and the expenditure details related thereto.

CHARTER OF DUTIES : MEDICAL ADVISER

76. To advise the Mgt Committee on medical and health aspects of the employees of the Institute and on hygiene/sanitation matters pertaining to the institute premises (including staff residential area).
77. To advise preventive measures against infectious and communicable diseases including Malaria, Infectious Hepatitis and food poisoning.
78. To advise measures on rodent/pest control.
79. To arrange pre-recruitment medical examination of all employees.

CHARTER OF DUTIES : LEGAL ADVISER

80. To render Legal advice to the Mgt Committee on all matters pertaining to the following :-
 - (a) Operation and application aspects of RSI Rules and Bye-laws.
 - (b) All types of Meetings incl Annual Meeting, Mgt Committee meetings, Sub Committee meeting etc.
 - (c) Recovery of outstanding bills of members, court decrees in this regard.
 - (d) Personnel function - Recruitment, Placement, Promotion, Pay and allowances, Gratuity, disciplinary cases, appeals and petitions pertaining to the employees.
 - (e) Cases of indiscipline, misconduct and misbehavior of members.
 - (f) All other matters referred by the Mgt Committee for legal advice and necessary action emanating there from like preparation of cases, handling cases of RSI in the Courts etc.

SECTION – II**GENERAL BYE LAWS : ENTRY FEE, DEPOSITS AND SUBSCRIPTION****Entry Fee**

81. All applicants for Associate Membership will be required to remit a non refundable entry fee of Rs. 15,000/- payable in one lump sum, on acceptance of their request for membership. Membership will, however, be granted only on remission of the said amount. No entry fee is required to be paid in respect all other types of membership.

Deposit

82. Transactions between RSI and members will be through pre paid Smart Cards.

83. Every applicant on becoming a Service/ Associate member is required to make a refundable security deposit of following lump sum amount for availing facilities as quoted against each :-

- (a) Service/Associate/Temp members - Rs 5,000/-
- (b) Hony Members – Nil

84. The security deposit will be refunded on termination of membership.

Membership Subscription

85. Members will pay monthly subscription as under :-

- (a) Service/Associate Members- Rs 350/-
- (b) Outstation Members- Rs 200/-
- (c) Senior citizen (>65 yrs) – Rs 200/-
- (d) Very Senior citizen (>80 yrs) – Rs 50/-
- (e) Widows – Rs 50/-
- (f) Gallantry Awardees – Rs 50/-

Guest charges

86. Members bringing guest to RSI will be charged on each occasion as under :-

- (a) Serving/Retd Offrs (Non members) - Rs 25/-
- (b) Non entitled dependents of member - Rs 25/-
- (c) Civ guest of member - Rs 150/-

87. Guest charges for various facilities will be as laid down in various Bye Laws and shall be over and above the guest charges mentioned above at Para 6.

SECTION – III**STANDING ORDER FOR EMPLOYED STAFF****CHARTER OF DUTIES****Secretary**

88. He will be overall in-charge for day to day functioning of the RSI and its various activities, department and sections as per SOP.

89. He will implement various decisions taken by the Sub Committees and be responsible to the mgt Committee for their timely execution. He will report matters to Hony Secy on occurrence.

90. He will control all employed staff of all categories and be responsible to Hony Secy for their effective and co-ordinate. He will maint the duty roster of the staff

91. He will be responsible for daily accounting of bar and catering and will ensure that these accounts are closed daily at the closure of RSI.

92. He will organize the RSI Office and be responsible for all correspondence. He will ensure the security of assets/ property of RSI.

93. He will organize functions and provide allied facilities like catering soft/hard drink bars.

94. He will supervise the Accounts maintained by the Accounts Officer and will sign in the Accounts Book at the closure of Accounts every month.

Assistant Secretary

95. He will keep himself fully abreast with the day to day functioning of RSI so as to carry out the job of Secy, RSI in his absence.

96. He will ensure the general cleanliness and hygiene and sanitation of MP Hall, guest rooms, Bridal rooms and area around the MP Hall.

97. Assist the Hony Secy with regard to furnishing following details daily :-

- (a) Occupation/Vacation state of Guest rooms.
- (b) Booking of MP Halls and Bridal rooms by members for private parties.
- (c) Allot as per direction of Hony Secretary and intimate members seeking accommodation in guest rooms of MP Hall and Bridal rooms.

(d) Submission of occupation /vacation return to Southern Command Signal Regiment and Military Intelligence Training School in respect of rooms maintained on their name.

(e) Realize advance and final payments from members hosting private parties at MP Halls and those occupying guest rooms deposit the same with Accounts Officer RSI. This will include bill from the catering and decoration contractors also.

98. Ensure effective rendering of room service by room bearers, including their turn out.

Accounts Officer

99. He will be the Accounts Holder of RSI and will operate the transactions and records and initial them in the Accounts Book. He will be overall in-charge of maintenance and updating of ledgers, cash books and other registers maintained for keeping the accounts of the RSI.

100. He will be personally in-charge of the cash, safe and all cash transactions in all accounts of the institute.

101. He will prepare the monthly balance sheets, profit and loss statements and details of outstanding dues and payments.

102. (a) He will be responsible for the preparation of accounts for the Quarterly Regtl Audit Boards and Annual Audit by the Chartered Accountant.

(b) Submission of monthly sales proceeds of bar and catering clks to the Secy by 30th of every month.

103. His routine duties will include the following :-

(a) Payments of all bills subject to sanction by the Vice Chairman or the Hony Secy as the case may be.

(b) Monthly payments of salaries to the staff.

(c) Organization of the accounts section and delegation of duties through the Hony Secy.

(d) Preparation of RSI bills and submitting the monthly outstanding dues through the Hony Secy.

(e) Maint of RSI membership Registers.

(f) Carrying out such duties as detailed by the Vice Chairman or the Hony Secy.

104. Register of charge of Bridge and Rummy Rooms, including the guest charges, are frequently checked and all above items are recovered through the monthly bills of members.

Bar and Catering Supervisor

105. He will submit demand of liquor based on the number of members as approved by the Bar Sub Committee to Southern Command CSD Canteen. On receipt of the liquor from Canteen he will take it on charge in the cellar Ledger.

106. He will issue liquor to the Barman on vouchers from the cellar for the liquor bar, as and when required. He will instruct the Wine Clerk to strike off these issues from the Cellar Ledger and take them on charge in the liquor bar ledger.

107. Empty bottles and other packing materials when issued from the cellar to the liquor bar, will be brought on the Packing Material Ledger charge. He will check the Packing Material Ledger, charge. He will check the Packing Material Ledger, at least once a week.

108. Breakages, if any, will be produced before the Manager by the Wine Steward immediately, appropriate recoveries made and items charged off the ledger. The Manager will ensure that and breakages are replaced in a subsequent transaction.

109. He will check the empties with the ledger every week. These will be sold monthly or when accumulated in sufficient number, to the highest bidder.

Soft Drinks, tobacco, matches, Aerated Waters etc

110. Demand for tobacco, matches, soft drinks, aerated waters and straws will be placed on the service Canteen/firms under the signature of the Manager. As and when required, cigarettes/tobacco, matches will be issued through the Cellar by the Wine Steward, whereas aerated waters, ice and soft drinks purchased directly from the firms will be checked by the Manager prior to the firms will be checked by the manager prior to the Steward taking them on charge in the bar ledger.

111. Empties of aerated waters and soft drinks will be on clean exchange basis, and the wine Stewards will be responsible for the entire number of empties on charge in the Wine Ledger.

112. He will open and close the liquor bar according to the timings laid down from time to time.

113. Pre paid smart cards with the smart card clk by 1200hrs the next day

114. He will stop issuing to those members about whom he receives a notice to stop credit from Accounts office. He will warn all wine waiters of such names so that they do not accept pre paid smart cards from these members inadvertently.

Catering Supervisor

115. He will be responsible for provisioning service in TRINCO, during outdoor activities like Tombola and dance and maintain correct accounting of the catering.

116. He will obtain from the Manager the details of daily routine menu and menu for private party if any, to be organized by RSI catering and arrange for the provisioning of all items for the preparation of the food.

117. He will ensure that :-

- (a) Items purchased from the local market are of good quality and on a competitive rate.
- (b) Perishable items are preserved in deep freeze or fridge to avoid decay.
- (c) Kitchen, area around and TRINCO are clean and hygienically maintained at all times.
- (d) The cooks and other foods handlers, including the waiters, are well turned out and medically every month.
- (e) All items of linen, crockery and cutlery held on charge of RSI are held under safe custody after use at TRINCO and other places.
- (f) The layout of furniture in the TRINCO is not disturbed by members without prior approval of Manager RSI.
- (g) Daily verbal report is submitted to the manager at the end of the day that all items have been accounted for and kept under custody.
- (h) Report is immediately submitted to the manager where he has noticed any damage/loss of RSI property.

118. In case of a private party the bill for the party expenditure will be prepared and put up to the Manager on the following day so that a consolidated final bill can be presented to the members hosting the party within two days.

SERVICE RULES FOR STAFF

General

119. Maximum retired/ex-service will be employed in RSI. The staff employed by RSI will be divided into the following categories :-

- (a) Officers.
- (b) Supervisors.
- (d) Clerical.
- (e) Subordinate.

120. The staff will be screened and employed by Screening and Disciplinary Committee, as per their job requirement. They will be continued in service after the satisfactory performance during the prescribed probation period.

Provident Fund (PF) and Gratuity

121. Once a member of staff is confirmed, he will contribute 12% of Basic Pay plus DA towards PF by adding 12% similar contribution by the employer. The same will be deposited with PF Commissioner Pune by 05th of following month. This will be paid to the employee by the EPF after retirement/Leaving the service as per EPF Acct. However, contribution of employer share of EPF after the retirement age, i.e. 58 years will be discontinued. Similarly, ESI @ 10.75% from employer of monthly emoluments of employee will be deposited with the ESI Department on monthly basis.

122. As per Gratuity Act 1972, Para 2 (2) the individual is entitled gratuity on completion of five years service as per the following formula :-

Last pay drawn x 15 days salary x No of years of service/ 26 days.

Leave Rules

123. On completion of probation period, the following leave may be granted per year to the staff at the discretion of the Hony Secy:-

- (a) Earned Leave - 20 days.
- (b) Casual Leave - 7 days.
- (c) Sick Leave - Upto 15 days, if annual and casual leaves have not been availed. Otherwise this be adjusted against these entitlements.

Penal Deductions For Offence Committee

124. Hony Secy is empowered to inflict fine on the civilian staff, on committing an offence, as per following guide lines :-

- (a) **Minor Offences**. Penal deduction upto 7 days of pay.
- (b) **Major Offences (on proper investigation)**
 - (i) Stoppage of pay to make loss good.
 - (ii) Dismissal from service, on approval by Chairman.
 - (iii) Conduct prejudicial to good order and discipline deemed suitable by Mgt Committee may invite dismissal from service without notice.

SECTION – IV**MULTI PURPOSE HALL(SANJOG)****Introduction**

125. One hall with two Annexe and Lawn area with Stage have been provided in Sanjog Hall building in the RSI premises with the aim to organize major official functions as well as to hire out to members for private parties.

Booking of Sanjog Hall

126. Booking of Sanjog Hall will be done as under :-

- (a) These halls and Lawn Area with stage can be booked by a member, depending upon the strength of the party being arranged. Booking of the hall and Lawn Area with stage will be done by submitting the prescribed application form avl in RSI.
- (b) Sanjog Hall can be booked for private parties, weddings/ receptions by
- (i) Members.
 - (ii) Dependents of members.
 - (iii) Serving/ Retd Offrs and their dependents (Non members) if they are sponsored by a member.
 - (iii) Relatives of members.

Hire Charges

127. Charges for maint and upkeep of assets at Sanjog Hall to be paid by members are as under:-

Ser No	No of people attending	Facility	Hire Charges	
			Member and dependents	Relatives /Non Members
(a)	Up to 60 people	Annexe Single room	Rs 4,500/-	Rs 9,000/-
(b)	Between 61 to 90	Annexe two rooms	Rs 9,000/-	Rs 18,000/-
(c)	Between 91 to 1000	MPH, two annexe and two bridal rooms	Rs 22,500/-	Rs 45,000/-
		Dance floor, two bridal rooms and Party Lawn	Rs 22,500/-	Rs 45,000/-

Note :-

1. In addition to above charges, Rs 1,000/- for conservancy/water, Rs 2500/- for electricity will be charged for six hour and Rs 340/- per hour above six hours will be charged with each booking.
2. Rent and allied charges will be paid to Govt Treasury as recommended by a Stn BOO.

Catering

128. Catering for such functions organized at MP Hall will be undertaken by RSI official caterer. Necessary kitchen facilities will be provided to the official caterer by RSI. No member will be allowed to employ his own caterer.

Bar facilities

129. No hard drinks will be served nor be allowed to be served by members in MP Hall. Soft drink bar facilities will be provided on request.

RSI Service charges on catering

130. 20% of the total expenditure involved for the catering arrangements will be charged by RSI as service charges.

Decoration and Allied Arrangements

131. Member organizing the function will be provided decoration, lighting and flowering etc under arrangements of RSI from RSI approved vendors. 20% of the total expenditure incurred towards these expenses will be charged by RSI as service charges.

Confirmation of the Booking

132. Booking of the Halls will be confirmed depending upon the availability and subject to approval of the Vice Chairman.

Advance Payment

133. On receipt of confirmation of the-booking the member is reqd to pay following adv to the Sanjog Hall in charge:-

- (a) Hire charges for the halls including conservancy/water and electricity charges.
- (b) Estimated cost of catering, decoration, lighting, flower arng and any other arng plus 20% extra on the total bill will be taken as advance, to be adjusted in the Final Bill.

134. A final bill for total charges will be presented to the member concerned immediately after the function is over. Members are reqd to clear the outstanding amounts within two days of the receipt of the bill. Failure to do so will invite a penalty charge of 10% of the

outstanding amount for each day of delay in payment and disciplinary action under the RSI Rules.

Note :- In case the booking is cancelled the following amount shall be forfeited :-

- (a) Up to 30 days and above - 20% of Booking charges
- (b) Up to 29 days to 15 days - 25% of Booking charges
- (c) Up to 14 days to 08 days - 50% of Booking charges
- (d) Up to 07 days and below - 100% of Booking charges

SECTION – V**GUEST ROOMS****General**

135. There are 5 guest rooms available with RSI for allotment to members of RSI, serving and retired defence service officers and their guests visiting Pune for a short duration.

Allotment

136. Allotment of guest rooms is controlled by the Hony Secretary and allotment will only be confirmed on receipt of written request and receipt of advance payment of room hire charges. Rooms can be booked for a maximum period of 10 days at any one time. Extension to the above allotment period must be regularized by applying for the same and on approval by the Hony Secy.

Hire Charges

137. Daily hire charges of Guest rooms are as under :-

Ser No	Type	Member	Non Member
(a)	AC Room with living Room	Rs 500/-	Rs1000/-
(b)	AC Room without living Room	Rs 450/-	Rs 900/-

Note :- All Gallantry awardees will be charged 50% of guest room charges prescribed above.

Catering

138. Catering facilities for the occupants of the rooms will be provided by official caterer of RSI, Occupants can have their meals at TRINCO (Restaurant of RSI). The room services through Room Boys/Trinco staff will only be for tea/breakfast.

Accounting

139. 24 hours or part thereof from the time of occupation will be counted as one day for hire charges. Any stay beyond 24 hours will be treated on a similar accounting system.

Payments

140. Occupants of guest rooms are reqd to avail catering facilities on payment through temp pre paid smart cards. Smart cards can be taken from reception for the purpose.

Occupation/Vacation

141. On arrival at RSI the applicant will be directed to the Adm JCO for collection of the key of the room. The occupant will take over the room from the room attendant and enter the particulars in the register maintained by him. All items provided in the room in the room are periodically inspected, tested and maintained in good serviceable condition. Any damage caused to the RSI property provided in the room, whether willful or accidental, will be made good by the occupants before vacating the room. The room attendant will be given adequate advance notice to take over the room from the occupants on vacation.

Clearance

142. Payment of outstanding hire charge if any will be made to the accounts officer RSI before leaving the RSI premises after vacating the rooms.

SECTION – VI**CATERING ARRANGEMENTS****General**

143. The catering arrangements at TRINCO for private parties up to 40 people besides daily catering on a-la-carte system will be undertaken by Official Caterer.

Daily Routine, Catering

144. Different types of menu for both non-veg and veg are fixed for different days and prepared for both lunch and dinner and will be served at followings timings :-

- (a) Lunch - 1200 to 1430 hours (Last order to accepted by 1400h).
- (b) Dinner - 1900 to 2300 hours (Last order to be accepted by 2215 h).

145. In addition to lunch and dinner, variety of snacks items will also be prepared at the RSI kitchen which will be served to members in the bar and card rooms on pre-paid smart card.

Rate for Lunch/Dinner and Snacks items

146. Rate for the lunch, Dinner and snacks items will be worked out periodically depending upon prevailing market rate, by the catering sub committee keeping a margin of **10%** profit for RSI.

Private Parties

147. Members desirous of hosting private parties up to 40 people will contact the Secy with desired menu at least 48 hours in advance. Private parties will be organized in the private dining room available next to TRINCO. Hire charges of both rooms with bar will be Rs 1000/- and one of the room with bar will be rupees Rs 600/- and catering arng will be charged. A service charge of 10% of the actual expenditure incurred on catering will also be levied to the member.

Bar Facility

148. Extension counter of bar will be established at TRINCO. Member hosting the party will sign for the total quantity of liquor and soft drinks consumed before leaving RSI after the party.

Hygiene

149. The **Secy** RSI will ensure that the monthly medical inspection by the RMO is carried out and that all food handlers medically examined every month and are protected against epidemic.

150. Hygienic preservation of all food articles, whether raw or cooked will be also be ensured by the Secy RSI.

151. Any default on account of poor service by TRINCO on account of Para 149 and 150 and on every complaint of member will warrant a fine of Rs 1,000/- to be imposed by the Secy on caterer on each occasion.

152. In case of food poisoning, the case will be investigated by the appropriate auth and the contract terminated with cost of civil liabilities as per laws of the land.

SECTION –VII**RSI SPORTS AND INDOOR GAMES****SQUASH****Introduction**

153. There are two squash courts available for members and their dependents. They will be known as squash court No 1 and No 2. Players will vacate the court after 30 minutes of play for the players in waiting.

Timings

154. The squash courts will be opened and closed as per the following timings :-

- | | | | |
|-----|---|---|-----------------------------|
| (a) | Summer | - | 0630 hrs to 0900 hrs |
| | (Mar to Oct) | - | 1600 hrs to 2030 hrs |
| (b) | Winter | - | 0630 hrs to 0900 hrs |
| | (Nov to Feb) | - | 1600 hrs to 2030 hrs |
| (c) | Squash court will be closed on Tuesday. | | |

Dependents

155. Dependents are not allowed to play in court No 1 if members are waiting to play.

Guests

156. Members are allowed to bring guests to play by paying a guest charge of Rs. 50/- per guest per visit. Members are expected to enter the particulars of guest in the register maintained by the squash marker. No guest is to be entertained for more than six times in a months.

Dress/Equipment

157. Players will wear short/trousers, sports shirts and PT shoes only. Wearing of foot wear with leather sole is strictly forbidden. Players will bring their own Squash balls and rackets.

Squash Marker

158. The squash marker will be present in the premises of the court and will maintain the record of members, dependents and guests availing the facility. The above record will be put up to accounts officer at the end of the month.

Subscriptions

159. Following squash subscriptions will be paid :-

- (a) RSI members - Rs 50/- per month
- (b) Dependent children - Rs 25/- per month.

TENNIS

General

160. RSI maintains two tennis courts which are available to members and their eligible dependents.

Timings

161. The tennis courts will be made available to members, guests and dependents for play at the following timings :-

- (a) Summer - 1630 hours to
(Mar to Oct) - 1930 hours
- (b) Winter - 1600 hours to
(Nov to Feb) - 1900 hours
- (c) Tennis courts will remain closed on Tuesdays

Guest

162. Members are allowed to bring guest for the game by paying Rs. 50/- per Guest per visit. Particulars of the guest must be entered in the register maintained by the tennis marker. Guest can be introduced for a maximum of six times in a month.

Play

163. Members will enter their names on the slate kept in the tennis court to indicate the priority of their arrival. In order to reduce the waiting time to minimum, particularly when two or more players are waiting, the following rules will be applied:-

- (a) Only one set will be played.
- (b) Singles will not be played.

Dress/Equipment

164. Players will wear tee-shirt/sports shirt, shorts/trousers preferably of white colour, socks and PT shoes. While playing tennis, wearing of shoes with leather sole or with studs is strictly forbidden.

Tennis Balls

165. 50% cost of total balls used in a month will be borne by the RSI and 50% will be charged to the playing members. The used balls will be sold to desirous members @ Rs. 20/- per ball. (Rate to be revised from time to time).

Tennis Marker

166. The tennis marker will maintain the register of players availing the tennis facility which will be put up to the Accounts officer at the end of the month.

Tennis Ball Picker Boys

167. Four tennis ball picker boys, ie two for each court will be employed by the Institute. They will work under the supervision of the tennis marker.

Subscriptions

168. Following subscriptions will be paid :-

- | | | | |
|-----|--------------------|---|--------------------|
| (a) | RSI members | - | Rs 50/- per month |
| (b) | Dependent children | - | Rs 25/- per month. |

SWIMMING POOL

General

169. RSI is maintaining one swimming pool which is available to members and their eligible dependents.

Timings

170. The swimming pool will be available to members and dependent/guest as per following timing :-

- (a) On all days incl. Sundays and Holidays
 - (i) Members and Dependents - **0700 to 1100 hrs**
1600 to 1900 hrs
 - (ii) Members only - **1900 to 2000 hrs**
- (b) Swimming Pool will be closed on **Tuesday** for maintenance.

Guests

171. Guests may be allowed to avail the facility of the Swimming Pool. The same guest will not be brought for more than 4 times a month. Guest will be charged Rs. 50/- per head per session.

Hygiene

172. Members and dependents, while using swimming pool, are expected to adhere to the following procedure to ensure hygienic maintenance of the swimming pool:-

- (a) Ensure that only proper swimwear is used.
- (b) Have a shower before entering the swimming pool.
- (c) Use ear plug if required.
- (c) Do not spit into the swimming pool.
- (d) Do not enter the swimming pool if you are suffering from skin/eye diseases, cold, cough, open cuts and wounds etc.
- (e) Ladies, Sikh gentlemen, and children with long hair must wear bath caps.
- (f) Wash your feet in the chlorine water tubs provided before entering the pool every time.

Change Room

173. A change room with attached toilet for ladies and gents is provided at the entrance. All are expected to use the change room and toilet in a proper manner and leave them in a state that they expect to find them in. Clothes and towels should not be taken to the swimming pool but should be left in the change rooms. A limited number of chests with locking arrangements are also provided in the change room. Members may keep their valuables, such as, wrist watch, wallet etc in the chest and lock them, the key of which may be deposited with the NCO in-charge swimming pool.

Safety

174. Parents are requested to note that children below 14 years of age are not sent to the swimming pool unattended. Swimmers are advised not to enter swimming pool unless another person or the life guard is in the vicinity to give help in case of injury, cramp and so on.

175. Persons using diving boards should make certain that their action will not cause injury to others already swimming in the pool.

176. Rubber tubes are available with swimming pool attendant, the use of which may be availed for instructional purposes.

Valuables

177. Members should not leave valuables unattended. No responsibility will be accepted by the Management in this respect.

Servants

178. Servants are not allowed in the area of swimming pool.

BILLIARDS**General**

179. An indoor billiards table is available at RSI for the members and their dependents.

Timings

180. The timings of Billiards room will be as under :-

(a) **Members**

Working days 1800h - 2200h

Sun/ Holidays 1000h -1930h

(b) **Dependents**

Working days 1800h - 1930h

Sun/Holidays 1000H - 1200h

Guests

181. Guests may be allowed to utilize the facility at the rate of Rs 50/- per guest per visit. No of visits of each guest will be restricted to six.

Subscriptions

182. Following subscriptions will be charged:-

- | | | | |
|-----|--|---|-----------------|
| (a) | RSI members | - | Rs 10/- per hr. |
| (b) | Dependent children
(More than 18 yrs of ages) | - | Rs 10/- per hr. |

CARD ROOMS

Introduction

183. Bridge and Rummy are the only games of card permitted in the Institute, For this purpose one Bridge room and one Rummy room are available to members and their eligible dependents above 18 years of age.

Subscription

184. Monthly charge of Rs 200/- per player will be recovered from the members through their monthly RSI Bill. Members will enter their names in the register provided in the Card Rooms.

Guest

185. No guests will be allowed to play cards in the Card Rooms.

Timings

186. The card rooms will open and close as per following timings :-

- (a) On working days except Saturdays – 1630 to 2200 h
- (b) Sundays and Holidays - 1430 to 2200 h.
- (c) Saturdays and days preceding holidays – 1430 to 2300h.
- (d) Card Rooms will be closed on Tuesday.

Bridge

187. Permissible stake for Bridge is Re. 1/- per point. Cutting in shall be according to the ordinary Bridge Rules, ie. 3 persons may cut in, if there is only one table, but only two may cut in if there is more than one table.

188. If there are more table than one in play and rubber is completed, TABLE UP will be called to allow players sitting on another table to come in, Should they refuse this opportunity they will not be allowed to cut in at any table other than the one on which they are waiting.

Rummy

189. Rummy will be played according to International rummy rules with suitable modification befitting to a service Institute. Such modified rules are published separately and displayed in the Rummy room for information and strict adherence by all members.

Rummy Stake

190. Rummy stake will not exceed 1/- per point whether the game is single or double entry.

Cards

191. Cards will be changed once a week on every Friday. Members are not expected to take pack of cards to residence. Card room waiters will collect all the cards after the game and repack them to be issued to members on the following day.

Money Transactions

192. No cash transactions will be done by the members to pay winnings/losing of Rummy/Bridge. The points won or lost will be entered in Rummy/Bridge points Register and stakes played will be indicated. The recovery and payment of the amount, based on the record entered in the Registers, will be done by RSI through the member's bills.

TOMBOLA

193. Tombola will be conducted in RSI on every Saturday as given out in the Monthly Programme. All members and their dependents above 16 years of age permitted to play. Children/dependents below 16 years are not permitted for Tombola.

Eligibility

- (a) Service and associate members will be eligible for all prizes.
- (b) Temporary members will be eligible for prizes of HOUSE and less only.

Guests

194. Guests are permitted to play Tombola and are eligible for the prizes of HOUSE and less only i.e. they will not be eligible for snow-ball or Jack-pot.

Conduct of Tombola

195. Secy RSI will be responsible for running and conduct of Tombola. He will select suitable announcers from amongst the members and indicate them the procedure to be followed including prizes and prize money.

196. The announcers will take full control of the audience and will ensure that Tombola is conducted in congenial atmosphere and adequate silence ensues when numbers are being announced. He will stick to the laid down procedure for conduct of the game.

Prizes

197. 20% of the total collection of each house of Tombola will be set aside as the deduction of the club. Remaining 80% will be used for prizes as per guidelines given by the Secy.

Snow Ball

198. Snow ball to start with will be of Rs 1000 in 46 counts. If not won, on the next Tombola Day the count be increased by one. Increasing the count by one number will continue every week till it is won. When the Snow Ball is claimed, no Snow Ball will be available for subsequent Houses on that Day. Next week, new Snow Ball of Rs 1000/- will be available at the starting of 46 counts and increased progressively every week. Like Jumbo Jack Pot, Snow Ball will also be not available for the last/ Bumper House of the Day.

Jack Pot

199. Jack Pot will be of Rs 1500 in 45 counts. It will be available for all Houses except last House which is the Bumper House of the day.

Jumbo Jack Pot

200. Jumbo Jack Pot will be of Rs 5,000/- in 44 counts and will be available only on the Bumper Tombola Day except last Bumper House which is held once a month (normally on the last Saturday of the month).

Complaints/Disputes

201. Due to the nature of the game, decision of the announcer on any complaint/dispute and payment of prize money will be final. He is at liberty to consult the Secy on the spot in this regard.

HEALTH CLUB**General**

202. RSI has the Health Club facility for the members and their dependents, located in the Main Building. The Health Club has the following facilities :-

- (a) Various gadgets for exercise.
- (b) Sauna Bath.

Guests

203. Guest may be allowed in Health club. No of visits of each guest will be restricted to six per month. Guest charges will be as under :-

- (a) Gym - Rs. 50/- per guest per visit.
- (b) Sauna/steam Bath - Rs. 50/- per guest per visit.

Timings

204. Timings of Health Club will be as under :-

(a) **Gymnasium**

Ser No	Persons	Day	Timing
(i)	Members/ Dependents	Wed to Mon	0600 to 0830h 1800 to 2000h
(ii)	Ladies/Dependents	Wed to Mon	0830 to 1030h 1600 to 1800h
(iii)	Physiotherapist	Wed to Mon	0830 to 1030h 1800 to 2000h

(b) **Sauna & Steam Bath**

Ser No	Persons	Day	Timing
(i)	Members/ Dependents Male	Mon, Thr, Sat	0600 to 0830h 1800 to 1900h
(ii)	Ladies/Dependents Females	Wed, Fri, Sat	0900 to 1030h 1600 to 1700h

Medical Fitness

205. Members are responsible to ensure medical fitness of themselves and their dependents, before using the facilities of the club.

Club Etiquettes

206. The club has very limited space and attracts ladies and gents of various age groups. It is essential that members maintain good behaviors and etiquettes, so that a congenial atmosphere prevails in the club. Following guidelines should be followed :-

(a) Dress

- (i) Gents. Track suit/Sports Shirt/Trousers
- (ii) Ladies. Track suit/Salwar Kurta
- (iii) Sauna. Gown Bathing Towel, Bathing Caps.

(b) Precautions.

- (i) Consult doctor before starting sauna bath.
- (ii) Do not over do exercise to get early results.
- (iii) Avoid Health Club in case of infants below 5 years of age, persons with extreme obesity, high blood pressure or Heart trouble.
- (iv) Avoid using the gadget for excessive time, if others are waiting to use the same.

Subscriptions

207. The subscription for members /dependents will be Rs 100/- per month.

Sauna Bath

208. Sauna bath charges will be Rs 100/- per Month.