



No. D - 649/CSD/MCD/HQ/2026

Date: 21-01-2026

CIRCULAR

Sub.: Use of vacant Community Centres and underutilized Community Halls (Barat Ghar) for providing Vocational Training and Skill Development.

The Corporation vide resolution no. 183 dated 02-12-2025 has resolved the proposal regarding use of vacant Community Centres, underutilized Community Halls (Barat Ghar) for providing vocational training and skill development purpose by eligible institutions/agencies/NGOs on approved terms & conditions mentioned below:

Introduction of Policy: Various government schemes are being implemented across the country to promote skill development. Schemes such as the Skill India Mission, Pradhan Mantri Kaushal Vikas Yojana (PMKVY), Jan Shikshan Sansthan (JSS), Craftsmen Training Scheme (CTS), Vocational Training Programme for Women, and SANKALP are playing an important role. Various Institutions, Agencies, and NGO Partners are engaged in implementing these schemes.

The Institute, Agency and NGO Partner also sometime receive CSR funding from Government of India PSUs to promote Vocational Training and Skill Development.

The Community Services Department, MCD presently managing following properties: -

Sr. No.	Name of Property	Total Number	Functional	Vacant/Underutilized
1.	Community Hall	299	278	114
2.	Community Centre	08	0	08

Out of total 278 functional MCD properties 122 are either vacant or underutilized across various Zones. These Community Centres can be effectively leveraged for conducting Vocational Training and Skill Development Programmes, especially by reputed Institutions/Agencies/NGOs having valid credentials and seeking to utilize such public spaces. MCD may consider such requests, provided the activities are part of Government Schemes or CSR initiatives funded by PSUs.

Accordingly, it has been approved that the Community Services Department (CSD), MCD, may allow interested and eligible Institutions/NGOs/Agencies to use the vacant/underutilized Community Centre/Hall after entering into an MoU on the following terms and conditions: -

1. The Institution/Agency/NGO shall apply to the Commissioner, MCD, along with details of funds/sanctions received from GoI/GNCTD/CSR Funds from PSUs for the stated purpose. They must be registered under applicable laws.

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2. The Institution/Agency/NGO will enter into an MoU with MCD through the Director (CSD), upon approval of the Commissioner, MCD.
3. MCD shall not bear any responsibility for the resource persons/volunteers engaged by the MoU signatory. No financial burden shall be placed on MCD.
4. The Institution/Agency/NGO shall bring their gadgets and remove them after use and shall clean and restore the community properties to its original condition. No structural changes/additions shall be allowed.
5. If any Community Centre/Hall is allotted to the Institution/Agency/NGO and that Community Centre/Hall is booked by the citizen as per existing policy then the Agency shall vacate the Community Centre/Hall in a clean manner for use of the booking party by the booking date.
6. The Institution/Agency/NGO shall be solely responsible for the safety and security of MCD property and liable for any damage or loss.
7. The permission shall be granted initially for a period up to one year and may be extended, subject to annual performance appraisal and with the approval of the Commissioner, MCD.
- 7.1 A Committee for annual performance review will be constituted under the Chairmanship of the Addl. Commissioner of the concerned zone and will include relevant members as decided by MCD.
- 7.2 The following shall be composition of the Committee for the purpose of appraisal of performance under the Chairmanship of Addl. Commissioner: -

Sr. No.	Name and their Designation
1.	Deputy Commissioner of the Zone
2.	Director (CSD)
3.	AD (CSD) – as Member Convener

8. Electricity and water charges shall be paid by the agency as fixed under the terms of the MoU.
9. No commercial activity shall be carried out. Only activities permitted under the MoU will be allowed.
10. Ownership of the Community Centre/Hall shall remain solely with MCD. All rights over the Community Centre/Hall and related assets shall continue to belong to MCD. Institute/Agency/NGO will have permission to only non-commercial use to the extent permitted by MCD for the purpose of Skill Development and Vocational Training. Any damage caused to the MCD asset shall be made good by the Institute/Agency/NGO.
11. The Institution/Agency/NGO must submit a security deposit in the form of a Bank Guarantee in favour of the Commissioner, MCD. It shall be refundable only after successful completion of the MoU period, subject to satisfactory performance.

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12. The MoU shall be terminated immediately in case of any violation of MoU terms and conditions.
13. MCD reserves the right to terminate the MoU at any time with seven (7) days' notice, without assigning any reason any point of time.
14. In case of any dispute between the agency and MCD, the Decision of the Commissioner shall be final and binding upon the parties to the MoU.
15. Jurisdiction of all disputes shall lie exclusively in the Courts of Delhi.
16. The MoU signatory shall not create third party interests or assign their rights and responsibilities under the MoU to any other agency.
17. The Commissioner, MCD reserves the right to include additional terms and conditions during the MoU period."

This issues with prior approval of competent authority.

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21/01/2026
Director
CSD/MCD

Copy to:

1. All Zonal Deputy Commissioners, MCD
2. All Asstt. Director, CSD, MCD

Copy for information to:

1. All Addl. Commissioners, MCD
2. PS to Commissioner, for kind information to Commissioner, MCD
3. Dy. Commissioner, CSD, MCD
4. All HODs, MCD
5. Director (I.T.), MCD: with the request to direct the concern for uploading this Circular on MCD website.

Copy for kind information:

1. Hon'ble Mayor Delhi
2. Hon'ble Dy. Mayor, Delhi
3. Hon'ble Chairperson Standing Committee, MCD
4. Hon'ble Dy. Chairperson Standing Committee, MCD
5. Hon'ble Leader of House, MCD
6. Hon'ble Leader of Opposition, MCD