



दिल्ली विश्वविद्यालय
University of Delhi
दिल्ली Delhi-110007

Ref. No.Estate/073/2013/64
29th May, 2013

NOTIFICATION

It is notified for all concerned that the Competent Authority has revised the booking charges of the various premises of the University of Delhi and finalized the booking procedure w.e.f. 21.05.2013. The details of rates and booking procedure for the premises of University of Delhi is annexed herewith as **Annexure-A.**

Alha Shauve
REGISTRAR

Booking charges /procedures of the University of Delhi premises

1. The following procedures have been approved for the booking of premises available in University of Delhi:

A. Academic Function:

- (i) For University Programme
Applicant → HoD → Dean of the Faculty → DR (Estate)
- (ii) For College Programme
Applicant → Principal → DR (Estate)

- B. (i) Student Activity**
Student → HoD → Dean (SW) → Proctor → DR (Estate)
- (ii) DUSU Activity
DUSU → President DUSU → Staff Adviser → DR (Estate)

For student activity, police permission is essential with the request of booking.

C. Other than Delhi University Institutions

Request, duly forwarded by the Dean/Head/Principal or directly, addressed to the Registrar

2. The Competent Authority has approved the following rates as fee for booking of the various sports premises of University of Delhi.

(i) University Stadium *

| (a) | Multi-Purpose Hall (Both Floors) | Rates Per Day (9 am to 5 pm) | Remarks |
|---|----------------------------------|-------------------------------------|---|
| | | Rs.3.00 Lakh | (It includes two floor, two adjoining rooms, one block of toilets, parking at 2-C, lift, pantry, Security, Housekeeping, gardening, water & electricity, Air-conditioning etc.) |
| | | Rs. 1.00 Lakh Security Deposit | |
| (b) | Basement or Ground Floor | Rs.2.50 Lakh | (It includes two adjoining rooms, one block of toilets, parking at 2-C, lift, pantry, Security, Housekeeping, gardening, water & electricity, Air-conditioning etc.) |
| | | Rs.1.00 Lakh Security Deposit | |
| For additional room Rs.10,000/- will be charged. Extra charges beyond 5.00 pm: Rs.20,000/- per hour. | | | |

| | | | |
|--|---------------------------|--|---|
| (c) | University Stadium ground | Rs.25,000/- Rs.10,000/- Security Deposit | (It includes public toilets at grounds and one toilet at the ground floor of the Stadium, parking at 2-C, Security, Housekeeping, gardening, water & electricity, etc.) |
| Extra charges beyond 5.00 pm : Rs.2,000/- per hour. | | | |
| (d) | Tower Light per hour | Rs.20,000/- for four towers | (Irrespective of the use of one, two, three or all the towers) |

(ii) Polo Ground *

| | | | |
|--|----------------------------|---|---|
| (a) | Polo Ground | Rs.10,000/- Rs.5,000/- Security Deposit | (It includes ground floor toilets, parking, Security, Housekeeping, gardening, water & electricity, etc.) |
| (b) | Tower Light of Polo Ground | Rs.2,000/- per hour | (irrespective of the use of one, two, three or all the towers) |
| Extra charges beyond 5.00 pm Rs.1,000/- per hour. | | | |

* It has also been approved that prior to submitting the request to the Deputy Registrar (Estate), the permission /recommendation for the use of University Stadium or Polo Ground may please be obtained from the Chairman/Director, Delhi University Sports Council, University of Delhi.

3. The Competent Authority has recommended three categories for booking of the academic premises available in the University of Delhi:

Category-A: Departments of the University organizing programme without any sponsorship, external aid and/or contribution from participants/audiences.

Category-B: Departments of the University organizing programme with the help or in association with other agencies or getting support from sponsors, participants, audience etc.

Category-C: Others/Colleges of University of Delhi/Non-Governmental organizations (NGOs).

(i) Conference Centre

| For Category A (University function without sponsorship) | | | |
|---|-------------------------------------|---|--|
| (a) | | Rates Per Day (9 am to 5 pm) | Remarks |
| | Main Hall | 10,000/- | (It includes ground floor toilets, parking, Security, Housekeeping, water & electricity, etc.) |
| (b) | Dining Hall (50% of main hall) | 5,000/- | |
| (c) | Committee Room | 3,000/- per room | |
| (d) | Security Deposit for all categories | 5,000/- | |
| Extra charges beyond 5.00 pm : Rs. 1,000/- per hour. | | | |

| For Category B (University function with sponsorship) | | | |
|--|-----------------------------------|------------------|--|
| (a) | Main Hall | 20,000/- | |
| (b) | Dining Hall (50% of main hall) | 10,000/- | |
| (c) | Committee Room | 5,000/- per room | |
| For Category C (Others function with/without sponsorship) | | | |
| (a) | Main Hall | 30,000/- | |
| (b) | Dining Hall (50% of main hall) | 15,000/- | |
| (c) | Committee Room | 7,500/- per room | |

(ii) Sir Shankar Lal Concert Hall

| | | | |
|-----|-------------------------------------|----------|--|
| (a) | For Category A | 7,500/- | (It includes toilets, parking, Gardening, Security, Housekeeping, water & electricity, etc.) |
| (b) | For Category -B | 15,000/- | |
| (c) | For Category-C | 30,000/- | |
| (d) | Security Deposit for all categories | 5,000/- | |

(iii) Tagore Hall

| | | | |
|-----|------------------|---------|--|
| (a) | Hall | 2,500/- | |
| (b) | Security Deposit | 2,000/- | |

(iv) Academic Research Centre

| | | | |
|-----|-------------------------------------|----------|--|
| (a) | For Category A | 10,000/- | (It includes toilets, parking, Gardening, Security, Housekeeping, water & electricity, etc.) |
| (b) | For Category -B | 15,000/- | |
| (c) | For Category-C | 20,000/- | |
| (d) | Security Deposit for all categories | 5,000/- | |

(v) Activity Centre

| | | | |
|-----|------------------|------------------|--|
| (a) | Committee Room | 1,000/- per room | |
| (b) | Security Deposit | 500/- | |

(vi) Booking of Class Rooms to hold examination other than examination of University of Delhi

| | | | |
|-----|---|---------------------------------|--|
| (a) | Faculty of Social Sciences/ Arts/Law/ Education Buildings | Rs.20/- per student per session | (It includes toilets, parking, security as per the examination rules, Housekeeping, water & electricity. |
|-----|---|---------------------------------|--|

4. The Competent Authority had approved the following booking charges for the Residential Areas of University of Delhi:

(i) **Residential Flats for temporary allotment (for marriage or family function purpose only for the staff members of University of Delhi)**

| | | | |
|-----|------------------|--------|----------------|
| (a) | Type-I | 1000/- | For seven days |
| (b) | Type-II | 1500/- | |
| (c) | Type-III | 2000/- | |
| (d) | Type-IV | 2500/- | |
| (e) | Type-V | 3000/- | |
| (f) | Security Deposit | 500/- | |

(ii) **Community Centre, Reids Line (for marriage or family function purpose only for the staff members of University of Delhi)**

| | | | |
|-----|------------------|-----------------|-------------|
| (a) | Hall + Ground | 3,000/- per day | For one day |
| (b) | Security Deposit | 3,000/- | |

5. **Cancellation Charges of the University Premises:**

| | |
|---------------------|--|
| Less than 7 days | - No refund will be given to the applicant |
| Between 7-14 days | - 20% of the total booking charges |
| Between 15 -27 days | - 10% of the total booking charges |
| Before 30 days | - Full refund |

6. The Competent Authority has also ordered that the booking of University premises shall be provisional. The Booking can be cancelled by the Competent Authority at any point of time without assigning any reason.



DY. REGISTRAR (ESTATE)