

**Office of the Director of Horticulture  
Municipal Corporation of Delhi**

**No : DOH/DDH/ADH(HQ)/2007/1237**

**Dated :01/10/2007**

**Sub : MINUTES OF THE MEETING HELD UNDER THE CHAIRMANSHIP OF COMMISSIONER ON  
10.9.2007 AT 12.30 PM REGARDING BOOKING OF MCD park/ Community Hall**

The meeting was attended by Sh. Ved Prakash Gupta, Chairman, Garden Committee, Addl. Commissioner (Engg), Addl. Commissioner (Gen.), CVO, D.C. (West), Director (Horticulture), ADC (IT) and following decisions were taken after detailed discussion:-

1. It was agreed upon to have an open and transparent system of booking of municipal parks and community halls and arrest the manipulations done by any one. It was decided to continue with the booking through Internet for respective parks and community halls but the confirmation of the same would be authenticated only when the concerned party submits documents , within twenty four hours and in case the booking day happened to be public holiday then by the next working day , all the relevant documents duly recommended by the Area Councilor in the Zonal CSB in which park falls where the function is to be solemnized, otherwise the booking will be cancelled automatically without informing to any one.
2. Wait list for reservation of park would also be maintained. On cancellation of any booking same would be released to next wait listed applicant. However , request of wait list would be considered only on submitting requisite documents to earmarked CSB.
3. The documents required for the said booking shall consist of the following:
  - i. Application for booking of park and community hall
  - ii. Affidavit in prescribed Performa which will contain categorical clause to check forgery in any document.
  - iii. Proof of residential address
  - iv. Photograph of Boy and the Girl in case of marriage and of the Organizer in other cases.
  - v. Area councilors recommendation

4. The submission of requisite documents of following 15 parks will be done only at the Town Hall CSB on conformation through the office of Addl. Commissioner (general)

S.NO.	NO, NAME OF PARK	NAME OF ZONE
1	2, Jhulley Wala Park	City Zone
2	5, Shastri Park	City Zone
3	9, Ajmal Khan Park, Ist Park	Karol Bagh Zone
4	10, Ajmal Khan Park, IInd Park	Karol Bagh Zone
5	11, Ajmal Khan Park, IIIrd Park	Karol Bagh Zone
6	12, Ajmal Khan Park, IVth Park	Karol Bagh Zone
7	460, Traffic Training Park, No.2, Children Park	West Zone
8	465, Park Dushera Ground, F-Block	West Zone
9	466, Park Dushera Ground, F-Block, Opp. Rajdhani Tent House Lawn Near Vikas Puri	West Zone
10	870, Park-2, Block Lakkar, 2/67, Kirti Nagar	West Zone
11	1/66, Timber Market, Kirti Nagar	West Zone
12	876, Lawn No.1, Adj. Ring Road, Punjabi Bagh, Opp. TT Park	West Zone
13	849, Park in PL-LU Block, Part-I Pitam Pura	Rohini Zone
14	856, Park in PL-LU Block, Part-II Pitam Pura	Rohini Zone
15	C-4, Block (Ramlila Wala) Keshav Puram	Rohini Zone

5. For remaining parks and community halls, submission of documents will be done in their respective zonal CSBs. A Zonal CSB will not entertain/accept request of parks and community halls pertaining to other Zonal jurisdiction.
6. The verification of existing bookings shall be carried out by the Vigilance Department within one week and if there is any irregularity found then that booking may be cancelled with legal action against them.

7. A message will be placed on the website that the booking so made on the net are provisional subject to completion of required formalities at the CSBs .provision in the website be made to indicate time of booking .
8. The in-charge of the CSB will scrutinize the papers submitted by the respective beneficiaries before the G-8 is issued.
9. For the purpose of authentication of documents submitted at the CSBs, it was decided that Zonal Deputy Commissioner will post a MCD staff not below the rank of UDC in all CSBs immediately.
10. The cancellation of bookings shall be done only after the recommendation of the concerned Addl. Commissioner or Dy Commissioner who will take personal hearing in all cancellation matters. The application for cancellation should reach the Dy Commissioner from the zonal CSB on the same day.
11. In order to ensure that the papers submitted for the purposes of booking are sent to the respective DDHs for further action, a system may be evolved for collecting of dak from CSBs and send the same to the concerned DDH for further necessary action on daily basis.
12. In order to avoid the connivance of the staff posted at CSB for the purpose of booking of parks and community halls for social function , it was decided that all the staff presently posted in all CSBs should be transferred immediately.
13. In case cancellation of existing booking is genuine , applicant may be given booking/reservation on required date , if available ,by submitting all requisite documents at the earmarked CSB till the proposed system of wait listed is put into the practice, however , once wait listed system came into practice. If any one surrender his/her booking same may be made available to wait listed applicant. The payment would be made only at CSB along with submission of documents.

Meeting ended with vote of thanks to the chair.

Director of Horticulture .

Copy to all concerned.