

TIRUMALA TIRUPATI DEVASTHANAMS, TIRUPATI
APPLICATION FOR CONDUCT OF SRINIVASA KALYANAM

PART – A (DETAILS OF ORGANISER)

- 1) Name of the Applicant :
Postal address :

e-mail id :
Phone Number (Cell) :
Phone Number (Landline) :
- 2) Registration No. in case of Organisation / :
Trust / Society / Temple :
(enclose copy of registration)
- 3) Enclose separate sheet describing the :
activities being carried on by the :
applicant
- 4) If other spiritual, religious entities are :
involved, furnish details:- :
Name :
Address :

Phone Number :
Also, furnish the details of other :
alternate person for contact :
(i) Name :
Phone Number :
(ii) Name :
Phone Number :
- 5) Furnish financial credentials :
(i) PAN Number :
(ii) Previous years I.T Returns :
- 6) Specify 3 preferential dates :
(allowing :
3 months' time) from the date of :
application :
1st preferred date :
2nd preferred date :
3rd preferred date :
- 7) Details of religious events organized in :
the : past (Photo / CD may be enclosed)
- 8) Mention the purpose of the present :
proposal seeking Srinivasa :
Kalyanam in your place :

PART – B (DETAILS OF VENUE)

- 1) Name and location :

- 2) Vested with : Govt / local body / Temple / Private
If venue belongs to private, furnish the details of owner
Name :
Occupation :
Phone Number :

- 3) Distance of the venue from Railway Station : Bus-stand

- 4) Does Airport exist in the venue town. :
If so, distance from the venue

- 5) Specify alternate spacious open grounds, :
if any

- 6) If possible, enclose site plan of the :

- 7) venue indicating the capacity and parking place
Extent in case of open space :
Capacity in case of structure :

- 8) No. of devotees expected for Kalyanam :

- 9) Details of parking place available :
(specify measurements and enclose plan)

- 10) Whether free approach road is available to : the venue

- 11) Availability of power at the venue :

- 12) Availability of drinking water at the venue::

- 13) No. of persons expected on stage :
like organisers, donors, VIPs (specify the names)

Part – C (FINANCIAL & OTHER REQUIREMENTS)

Sl.No	Name of the component	Quantity	Estimated cost
1	Homagundam		
2	Peetalu with Koormasanam		
3	Deepastambhalu	2 (4ft Height)	
4	Samidhulu & Fuel		
	a. Jilledu b. Chandra		
	c. Jammi d. Moduga		
	e. Garika f. Uttarani		
	g. Medi / Athi h. Darbha		
	i. Raavi		
5	Mookullu	10 No's	
6	Palikalalu	10 No's	
7	Two Tables	4X3X3 ft	
8	Teapoy	3X2X2.5 ft	
9	Turmeric Powder	200 grms	
10	Kum-Kum	100 grms	
11	Chandanam	100 grms	
12	Rice	10 kgs	
13	Camphor	250 grms	
14	Agrarbatties	5 Packet	
15	Ghee	4 kgs	
16	Plate leaves	25 Nos	
17	Coconuts	10 nos	
18	Cardamoms	50 grms	
19	Cloves	50 grms	
20	Jaggery	3 kgs	
21	Cotton wick	250 gms	
22	Navadanyams	½ kg	
23	Rice Powder	½ kg	
24	Suger	1 kg	
25	Betel Leaves & Nuts	100 gms	
26	Fruits (5 Varieties)	Each Dozen	
Flowers			
1	Lilies	15Kgs	
2	Chamanthi (or) Vruchi	15Kgs	
3	Rose (Star)	10Kgs	
4	Green Leaves for sarams	5Kgs	
5	Thulasi	15Kgs	
6	Pennar leaf (or)moram	10Kgs	
7	Bangalore Rose	1000 Nos	
8	Jasmine & Kanakambaram	2 Kgs Sarams	
9			
10	Nara and Threads		
Dais			
1	Stage (not < 30 x 40 ft)		
2	Backdrop as prescribed by TTD		
3	Pendals		
4	Plantain trees		
5	Flower decoration		
6	Mango leaves		
7	Electrical illumination		
8	Public Addressing system	15 stand mikes, 3 cordless mikes	
Venue			
1	Galleries for audience		
2	Drinking water		
3	Shoe keeping counter		
4	Temporary toilets		
5	LED Screens		
Others			
1	Accommodation to TTD team	20 Rooms	
2	Food arrangements to team	For 60 persons during entire period of stay	
3	Bandobusth personnel		
4	Volunteers		
5	Fire Engine		
6	Ambulance		

PART – D (MOBILISATION OF FINANCIAL & OTHER RESOURCES)

Sl. No	Name & Address of the donor	Donation in the form of Kind			If cash, specify amount	Total contribution (in Rs.)
		Item	Qty	Value (Rs.)		
1	2	3	4	5	6	7 = (5 + 6)

PART – E (REQUIREMENTS SOUGHT FROM T.T.D FOR FREE DISTRIBUTION TO DEVOTEES DURING KALYANAM)

Sl. No	Nature of requirement	Cost (Rs.)	Quantity required	Value	Remarks
1	Small laddus (cost to be borne by the Organiser)	3-50			To be purchased and transported by Organiser
2	Kum-kum packets				Supplied by TTD on free of cost subject to availability
3	Holy thread (Kankanams)				

PART – F (UNDERTAKING & DECLARATION)

I / We declare that the details mentioned above are true to the best of my / our knowledge and I / we abide by the terms & conditions of TTD in connection with the conduct of Srinivasa Kalyanams. In the event of failure to abide by the orders of TTD, I / we will be held responsible.

Signature of the Applicant

PART – G (TERMS & CONDITIONS)

- 1) Acceptance of the proposal is subject to the feasibility and availability of manpower and time resources of TTD.
- 2) The application should be submitted atleast 3 months in advance.
- 3) Mere receipt of application in TTD does not confer any right to the Organiser for conduct of Srinivasa Kalyanam.
- 4) Acceptance of the proposal is subject to the inspection / verification by the committee and its report regarding the details furnished in the application and suitability of the place for conduct of Kalyanam.
- 5) If the proposal is accepted, the date will be finalized keeping the priority areas in mind.
- 6) The TTD reserves the right to cancel / postpone the function even after the proposal is sanctioned.
- 7) There shall not be any political speech or discussion at the venue. It should be totally non-political.
- 8) TTD reserves the right to invite persons on the dais depending upon the space and importance of the person.
- 9) The Organiser should submit Audit Report within 30 days from the date of the Kalyanam conducted, with regard to the contributions received, expenditure made and the balance amount remitted to TTD.
- 10) Surplus amount after meeting all expenditure shall be credited to TTD by way of Cheque / Demand Draft.
- 11) TTD does not authorise anybody to raise donations / contributions;
- 12) It is the responsibility of the Organisers to maintain law & order at the venue through the local Police for smooth conduct of the function;
- 13) All the arrangements specified in the application should be made in toto. Any deviation will result in cancellation of the function.
- 14) The conduct of the function shall be under the guidance & supervision of the authorised officer deputed for this purpose.
- 15) Sufficient publicity should be given to make the function a grand success.
- 16) There is no entry fee to the devotees attending the function and the banners indicating "NO ENTRY FEE" should be prominently displayed.
- 17) The Organiser should extend necessary assistance to the team visiting for advance survey
- 18) Organisers should not keep any Hundi / counter for collecting donations. TTD hundies alone should be permitted.
- 19) TTD emblem should not be used by organiser in donor booklets / wall posters / banners / pamphlets / receipts, etc.
- 20) No commercial advertisements are allowed at the venue
- 21) Organiser should obtain necessary clearances if any from the local authorities. Wherever necessary. Escort should be provided through police to the vehicle carrying idols of the Lord.
- 22) The list of persons to whom felicitation is being arranged if any should be got approved by the TTD in advance. The list should be very minimal.
- 23) No selling of tickets will be allowed for daily rituals. Except the sevas in Ekantham, for all other sevas, opportunity should be given to all.
- 24) Organisers should provide list of donors in advance.

- 25) No photos / banners of anybody shall be allowed at the dais as backdrop.
- 26) The organiser should allow the TTD staff to have full access to the dais and once the Utsava idols reaches the dais, the dais shall be under the control of TTD staff.
- 27) Alternative power supply should be ensured by way of generators of sufficient capacity.
- 28) S.V Bakthi Channel should have preferential and exclusive rights of Kalyanam. Other channels may also be permitted but they should get feed through SVBC and also they should not telecast adverse advertisements in the middle.
- 29) Fire engine with fire-fighting equipment and First-Aid centre should be made available subject to availability.
- 30) The Organisers should provide good accommodation to the entire team. Food and Naivedyam shall be provided by Brahmin cooks.
- 31) The organiser need not pay any TA / DA or Sambhavana to TTD staff, as it is being paid by TTD.
- 32) Small laddus cost has to be borne by the Organiser
- 33) Protocol order is not applicable for this function
- 34) The names & amounts of contribution only should be displayed away from the stage if the Organiser feels
- 35) No sale of tickets by the Organisers is allowed for the function

- 36) Sufficient publicity should be given through door to door campaign, flexis, banners and advertisement in two leading daily newspapers without fail.
- 37) Sufficient Police bandobasth should be arranged through Police department both at the venue and parking place.
- 38) If the requested date by the sponsorer is not possible for conduct of Srinivasa Kalyanam, the TTD reserves the right to allot the date available and the sponsorer should abide by it and should not insist or exert pressure for the date of their choice.
- 39) Once the TTD allots a date and communicated to the sponsorer and in the event of his failure to conduct Srinivasa Kalyanam, his further request will be considered depending upon the availability of dates and other pending applications. The sponsorer will not accrue any right to demand for immediate allotment of another date for Srinivasa Kalyanam.
- 40) The Sponsorers should not insists to keep the utsava idols in their homes during Nights (or) to bring idols to their home for brief halt.

Note:-

- (a) Filled in applications should be sent to “The Executive Officer, T.T.Devasthanams, Tirupati, Chittoor District, Andhra Pradesh” marking a copy to “The Officer on Special Duty, Srinivasa Kalyanam Project, Madhavam building, Srinivasam Complex, TTD, Near APSRTC Bus-stand, Tirupati, Chittoor District, Andhra Pradesh”
- (b) For further details, contact office of the OSD, Srinivasa Kalyanam Project, Tirupati (Phone No. 0877 – 2264153) Mail Id: **spldyeo.skvp.ttd@gmail.com**

Signature of the Applicant