

SECTION – I**CHARTER OF DUTIES: MANAGEMENT COMMITTEE**

1. To frame Bye-Laws and promulgate them on concurrence of Chief Patron, to regulate the internal affairs of the institute and the conduct of its members.
2. Varying, revoking or adding to the Bye-Laws with the approval of Chief Patron (such alteration or revoking of or addition to the Bye-Laws shall be binding on members).
3. To administer the Rajendra Sinhji Army Mess & Institute (RSAMI) in accordance with the Rules and Bye Laws.
4. To approve Budgetary Estimates.

SECTION – II

GENERAL BYE LAWS ENTRY FEE, DEPOSITS AND SUBSCRIPTION

Entry Fee

5. 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.

Security Deposit

6. Transactions between RSAMI and members will be through Pre Paid Smart Cards.

7. 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.

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

Membership Subscription

9. Members will pay monthly subscription as under:-

- (a) Service Membership (wef 01 Oct 18).
 - (i) In station - Rs 500/- PM
 - (ii) Out station - Rs 450/- PM
- (b) Associate Membership (wef 01 Oct 18).
 - (i) Less than 70 yrs - Rs 500/- PM
 - (ii) Above 70 yrs - Rs 300/- PM
 - (iii) Gallantry Awardees
(Chakra Series Only) - Rs 500/- PM
 - (iv) Widows - Rs 300/-PM
- (c) Additional Charges (Yearly basis).
 - (i) Misc charges - Rs 250/- PM
 - (ii) Staff Diwali Box - Rs 150/- PM

Guest Charges for Entry to RSAMI

10. Members bringing guest to RSAMI will be charged on each occasion as under:-

- (a) Serving/Retd Offrs (Non members) - Rs 50/- Per head
and their Dependents
(For Catering and Bar only)

- (b) Civ guest of member - Rs 200/- Per head
(For Catering and Bar only)
- (c) **Guest charges for guest entry of RSAMI will be at half rate on Mon, Wed, Thu. However Full Guest charges applicable for Fri, Sat, and Sun.**
- (d) **Walk-in Membership of Serving Officers: Presently walk-in membership is being given to service officers only at the rate of Rs 100/- per person.**

11. 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 10.

SECTION – III
STANDING ORDER FOR EMPLOYED STAFF
CHARTER OF DUTIES

Secretary

12. He will be overall in-charge for day to day functioning of the RSAMI and its various activities, department and sections as per SOP.
13. He will implement various decisions taken by the Management Committee and be responsible to the Management Committee for their timely execution. He will report matters to Honorary Secretary on occurrence.
14. He will control all employed staff of all categories and be responsible to Honorary Secretary for their effectiveness and co-ordination. He will maintain the duty roster of the staff.
15. He will be responsible for daily accounting of bar and catering and will ensure that these accounts are closed daily at the closure of RSAMI.
16. He will organize the RSAMI Office and be responsible for all correspondence. He will ensure the security of assets/ property of RSAMI.
17. He will organize functions and provide allied facilities like catering soft/hard drink bars.
18. He will supervise the accounts maintained by the Accounts Clerk and will sign in the Accounts Book at the closure of Accounts every month.

Assistant Secretary

19. He will assist Secretary and keep himself fully abreast with the day to day functioning of RSAMI so as to carry out the job of Secretary, RSAMI in his absence.
20. He will ensure the general cleanliness and hygiene and sanitation of Sanjog Hall, guest rooms, bridal rooms and area around the Sanjog Hall.
21. Assist the Secretary with regard to furnishing the following details:-
 - (a) Occupation/vacation state of guest rooms.
 - (b) Booking of Sanjog Halls/ Party Halls by members for private parties.
 - (c) Allot as per direction of Secretary and intimate members seeking accommodation in guest rooms, Sanjog Hall and Bridal rooms.
 - (d) Realize advance and final payments from members hosting private parties at Sanjog Halls and those occupying guest rooms, deposit the same with Accounts Officer RSAMI. This will include bill from the catering and decoration contractors also.
22. Ensure effective rendering of room service by room bearers, including their turn out.

Accounts Officer

23. He will maintain all accounts of RSAMI under supervision of Secretary 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 RSAMI.

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

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

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

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

27. His routine duties will include the following:-

(a) Payments of all bills subject to sanction by the Vice Chairman or the Honorary Secretary 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 Honorary Secretary.

(d) Preparation of RSAMI bills and submitting the monthly outstanding dues through the Honorary Secretary.

(e) Maintenance of RSAMI membership Registers.

(f) Carrying out such duties as detailed by the Vice Chairman or the Honorary Secretary.

28. Register 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

29. He will submit demand of liquor based on the number of members as approved by the Secretary to Southern Command URC. On receipt of the liquor from canteen he will take it on charge in the cellar ledger.

30. 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 Celler Ledger and take them on charge in the liquor bar ledger.

31. Empty bottles and other packing materials when issued from the celler 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.

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

32. He will check the empty bottles 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 Water etc

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

34. Empty bottles of aerated water and soft drinks will be on clean exchange basis, and the wine Stewards will be responsible for the entire number of empty bottles on charge in the Wine Ledger.

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

Catering Supervisor

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

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

38. 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 freezer 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 inspected every month.

(e) All items of linen, crockery and cutlery held on charge of RSAMI 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 RSAMI.

(g) Daily verbal report is given to the Secretary at the end of the day that all items have been accounted for and kept under custody.

(h) Report is immediately submitted to the Secretary where he has noticed any damage/loss of RSAMI property.

39. In case of a private party the bill for the party expenditure will be prepared and put up to the Secretary 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

40. Maximum retired/ex-servicemen will be employed in RSAMI. The staff employed by RSAMI will be divided into the following categories:-

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

41. The staff will be screened and employed by Chairman, through a BOO convened by HQ Southern Command (A), as per their job requirement within the authorized establishment of RSAMI. They will be continued in service, after the satisfactory performance during the prescribed probation period.

Provident Fund (PF) and Gratuity

42. 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.

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

$$(\text{Basic Pay} + \text{DA}) \times 15 \text{ days salary} \times \text{No of years of service} / 26 \text{ days.}$$

Leave Rules

44. On completion of probation period, the following leave may be granted per year to the staff at the discretion of the Honorary Secretary:-

- (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.
- (d) For contractual employees - As per individual contract.

Penal Deductions For Offence Committed by Staff

45. Honorary Secretary 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 on approval of Vice Chairman and inform the Chairman with reasons thereof.
- (b) **Major Offences (on proper investigation)**
 - (i) Stoppage of pay to make loss good, on approval of Chairman.
 - (ii) Dismissal from service, on approval by Chairman.
- (c) Conduct prejudicial to good order and discipline deemed suitable by Management Committee may invite dismissal from service without notice.

SECTION – IV**SANJOG HALL****Introduction**

46. One hall with two Annexes and Lawn area with Stage have been provided in Sanjog Hall building in the RSAMI premises with the aim to organize major official functions as well as to hire out to members for private parties. **SOP formulated on this subject has been approved by Army Cdr on 31 Aug 2018 (Appx 'A')**. It will be revised after every two years on the discretion of Management, if needed.

Booking of Sanjog Hall

47. 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 available in RSAMI.

(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.

(c) Sanjog Hall can be booked for Regimental functions/veteran meets as per SOP at Appx 'A' to the Bye-Laws.

Hiring Charges

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

Ser No	Venue	Members (Rs)	Non Members (Rs)	Elect (Rs)	Consy (Rs)
(a)	SH/STAGE+LAWN	30,000/-	60,000/-	2500/-	1000/-
	SH+STAGE+LAWN	55,000/-	1,10,000/-	5,000/-	2,000/-
(c)	ANNEXE-SINGLE	5,500/-	10,000/-	250/-	250/-
(d)	ANNEXE-DOUBLE	11,000/-	20,000/-	500/-	500/-
(e)	SH/STAGE+LAWN FOR REGT FN/VETERAN MEET	10,000/-	-	-	-

Catering

49. Catering for such functions organized at Sanjog Hall will be undertaken by RSAMI SANJOG HALL CATERING PANEL. Necessary kitchen facilities of Sanjog as is where basis will be provided to the panel of caterers by RSAMI. No member will be allowed to employ his own caterer (other than the approved panel).

Bar facilities

50. No hard drinks will be supplied by RSAMI to functions held at Sanjog Hall/lawns/annexes. However soft drinks will be served as required.

RSAMI Service charges on catering

51. RSAMI Service charge as stipulated in Sanjog hall catering panel agreement will be charged.

Decoration and Allied Arrangements

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

Confirmation of the Booking

53. Booking of the Halls will be confirmed depending upon the availability and subject to approval of the Secretary.

Advance Payment

54. On receipt of confirmation of the-booking, the member is required to pay following advance 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 arrangement and any other arrangement plus 20% extra on the total bill will be taken as advance, to be adjusted in the Final Bill.

55. A final bill for total charges will be presented to the member concerned immediately after the function is over. Members are required 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 RSAMI Rules.

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

- (c) Up to 08 days and Above - 50% of Booking charges
- (d) Up to 07 days and below - 100% of Booking charges

SECTION – V**GUEST ROOMS****General**

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

Allotment

57. Allotment of five guest rooms will be controlled by HQ Southern Command (Q) and allotment of balance five by Secretary, RSAMI. Allotment will only be confirmed on receipt of written request and receipt of advance payment of room charges. Rooms can be booked for a maximum period of five days at any one time.

Hire Charges

58. Daily hire charges of guest rooms are as under:-

Ser No	Type	Officers
(a)	AC Room with living Room	Rs 1000/-
(b)	AC Room without living Room	Rs 800/-

Catering

59. Catering facilities for the occupants of the rooms will be provided by official caterer of RSAMI, Occupants will have their meals (Lunch/Dinner) at TRINCO Restaurant. The room services by Room Boys/ Trinco staff will only be avail for tea/ breakfast. Dress code of RSAMI has to be adhered to strictly while in the Trinco Restaurant and Bars.

Accounting

60. 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

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

Occupation/Vacation

62. On arrival at RSAMI the guests will collect the key of the room from Reception. 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 are periodically inspected, tested and maintained in good serviceable condition. Any damage caused to 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

63. Payment of any balance amount if due to room occupant has to be collected either from Room attendant or Reception Clerk after returning the pre paid card (White).

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

64. 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

65. 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 1500 hours (Last order to accepted by 1430h).
- (b) Dinner - 1900 to 2300 hours (Last order to be accepted by 2230 h).

66. In addition to lunch and dinner, variety of snacks items will also be prepared at the RSAMI 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

67. 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 RSAMI.

Private Parties

68. Members desirous of hosting private parties up to 40 people will contact the Secretary with desired menu at least 48 hours in advance. Private parties will be organized in Oasis and Retreat. Hire charges of Party Rooms are as under:-

(a) **For Lunch/Dinner on all days.**

- (i) Oasis - Rs 2000/-
- (ii) Retreat - Rs 3000/-

(b) **Guest charges for party hall (Oasis/Retreat).**

No Guest charges for booking of party hall in Oasis/Retreat. However, following charges will be applicable :-

- (i) PA/Musical Eqpt setup Charge - Rs 800/-
- (ii) Electric Charge - Rs 300/- Flat charge

(c) **Conduct of Parties.** Following category of members booking of party halls(Oasis/Retreat and open area near CCD (Rs 1500/-) and Sanjog halls/ Stage / dance floor as per the rate given against each:

- (i) RSAMI Pune/Khadki members - Normal rates.
- (ii) RSAMI Pune/Khadki members- 02 times the normal rate. (sponsored)

- (iii) Reciprocal / Affiliated members (only for own functions) - 02 times the normal rates.
- (iv) Reciprocal / Affiliated members - 2.5 times normal rate. (Sponsored case)

A service charge of 10% of the actual expenditure incurred on catering will also be levied to the member.

Bar Facility

69. Extension counter of bar will be established at Oasis and Retreat. Member hosting the party will sign for the total quantity of liquor and soft drinks consumed before leaving RSAMI after the party.

Hygiene

70. The **Secretary** RSAMI 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.

71. Hygienic preservation of all food articles, whether raw or cooked will be also be ensured by the Secretary RSAMI.

72. Any default/poor service by TRINCO on account of Para 72 and 73 and on every complaint of member will warrant a fine of Rs 1,000/- to be imposed by the Secretary on caterer on each occasion.

73. 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
RSAMI SPORTS AND INDOOR GAMES
SWIMMING POOL

General

74. RSAMI is maintaining one swimming pool which is available to members and their eligible dependents.

Timings

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

- (a) On all days including Sundays and Holidays
- | | | | |
|------|------------------------|---|-------------------------|
| (i) | Members and Dependents | - | 0700 to 1200 hrs |
| | | | 1600 to 1900 hrs |
| (ii) | Members only | - | 1900 to 2000 hrs |
- (b) Swimming Pool will be closed on **Tuesdays weekly off.**

Guests

76. Guests may be allowed to avail the facility of the Swimming Pool. The guest will not be brought for more than four times a month. Guest will be charged Rs. 100/- per head per session.

Hygiene

77. 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.
- (d) Do not spit into the swimming pool.
- (e) Do not enter the swimming pool if you are suffering from skin/eye diseases, cold, cough, open cuts and wounds etc.
- (f) Ladies, Sikh gentlemen, and children with long hair must wear bath caps.
- (g) Wash your feet in the chlorine water tubs provided before entering the pool every time.

Change Room

78. 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

79. 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.

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

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

Valuables

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

Servants

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

BILLIARDS

General

84. An indoor billiards table is available at RSAMI for the members and their dependents.

Timings

85. 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

86. 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 four.

CARD ROOMS**Introduction**

87. 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

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

Guest

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

Timings

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

- | | | | |
|-----|---|---|----------------|
| (a) | On working days except Sat/Mon | – | 1630 to 2200h. |
| (b) | Sundays | – | 1430 to 2200h. |
| (c) | Sat, Mon & day preceding Holidays | – | 1430 to 1930h. |
| (d) | Mahjong (Ladies Game) | – | 1030 to 1400h. |
| (e) | Closed on Tuesday and All RSAMI Holidays. | | |

Bridge

91. 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.

92. 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

93. 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

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

Cards

95. 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

96. 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 RSAMI through the member's bills.

TOMBOLA

97. Tombola will be conducted in RSAMI 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

98. 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

99. Secretary RSAMI 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.

100. 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

101. 10% of the total collection of each house of Tombola will be set aside as the deduction of the club. Remaining 90% will be used for prizes as per guidelines given by the Secy.

Snow Ball

102. 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

103. 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

104. 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

105. 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 Secretary on the spot in this regard.

HEALTH CLUB**General**

106. RSAMI 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

107. Guests not allowed in Health club.

Timings

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

(a) **Gymnasium**

Ser No	Persons	Day	Timing
(i)	Members/ Dependents	Wed to Mon	0630 to 1100h 1600 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, Thu, Sat	0600 to 0830h 1800 to 1900h
(ii)	Ladies/Dependents Females	Wed, Fri, Sat	0900 to 1030h 1600 to 1700h

Medical Fitness

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

Club Etiquettes

110. 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.

Sports Subscriptions

111. Following subscriptions will be charged wef 01 Oct 2018:-

SER NO	NAME OF SPORTS	MEMBERS/DEPENDENTS	GUEST PER VISIT Rs	REMARKS
(a)	<u>BILLARDS</u>			
	MEMBER	20/- PER HOUR	50.00 Per Head Per Visit	4 Guest x 4 @ Rs 50/- per head per visit
	NON MEMBER/GUEST	-	-	
	TEMP MEMBER	-	-	
	AFFILIATED /KIRKEE	20/- PER HOUR PER VISIT	50.00	
(b)	<u>CARDS ROOM</u>			
	MEMBER	200/-PM [#]	NA	#Above 18 yrs only
	NON MEMBER/GUEST	NA	NA	
	TEMP MEMBER	NA	NA	
	AFFILIATED /KIRKEE	NA	NA	
(c)	<u>HEALTH CLUB (GYM)</u>			
	MEMBER	200/-PM	-	-
	NON MEMBER/GUEST	NA		
	TEMP MEMBER	NA		
	NON DEPENDENT	NA	100/- *	*PER HEAD PER ENTRY
	AFFILIATED /KIRKEE	NA	-	-
(d)	SAUNA BATH	200/-PM	NA	Guest not permitted. Not dependent not auth

(e)	SWIMMING POOL	MEMBERS/DEPENDENTS	REMARKS
	MEMBER	150/-PM	-
	NON MEMBER/GUEST*	100/-per entry	*4 Guest x 4 @ Rs 100/- per head per visit
	TEMP MEMBER	NA	
	NON DEPENDENT	NA	
	AFFILIATED /KIRKEE	NA	
(f)	<u>TENNIS</u>		
	MEMBER	50/-PM	-
	NON MEMBER/GUEST	NA	
	TEMP MEMBER	NA	
	NON DEPENDENT	NA	
	AFFILIATED /KIRKEE	50/-PER HEAD PER ENTRY	

OPEN AIR THEATRE

General

112. RSAMI has the Open Air Theatre facility for the members and their dependents, located adjacent to the Main Building.

Timings

113. Timings of Open Air Theatre will be as under:-

- | | | | |
|-----|---------|---|-------|
| (a) | Summers | - | 1900h |
| (b) | Winters | - | 1900h |

Guests

114. Guest will be allowed in Open Air Theatre as per applicable rates. Not more than six guests will be allowed per member.

Subscriptions

115. The subscription will be as under:-

- | | | | |
|-----|---------------------|---|----------|
| (a) | Members /dependents | - | Rs 75/- |
| (b) | Guests | - | Rs 125/- |

116. Movie ticket to be booked online only except 'A' row. No refund will be admissible on cancellation of tickets.

Appx 'A'(Ref Para 122 (b), Rules Part-I and 46,
Part-II of Bye-Laws of RSAMI, Pune)**RSAMI, PUNE STANDARD OPERATING PROCEDURE (SOP) : BOOKING
OF SANJOG HALL FOR REGIMENTAL FUNCTIONS/VETERAN MEETS****GENERAL**

1. Booking of personal parties at Sanjog Hall depending upon its availability on that date and subject to certain terms and conditions is presently allowed. However, there is no separate Standard Operating Procedure (SOP) for organizing official functions like Regimental functions/Corps Day celebration/ Raising Day functions/ Navy Foundation/Air Force Foundation Pune Chapter or Veteran meets.

AIM

2. Aim of this document is to lay down SOP for conduct of official/semi official functions incl Corps Day/Raising Day etc at RSAMI, Pune.

Booking of Sanjog Hall : Sanjog Hall/Stage & Lawn to be Booked in 3 Slots of 8 Hrs Each

3. Requisition for booking of Sanjog Hall for official functions to be initiated one month in advance. Sanjog Hall/Awning will be booked depending on its availability on that specific date. Due priority will be given to Official/Regimental/Veteran meet functions provided it is intimated to RSAMI one month in advance.

Venue

4. For such events, Sanjog Hall will be permitted so that the routine RSAMI activities are not affected.

Catering

5. Catering for such function will be from the authorised panel of Sanjog hall caterer of the RSAMI, Pune only. RSAMI service charges as stipulated in Sanjog hall catering panel agreement will be charged.

Rental Charges

6. A sizable amount is spent on maintenance/upkeep and ambience of the Sanjog Hall. In addition, electricity charge for the duration is also incurred. Additional maintenance, cleaning staff is also employed to carry out the spot maintenance for the duration of event and hence ED pay to staff for extra duties needs to be paid. This expenditure is being met out of rental charges recovered from party holders. Similarly for official functions also a nominal charge as described below will be taken as booking amount:-

(a) ED Pay	- Rs 5,000/-
(b) Electricity	- Rs 2,500/-
(c) Conservancy	- Rs 1,000/-
(d) Booking charge	- Rs 1,500/-

Total	Rs 10,000/-

Cancellation

7. In case of cancellation of function due to any reason, 25% cancellation charges be deducted and balance amount will be refunded through cheque to the applicant.

CONCLUSION

8. SOP on the subject will be revised after every two years or on the discretion of Mgt, if needed.