

F.No. 38-2/2021-22/GA
NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION
(Deemed to be University u/s 3 of the UGC Act, 1956)
17-B, Sri Aurobindo Marg, New Delhi-110016

August 13, 2024

OFFICE ORDER 201 **2024-25/NIEPA**

Subject: Rates and Booking procedure for renting out of facilities - reg.

In supersession of all previous orders on the subject matter, it is notified for information for all concerned that the Competent Authority, NIEPA has decided to fix charges and booking procedure for renting out Office Space like Lecture Halls, Meeting Room, Computer Lab etc. to outside organizations. The charges shall be as given below:

S.No.	Room No.	Size	Rent per day	
			National Programme / Individuals	Int'l Programmes / Individual
OFFICE FACILITIES				
1.	101 (Board Room)	30 sq.mtrs. 320 sq.ft.	2,000/-	3,500/-
2.	113 (Lecture Hall)	89 sq.mtrs. 960 sq.ft.	8,000/-	18,000/-
3.	114 (Meeting Room)	22 sq.mtrs. 238 sq.ft.	1,000/-	2,500/-
4.	212 (Lecture Hall)	106 sq.mtrs. 1140 sq.ft.	9,000/-	20,000/-
5.	333 (Meeting Room)	47 sq.mtrs. 512 sq.ft.	4,000/-	6,000/-
6.	323 Computer Lab (Including Computer Systems)	63 sq.mtrs. 678.13 sq. ft.	10,000/-	25,000/-
HOSTEL FACILITIES				
7.	Hostel Suite (Washroom, Kitchen, Bedroom, Lobby Room, Small Room)	63 sq.mtrs. 678.13 sq. ft.	3,000/-	5,000/-
8.	Hostel Room (Single Occupancy)	14 sq. mtrs. 150.70 sq. ft.	2,500/-	4,000/-
9.	Hostel Room (Double Occupancy)		1,250/- Per head	2,000/- Per head

2. **The rent includes** charges for the venue, electricity and lighting, air-conditioning and the use of fixed audio and video equipment and internet / local area network facilities. **The same is required to be paid in advance by the interested parties, preferably at least one week before date of allotment.** Rent paid shall be non-refundable except in the cases where the cancellation was done by NIEPA.

No cash payments shall be accepted.

In case of Ministry level training programmes/related programmes, rent payments may be adjusted / waived after obtaining the approval of the Competent Authority, the Vice-Chancellor. The copy of these approvals for adjustment/waiver shall also be sent to Finance Unit for incorporation in the books of accounts.

3. The Office facilities shall be used for holding Departmental, National or International Conferences / Seminars by the Govt. of India/ Autonomous Bodies / NGO's etc.

Hostel facilities shall be used for accommodation of external members/individuals upon receiving requests from Govt. of India/ Autonomous Bodies / NGO's etc. Guests of regular staff at NIEPA shall be accommodated, subject to availability of rooms and upon payment of rent.

No private firms be allowed to use the NIEPA Office/Hostel facilities, except with the approval of the competent authority, i.e., the Vice-Chancellor

Note: The private firms/participants are not governed by CCS(Conduct) Rules, 1965 and any unwarranted speech/words/remarks/participants may bring a bad name to NIEPA, if accommodation/event held at NIEPA premises. Hence, approval shall be sought very judiciously considering the theme of event and participants.

4. Booking Procedure of Facilities:

I. Office Facilities

Office Facilities mentioned from Sl. No. 1 to 6 shall be booked through the General Administration Section by raising a request on the email id: training@niepa.ac.in or manual applications addressed to The Administrative Officer, NIEPA, New Delhi.

For officials' meetings, NIEPA funded training programmes, there shall be no payment required.

For external requests, booking shall be done after obtaining approval of the Competent Authority as defined below: -

Duration	Competent Authority
Where booking is required for equal to or less than 7 days	Registrar
Where booking is required for more than 7 days	Vice-Chancellor

In case of external requests for booking of facilities on holidays (including Saturday, Sunday), following shall be the mandatory charges payable by the party for engagement of NIEPA's manpower:

Sl.No.	Manpower	charges per day
1	Technical Staff	Rs. 1,500/- per person
2	Attendant	Rs. 1,000/- per person

For other facilities like Catering, additional Audio-Video etc., the allottee shall contact the empaneled vendors at NIEPA and pay directly to them. The details of the NIEPA empaneled Caterer, AV provider shall be obtained by General Administration Section, if required.

Furthermore, all the bookings of NIEPA at other places (outside NIEPA) for events/guests' accommodations shall be managed by General Administration Section.

II. Hostel Facilities

Facilities mentioned from Sl. No. 7 to 9 shall be booked through the email id: hostel@niepa.ac.in or manual applications addressed to The Hostel Warden, NIEPA, New Delhi, who shall be assisted by an Assistant level / equivalent Project Staff and MTS. The duties and responsibilities for the assigned staff shall be as follows:

- a. Front-Desk Reception – Answering telephone calls, emails, attending guests / faculties / students, processing invoices / bills, documentation work, facilitating internal audits.
- b. Maintenance of stock register, receipts & other administrative and financial records.
- c. Coordinate and follow-up with internal department – General Administration, Accounts Section, Student Cell, Training Cell etc. for the compilation of relevant data.
- d. Coordinate with faculty members and senior officials of other departments for official training programmes, collection and maintain database of the required information.
- e. Supervision of the hostel and mess with various protocols (in terms of sanitation, fire safety, quality of food etc.).
- f. For entry / exit of guests during non-working hours. The Hostel Warden will be assisted by Hostel Attendants deputed for 24 x 7 duty.
- g. Further delegation of duties may also be done by the Hostel Warden.

5. All records/files/documents regarding hostel facilities booking shall be managed by concerned staff at Hostel and all records/files/documents regarding office facilities booking shall be managed by concerned staff at GA section.

6. The concerned staff at GA section and Hostel shall give confirmation of bookings of Office facilities and Hostel facilities, respectively, after receipt of advance payment in the below mentioned account. The transaction/voucher details, upon confirmation from F&A section, shall be invariably mentioned on the booking register against the corresponding booking for record purposes.

7. Bank account details for receiving rent/charges as detailed below, shall be invariably mentioned while communicating the availability of hostel/office facilities: -

Beneficiary Name: NIEPA Fees
Account Number: 34778757702
IFSC: SBIN00001690
Branch Name: NIE Campus

8. To facilitate timely bookings and improve the user experience, following time-schedules should be strictly adhered to: -

S.No.	Description	Timeline	Remarks
1.	Request for availability/non-availability of facilities.	Availability/Non-availability shall be communicated within 2 hours of receipt of request on working days.	Concerned staff shall process the requests in a timely manner.
2.	Confirmation of booking on receipt of payment upon receiving intimation of payment through mail or any other mode.	Upon confirmation of payment from F&A section, the confirmation of booking shall be done within 3 hours upon receiving intimation of payment.	Concerned staff shall confirm the bookings in a timely manner.

*Urgent booking of Hostel Facilities, if any shall be dealt with, by the Hostel Warden.

9. This is issued with the approval of the Competent Authority.


(Ankit Verma)

Administrative Officer

Copy to:

1. Sr. PS to VC for information please.
2. PA to Registrar for information please.
3. Finance Officer: with request to provide transaction confirmation details, timely, to enable Hostel/GA section to give confirmation of bookings.
4. Hostel Warden
5. All Sectional heads
6. Caretaker