



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

Dated: 19.06.2024

OFFICE ORDER 121 2024-25/GA

It is notified for information of all concerned that the Competent Authority, NIEPA has decided to fix charges 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	Proposed rent per day	
			National Programme (In Rs.)	International programmes (In Rs.)
1.	101 Board Room	30 sq. mtrs. 320 sq. ft.	2000/-	3500/-
2.	113 Lecture Room	89 sq. mtrs. 960 sq.ft.	8000/-	18000/-
3.	114 Meeting Room	22 sq. mtrs. 238 sq.ft.	1000/-	2500/-
4.	212 Lecture Hall	106 sq. mtrs. 1140 sq.ft.	9000/-	20,000/-
5.	333 Meeting Room	47 sq. mtrs 512 sq.ft.	4000/-	6000/-
6.	323 Computer Lab (includes Computer systems)	33 sq. mtrs 355 sq.ft.	10000/-	25000/-
7.	Hostel Suite (washroom, Kitchen, bedroom, Lobby. Room, additional Room)	63 sq. mtrs 681 sq.ft.	3000/-	5000/-
8.	Hostel Room (Single Occupancy)	14 sq. mtrs 156 sq.ft.	2500/-	4000/-
9.	Hostel Room (Double occupancy)	14 sq. mtrs 156 sq.ft.	1250/-	2000/-

2. The rent includes charges for the venue, electricity and lighting, air- conditioning and the use of fixed audio and video equipment, desktop computer and internet/ local area network

facilities, wherever available. The same is required to be paid in advance by the interested parties at least one week before commencement of programme. Rent paid shall be non-refundable except in the cases where the cancellation was done by NIEPA.

3. The above facilities shall be used for holding Departmental, National or international Conferences/ seminars by the Govt. of India/ Autonomous bodies/ NGO's etc.

4. The minimum facilities provided to the Guest in the hostel room should be in the form welcome kit (Soap, toothpaste, shampoo, Toothbrush, almond oil).

5. Booking of these rooms are to be done through the training Cell after ascertaining availability. Booking is liable to be cancelled without prior notice if circumstances so warrant. No damages can be claimed for such cancelation.

6. GA to ensure timely deduction from concerned accounts.

This is issued with the approval of the Competent Authority.


Administrative officer (I/c)

To

Copy to:-

1. Sr. PS to VC for information of Hon'ble VC.
2. PA to Registrar for information
3. Administrative Officer (I/c)
4. Finance Officer
5. Systems Analyst - with the request to upload the circular on NIEPA Website - Staff Corner