

**SHRI JAGANNATH TEMPLE OFFICE, PURI**

No. \_\_\_\_\_

Date \_\_\_\_\_

**OFFICE ORDER**

As per the decision of the Managing Committee Meeting held on 28.01.2014, the cancellation procedure on refund of advance money received towards booking of suits in the two nos. of Guest Houses of Shri Jagannath Temple Administration namely, Nilachala Bhakta Niwas, Yatri Niwas & Shri Gundicha Bhakta Niwas is given below :

**Peak-Period (Car Festival ,month of Karika & from Dec. 25<sup>th</sup> to 1<sup>st</sup> January) only**

| <u>Time Limit</u>            | <u>Advance Amount to be refunded (in %)</u> |
|------------------------------|---|
| a) Before 1 month            | -100%                                       |
| b) Before 15 days to 1 month | -50%  |
| c) Within 15 days            | -Nil  |

**Non-Peak Period (Other than Peak Period)**

| <u>Time Limit</u>                             | <u>Advance Amount to be refunded (in %)</u> |
|---|---|
| a) Before 7 days                              | - 100%                                      |
| b) Before 3 days (72 hours) but within 7 days | - 50%                                       |
| c) Within 3 days (72 hours)                   | - Nil                                       |

**N.B. Above cancellation procedure will be applicable prior to the date for which reservation has been applied for & advance being deposited.**

Sd/-  
Administrator  
Shri Jagannath Temple,Puri

Memo No. \_\_\_\_\_ Date \_\_\_\_\_

Copy forwarded to Administrator(Niti)/Administrator(Dev.)/ Administrator (Security)/All Officers/ All Executives/ All Head Clerks/P.A. to Chief Administrator/All Stenos/MD, City Infrastructure, Puri/ Propetor , M/s Jaikamal Catering Services, Shri Gundicha Bhakta Niwas,Puri/Manager, Nilachal Bhakta Niwas,Puri/Manager, Shri Gundicha Bhakta Niwas,Puri for information and necessary action.

Sd/-  
Administrator  
Shri Jagannath Temple,Puri

Memo No. 3958 Date 7-4-14

Copy forwarded to Computer Programmer for information and necessary action. He is directed to host it in the Temple Website.

Sd/-  
Administrator  
Shri Jagannath Temple,Puri  
7/4/2014