

Standard Operating Procedure (SOP) for Ground Allotment

1. Objective

To establish a standardized process for the allotment of grounds, ensuring transparency, fairness, and adherence to the prescribed guidelines.

2. Scope

This SOP applies to all categories of grounds listed below (List 1, List 2, and List 3) and governs the process of booking, approval, payment, and utilization.

Sl. No.	Ground Name (List -1)	Ground Name for Puja Purpose (List-2)	Ground Name (List-3)
1	Majdoor Maidan, Sec -4	Janmashtmi Puja, Kali Puja, Mansa Puja, Sarswati Puja, etc.	Other vacant Lands to be allotted for commercial purpose @Rs. 10 per Square. Meter or Rs. 200/- per day whichever is more.
2	Circus Maidan , Sec-4	Durga Puja at Sec-2C	
3	Ground at Sec-4A, Opposite Maruti Showroom	Durga Puja at Sec-9D	
4	Ground Opposite LIC Office, Sec-4	Durga Puja at other grounds	
5	Pustakalaya Maidan, Sec-5		
6	Vaishali Maidan, Sec- 9		
7	Ground Opposite Gayatri Mandir, Sec-9		
8	Ground at Sector-2C		

3. Booking Policy

3.1 The ground booking shall only be done in online mode through our website portal https://ta.sailbsl.in/ground_booking/ . However BSL reserves the right to adopt any other mode of ground booking also as deemed appropriate which shall be binding on every one without any prejudice .

3.2 Ground booking can be made online through portal up to a maximum of **90 days in advance** from the proposed start date of usage.

3.2 For grounds categorized (**List 1 and List 2**), bookings shall be done on “**First come and First Serve basis**”. The booking shall be allowed as per the seniority of the Booking ID generated online but not exceeding 50 consecutive days in one go. For subsequent bookings also, the online seniority of Booking ID will be taken into account. However, this restriction shall not apply to grounds/spaces categorized as **List 3**.

3.3 The period required for Erection and Dismantling of Temporary Structures shall be included within the approved allotment duration. However, in cases of Religious Pujas (Durga Puja, Kali Puja, Sarswati Puja, Mansa Puja etc.), the erection and dismantling period shall be exempted from additional charges, and rent shall be levied only for the Main Puja duration as applied online.

4. Application Procedure

4.1 Applicants shall select the required booking dates and submit an online application on our website portal https://ta.sailbsl.in/ground_booking/. Any offline application shall not be considered.

4.2 The mere Submission of online application shall not constitute your rights to confirmation of booking of the grounds on temporary basis. Until a decision is made, the ground status shall be displayed as “**New Booking**” to all applicants.

4.4 A maximum of **three applications** shall be accepted per ground for a given period of time, wherein:

- a. The first applicant shall be treated as the “**Primary Applicant**”.
- b. The second and third applicants shall be placed under “**Waitlist**”.

4.5 Upon online submission, the application shall be examined and processed online by the **In-Charge, Field Services/LRA (First-Level Approval Authority)**.

4.6 The online application shall thereafter be forwarded to the **I/C (TA-L&E/LRA) (Second-Level Approval Authority)** for final decision regarding allotment or rejection.

4.7 Upon approval of booking (**Second-Level Authority Approval**), a “**No Objection Certificate (NOC)**” shall be issued to the applicant online after initial payment of 25% (including GST as applicable) in advance. In case of rejection, a suitable communication shall be provided.

4.8 In the event of rejection, the **next waitlisted applicant** shall be considered and notified accordingly.

5. Statutory Permissions

5.1 Post issuance of NOC, the applicant shall obtain necessary permission from the State Govt. District Authority i.e. **Sub-Divisional Officer (SDO), Chas** or any other designated State Govt. District Authority empowered to do so.

5.2 The applicant must upload a **scanned copy** of the permission so obtained from District Authority online. The applicant may also submit a **hard copy** to the concerned office of **TA-L&E/LRA**.

5.3 Such permissions must be submitted preferably within the validity period corresponding to the payment made after the scheduled start date. **No extension may be granted.**

5.4 The decision of TA – L& E in this regard will be binding and final without any prejudice whatsoever.

6. Payment Terms

6.1 An amount equivalent to **25% of the total tariff** (including GST as applicable) shall be deposited at the time of issuance of NOC. The **balance 75 % amount** (including GST as applicable) must be paid prior to commencement of the event along with the letter granting permission to organize the event issued by the State Govt. District Authority.

6.3 The Demand Note shall be essentially raised for making payments through BSL Collect online portal <https://bslcollect.sailbsl.in/>. In case of any technical glitches, payment may also be collected through other means such as Point of Sale (**PoS**) system etc. The total tariff shall be system-generated.

6.4 For **Puja/non-commercial purposes**, the full tariff may be deposited prior to the issuance of NOC by TA – **L&E/LRA**.

7. Non-Compliance and Forfeiture

7.1 Failure to submit requisite permission from the District Administration within the stipulated timeframe may result in (a) Forfeiture of advance booking amount & (b) Rejection of the application without further notice and shall be binding on the applicant without any prejudice.

8. Post-Approval Provisions

8.1 Upon completion of full payment and necessary approvals from **TA–Field Services/LRA**, the applicant may apply separately for (a) Electricity connection & (b) Water connection with concerned TA section.

9. Usage Conditions

9.1 The allotted ground must be vacated on or before the due date. In case of overstay:
a. A penalty equivalent to **four (04) times the normal rent** shall be imposed.
b. The applicant shall be **debarred from future bookings for a period of one (01) year**.

9.2 The applicant shall mandatorily allocate one stall to BSL/CSR (Size: 20 ft × 10 ft), if required by BSL, at any point of time in allotted space.

10. General Conditions

10.1 The Management reserves the right to **cancel or modify any booking** at any stage without prior notice. Such decisions shall be **final and binding** on the applicant without any prejudice.

10.2 Any claim, dispute or challenges shall be under Bokaro jurisdiction.
