

VISAKHAPATNAM PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT

List of Document for allotment of Sree Seetha Rama Kalyanamandapam

		For Employees	For Retired Employees	For Family Pensioners	For Out Siders	
1	Eligibility / Permissible period	before Six (6) months of actual function date	before Six (6) months of actual function date	before Six (6) months of actual function date	before Three (3) months of actual function date	
2	Hire Charges	Rs. 2,000/-	Rs. 2,000/-	Rs. 2,000/-	Rs. 15,000/-	
3	Caution Deposit	Rs. 7,000/-	Rs. 7,000/-	Rs. 7,000/-	Rs. 15,000/-	
4	Required Documents	ID Card of the Employee	Pension Book of the Retd. Employee	Pension Book of the Family Pensioner	Aadhaar Card of the Applicant ✓	
5		Aadhaar Card	Aadhaar Card	Aadhaar Card	Age Proof of the bride/bridegroom	
6		Medical Book of the Son / Daughter	Medical Book of the Son / Daughter	Medical Book of the Son / Daughter	---	
7		Age Proof of the bride/bridegroom	Age Proof of the bride/bridegroom	Age Proof of the bride/bridegroom	----	
		---	---	Ration Card of the Family Pensioner	---	
8		Passport size Photographs (2 No's) of the Son / Daughter	Passport size Photographs (2 No's) of the Son / Daughter	Passport size Photographs (2 No's) of the Son / Daughter	-----	
9		Electrical & Water Consumption , charges, Garbage Covers etc.,	At Actual	At Actual	At Actual	At Actual
10		Goods & Service tax	18%	18%	18%	18%

List of Document for allotment of Sagari Open Air Theatre

		For Employees	For Retired Employees	For Family Pensioners	For Out Siders
1	Eligibility / Permissible period	before 15 days of the actual function date	before 15 days of the actual function date	before 15 days of the actual function date	before 15 days of the actual function date
2	Required Documents	Allotment order copy of SSRKM	Allotment order copy of SSRKM	Allotment order copy of SSRKM	Allotment order copy of SSRKM
3	Hire Charges	Rs. 625/-	Rs. 1,600/-	Rs. 1,600/-	Rs. 1,600/-
4	Caution Deposit	Rs. 1,000/-	Rs. 2,000/-	Rs. 2,000/-	Rs. 2,000/-
5	Electrical & Water Consumption charges, Garbage Covers etc.,	At Actual	At Actual	At Actual	At Actual