



Indira Gandhi National Centre for the Arts

KALA NILAYAM

Indira Gandhi National Centre for the Arts

Janpath Building (near Western Court), Janpath, New Delhi – 110001

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# Kala Nilayam



IGNCA has a new beautiful green Campus with great ambience in the heart of Capital City of India, Central Delhi at Janpath Building. Kala Nilayam is located on the fifth floor of the building. There are 16 rooms in the newly created Kala Nilayam of IGNCA, which are available for members.

IGNCA Guest house is primarily meant for senior scholars, artists, members of the Board of Trust, life members of Kala Nilayam for a short and temporary stay, subject to availability. It is also open for participants of programmes at IGNCA, to facilitate their performances.

There will be 2 categories of eligibility for availing the facility of Kala Nilayam-

- a) Facilities for Kala Nilayam Members
- b) Facilities for Guests

## A. IGNCA Kala Nilayam Members:

1. Applicants can apply for the membership in the prescribed membership form attached in the brochure or available at the reception on the Fifth floor in the IGNCA.
2. Members must recommend only those applicants whom they personally know and who fulfill the eligibility criteria for membership.
3. Membership fee will be reviewed periodically by the IGNCA.
4. The right to grant membership is sole decision of IGNCA.

### Note:

- A brief bio-data of the applicant for Membership, along with reference will be submitted to the EC, IGNCA for approval.
- Kindly note that the association of the applicant with Art and Culture shall be the primary consideration to evaluate the application of membership.

## Membership Fee (Admission/ Charges):

S. No.	Details of Life time Membership	Admission Fee (Non refundable)	Yearly Fee
1	Invitation Membership	30,000.00	2,000.00
2	General/Individual Membership	50,000.00	5,000.00
3	Govt. Officials/MOC/MHRD	50,000.00	5,000.00
4	Scholars of IGNCA (KN/KK/JS/KD)	50,000.00	5,000.00
5	Institutional/Corporate Membership	1,00,000.00	25,000.00
6	NGOs/Trust	50,000.00	10,000.00
7	Overseas Associates Membership	75,000.00	7,500.00
8	Reserved with the IGNCA Trust	50,000.00	5,000.00
9	Honorary Membership (Civilian Award Recipients)	Not Applicable	Not Applicable

**Room Tariff (per day):**

Single Occupancy	Double Occupancy
Rs.2000/- + GST	Rs.3000/- + GST
(Inclusive of Breakfast)	

**Room Reservation :**

1. A prior request in writing or email should be sent for allotment of accommodation in Kala Nilayam. A confirmation may be obtained in advance.
2. Only the life members and their guests can avail the Guest house facilities of IGNCA at concessional rates as per the schedule of rates prescribed here above.
3. The rooms will be available only for 5 days in a calendar month. The extension for stay beyond 5 days may be given by the Competent Authority, IGNCA.
4. In no case, extension beyond 10 days will be granted to members in a calendar month.
5. The maximum number of rooms for each member will be fixed as four (4) rooms at a time, subject to availability.
6. Institutional/Corporate members can make a booking by attaching a photocopy of their membership card issued by IGNCA.
7. A member can refer only upto 5 guests in a calendar month.

**Facilities for the Members:**

1. Only the life members can avail the Guest house facilities of IGNCA at concessional rates.
2. Complimentary breakfast and free Wi-fi facility.
3. Food will be provided on the IGNCA concessional rates.
4. Members will be given priority for IGNCA venue booking on payment basis.
5. Various National package excursion tours will be organized for the members from time to time.
6. Annual Invitation with complementary food and stay on IGNCA Foundation Day i.e. 19<sup>th</sup> November.
7. The Members can organize get together functions with catering and other venue charges at IGNCA prescribed rates.
8. Other benefits to be announced from time to time.
9. Membership Card will also be issued to the spouse of the Member. We do not propose to issue cards to the children of the Members.
10. Free Kalanidhi library membership: [The reference Library of IGNCA contains more than 2 lakh books, 3 thousand Digital rare books, 3 lakh Indian Ancient Digital Manuscript, Personal collections of reputed scholars, more than one lakh small Indian miniatures (slides) of South & South East Asia, Archeological Sites, Monuments, Architecture and Digital Visuals and Journals etc., of Indian and Foreign Scholars.]
11. E-invitation of all IGNCA programmes.
12. Use of Kala Nilayam Lounge and Dining Hall.
13. While accommodation is limited and cannot be claimed on demand. The Institute would try as far as possible to provide accommodation to the members of Kala Nilayam, IGNCA on prior written request.

14. Recipients of Civilian Awards of Government of India, as given below, will be considered to be the honorary members of Kala Nilayam, under the Honorary Membership Category after seeking the approval of EC. However, room tariff will be applicable on concessional rate, for the honorary members, if they avail the residential facilities of Kala Nilayam.

- Bharat Ratna
- Padma Vibhushan
- Padma Bhushan
- Padma Shri

## **B. IGNCA Kala Nilayam Guests:**

### **I. In-house Guests-**

#### **Room tariff (per day):**

Single Occupancy	Double Occupancy
Rs.3000/-	Rs.4000/-
(Inclusive of Breakfast)	

1. Training Participants /other attending IGNCA work of seminar/conference and Workshop etc. organized by IGNCA will be categorized as In-house Guests.
2. Accommodation to be provided on concessional 50% of tariff for high level officials of University/Institutions with whom IGNCA has entered into MoUs on a reciprocal basis.
3. Full complimentary room to Guest faculties of those Institutions who have provided free of cost space for IGNCA Regional Centres in their campus.
4. The maximum number of rooms for In-house Guests will be fixed as 10 rooms at a time, subject to availability.
5. The accommodation will be limited to a maximum of 5 days in a calendar month. The extension of stay beyond 5 days may be given by the competent authority, IGNCA. In case of exceptional circumstances, duration may be increased with the reasons.
6. Indian scholars, students and researchers from Educational institutions will submit a LoR (Letter of Reference) in the letter head of Organizational head. Bonafide research scholars shall be required to produce reference letter from the Head of the Department /Research Guide from the concerned University/Institution indicating his/ her Enrolment No. etc. with the respective University for M. Phil/ Ph. D and the topic of research.

### **II. Ministries/ Outside Guests-**

#### **Room tariff (per day)**

Single Occupancy	Double Occupancy
Rs.4,500/- + GST	Rs.6,000/- + GST
(Inclusive of Breakfast)	

1. Officers of Govt. of India not below the rank of J.S./P.S. and State Government officers above Secretary level or equivalent are Guests.
2. Guests with reference from trust members.
3. The guests can avail the Kala Nilayam Guest house facility on written request from the head of the member organization.

4. Subsidised accommodation (concession of 10%) may be provided to foreign students/scholars at Kalanilayam for short duration stays, maximum upto three (3) months.
5. The accommodation will be limited to a maximum of 5 days in a calendar month. The extension of stay beyond 5 days may be given by the Kala Nilayam Guest House, IGNCA on the written request by the head of the member organization.
6. In no case, extension beyond 10 days in a calendar month will be granted. The permission of stay in the Guest house can be withdrawn at any time during the extended period if the IGNCA requires the room for training/official/maintenance purpose.
7. The Competent authority reserves the right to permit allotment of rooms if it is deemed fit to do so.
8. The maximum number of rooms will be fixed as four (4) rooms at a time, subject to availability.

### **Other Guidelines :**

- i. Check in – check-out time will be 12:00 noon.
  - ii. There will be a Guest Register in the ‘Kala – Nilayam’ for entries at the time of check-in/check-out by the Guest/Member.
  - iii. Tea/Coffee will be available in the rooms for the Guests (self-service).
  - iv. All meals (breakfast, lunch and dinner) will be served in the dining hall at the time mentioned on the menu card.
  - v. In addition to the Guest/Member for whom the room has been booked, no other person will be allowed inside the room.
  - vi. Visitors can meet the guests in the reception lounge or in the restaurant.
  - vii. Original ID card should be made available by guests at the time of check-in.
  - viii. There is no pickup-drop facility by Kala Nilayam.
  - ix. An extra charge of Rs. 500/- + GST will be charged, for providing additional bed in the double occupancy room in Kala Nilayam.
  - x. Personal membership is not transferable to any other person.
  - xi. No alcoholic beverages or smoking shall be permitted inside the Guest House. All advisories on Public Health will be observed by the residents in Kala Nilayam.
  - xii. Every resident is responsible for the care of the Guest house property he uses. Any damage to the Guest house property, will be recovered from guests either individually or collectively in case of any loss/damage caused.
  - xiii. No resident is permitted to accommodate unauthorized guest or to engage any person for service of any kind, personal or otherwise without prior sanction of the warden/competent authority.
  - xiv. No chowkidar or any other Guest House employee shall be asked to do any private/ personal work by any resident inside or outside the Guest house premises.
  - xv. A resident who violates any of the rules or who creates any disturbance in the Guest house will be liable for disciplinary action.
  - xvi. If he is an employee of the Institute, an immediate eviction and other disciplinary action would be taken. Other Guests, violating the rules or creating the disturbance/violence or nuisance, appropriate action will be taken.
  - xvii. While vacating the accommodation, the member/resident must pay all his dues and get a receipt for the same.
  - xviii. All disputes/disclosure in relation to the arrangements/services of ‘Kala-Nilayam’, Director (Administration), IGNCA may be contacted.
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**Membership Application Form**

**Name:** .....

**Father's Name:** .....

**Permanent Address:** .....

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**Educational Qualification:** .....

**Present Address:** .....

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**Telephone:** .....

**Email:** .....

**Reference: IGNCA Trustee/ Kala Nilayam Member/ Govt. Officer equivalent or above Joint Secretary level**

**Name** .....

**Address** .....

**Email** .....

**Telephone** .....

Signature

I declare that the information provided by me is correct. I shall be abide by the rules and regulations of  
Indira Gandhi National Centre for the Arts.

Signature

**Director (Administration)**

Indira Gandhi National Centre for the Arts  
Janpath Building (near Western Court), Janpath, New Delhi-110001

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