



MADHUSUDAN DAS REGIONAL ACADEMY OF FINANCIAL MANAGEMENT
CHANDRASEKHARPUR, BHUBANESWAR – 23
FINANCE DEPARTMENT, GOVERNMENT OF ODISHA
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No. 1374 /M., Bhubaneswar Dated,
MAFM-TRG-TRAIN-0031-2021

25/05/2022

OFFICE MEMORANDUM

Government in Finance Department have been pleased to extend facilities of hostel accommodations, conference hall with IT facilities etc. to semi-government bodies and organizations intending to hold capacity building activities in Madhusudan Das Regional Academy of Financial Management (MDRAFM) on payment of user fees as detailed below with the following conditions :-

1. Training support from MDRAFM shall be made available to Government Departments / Autonomous bodies/Government owned agencies/ State Public Sector Units (PSU) only, subject to its availability,
2. Facilities shall be spared, only if, it do not affect the regular training activities of the Academy. In this regard, the decision of Director, MDRAFM shall be final .
3. The user fees so collected shall be deposited in the government exchequer under the appropriate receipt head -
4. The Director, MDRAFM shall hire additional support staff/service personnel from the approved outsourcing agencies of the academy for performing the additional duties for those specific days, if required

5. The meetings/ conferences hosted by Finance Department or its Directorates shall be exempted from payment of user fees

6. All the requisitioning organizations have to intimate the name and contact number of the Nodal Officer along with their requisition to make proper coordination in extending the facilities for organizing the capacity building programme at MDRAFM. The Nodal Officer have to make an agreement with MDRAFM in the appropriate format to ensure proper protection and upkeep of the furniture, fixtures and gadgets in the Conference hall/Hostel room /Dining and other usable areas and recoup of any loss /damage made to the property and fixtures of MDRAFM used by the agency during the programme. In this regard, an undertaking shall be furnished by the user agency

7. The tariff structure of Conference halls for organizing training programmes and accommodation of the trainees/ resource persons in hostel/guest house etc of MDRAFM are as follows :-

SL NO	TYPE OF FACILITY	FACILITIES AVAILABLE	USER FEES
1.	Dr APJ Abdul Kalam Conference hall	1) Fully furnished AC having seating capacity for 140 persons with toilets 2) Connected with Wi-fi , 3 projectors and 2 Computers. 3) One attached room exclusive for dining/catering 4) One VIP Rest room with Lounge and Toilet	(a) Rs.7,500.00 (For four hours) (b) Rs.10,000,00 (For more than four hours but within eight hours)
2	Auditorium (F1)	1) Fully furnished sound proof AC Room having seating capacity for 110 persons 2) Connected with Wi-fi, 1 projector and 1 Computer.	(a) Rs,7,500.00 (For four hours) (b) Rs.10,000,00(For more than four hour but within eight hours)

3	Room rent in hostel	1) AC Accommodation 2) Free wi-fi 3) Two beds	(a) Rs.300.00 per day per person double occupancy basis. (b) Rs.600.00 per day per person single occupancy basis.
4	Room rent in Guest House	1) AC Accommodation 2) Free wi-fi 3) Two beds	(a) Rs.1500.00 per day per person double occupancy basis.
5	Training Support		Teaching support can be provided reimbursement of remuneration 1) @ Rs.1,000.00 per class for the office of the academy for 75 minutes. 2) @Rs.1500.00 per class for the que faculties arranged by the academy for minutes and other conveyance charges as applicable.

(This is issued with prior approval of Government-in Finance Department File No. FIN-TWCB-ESTT-0010-2022)

This will come into force from the date of issue of this Office Memorandum.

Memo No: 1375 /, Date: 25/05/2022

[Signature]
DIRECTOR
25/05/22

Copy of the Memorandum forwarded to All Departments of Government / All Heads of Department for information and necessary action.

Memo No 1375(A) /M., Date 25/05/2022

[Signature]
DIRECTOR
25/05/22

Copy to Senior Stenographer for kind information of Director / All Faculty Members / Officer in Charge Training / Officer in Charge Establishment / Officer in Charge Library / Officer in Charge Hostel / Officer in Charge IT/ DDO / Section Officer / Accounts Section / Caretakers for information and necessary action.

[Signature]
Deputy Director(Jr)

UNDERTAKING

I, on behalf of _____ Department/Office do undertake that I shall ensure proper protection and upkeep of the furniture, fixtures and gadgets in the Conference hall/Hostel room /Dining and other usable areas used by our Department /Office during organizing our programme and recoup any loss /damage made to the property and fixtures of MDRAFM during this period

Date-
Designation)

(Signature with

Detail address of the Department/Office -