



अधिसूचना / NOTIFICATION

सभी संबंधित विश्वविद्यालय अधिकारियों/कर्मचारियों को सूचित किया जाता है कि सक्षम प्राधिकारी ने दिल्ली विश्वविद्यालय के विभिन्न विश्वविद्यालय परिसरों की बुकिंग के लिए संशोधित नियमों और शुल्कों के साथ नई ऑनलाइन बुकिंग प्रक्रियाओं को मंजूरी दी है, जो अनुबंध-ए के रूप में संलग्न है। इसे यूनिवर्सिटी और एस्टेट सेक्शन की वेबसाइट (<https://www.du.ac.in>) / (<https://estate.du.ac.in>) पर भी देखा जा सकता है। ऑनलाइन बुकिंग का लिंक एस्टेट सेक्शन के वेबसाइट पर उपलब्ध है।

It is notified for all concerned University's Officers / Employees that the Competent Authority has approved the new online booking procedures with revised rules & charges for booking of the various University premises of the University of Delhi is annexed herewith as **Annexure-A**. The same may be seen at University & Estate Section website at (<https://www.du.ac.in>) / (<https://estate.du.ac.in>). Online booking link is available on Estate Section Website.


कुलसचिव / REGISTRAR

NEW BOOKING PROCEDURE-CHARGES-RULES FOR BOOKING OF UNIVERSITY PREMISES

The competent authority has approved the following new procedures-rules-charges for online booking of University Premises. All the booking shall be provisional and can be cancelled by the Competent Authority at any point of time without assigning any reason. The applicant will have to follow all the given below procedures-rules-charges for booking of University Premises.

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

Booking Categories

Category A – Delhi University Authority
Category B –Dean/ Head/ Director/PIC of Faculty/ Department / Centre and /CPGC of the University of Delhi University Teaching/Non-Teaching Employees/Officers of various Faculty/ Department /Centre, President/ Vice-President/ Secretary/Joint Secretary of Union University of Delhi (DUSU/DUTA/DUCKU/SC-ST/OBC etc.)#
Category C – Colleges Principal, Central/State Govt. Organizations etc./ Autonomous Bodies/ NGO/Indian Cultural and Educational Societies registered under the Societies Registration Act 1860.

The limit of association/union educational programs/cultural programs/events for each existing union/association representative should be limited to 06 in a year.

2. The following preference order has been approved by the Competent Authority for booking of University Premises are as below:-

Booking Preference Order

S.No.	Particular	Preference Order
1.	Category – A	First
2.	Category – B	Second
3.	Category – C	Third

3. The competent Authority has approved the following list of programmes to be given preference at the time of booking of University Premises:

List of Programs with preference

List of Programs with preference	Details Required
1. Academic Seminar/ Symposium/ Summit/ Lectures etc. – International/ National importance.	1. Brief details of the programme.
2. 25th/50th/75th/100th /125th Years establishment Celebration etc.	2. List of participants.
3. Central Govt. Programmes/ Projects/ Tasks etc.	3. Details of foreign delegates (if any)
4. University's Faculty/Department/Centre own programme/ Job Mela/ Admission/ Exam etc.	4. Detail of chief guest.
5. University's Faculty/Department/Centre own programme/ Job Mela/ Admission/ Exam etc.	5. Programme schedule.
6. Cultural Programmes (Specification required)	6. Detail of sponsorship (if any)
7. Annual Programmes (Specification required)	
8. Proctor's meeting/ General Body Meeting/ Academic or Administrative meetings etc.	
9. CPGC Retirement / Farewell Function	
10. Others (Specification required)	

4. The competent Authority has approved the following booking charges for the category B and Category C. The category A has been given full waiver of booking charges.

Booking Charges: (i) University Stadium

S.No	Particular	Category-B		Category-C	
		Without Sponsor	With Sponsor	Without Sponsor	With Sponsor
1.	Multipurpose Hall (both floors)	Rs. 2.50 Lakh	Rs. 3.50 Lakh	Rs. 3.00 Lakh	Rs. 3.50 Lakh
2.	Single Basement or Ground Floor	Rs. 2.00 Lakh	Rs. 3.00 Lakh	Rs. 2.50 Lakh	Rs. 3.00 Lakh
3.	Security Deposit	Rs. 1.00 Lakh	Rs. 1.50 Lakh	Rs. 1.00 Lakh	Rs. 1.50 Lakh
4.	Additional Room Charges Rs.10000/- per room				
5.	Additional Hours beyond 5:00 pm Rs.20000/- per hour				
6.	University Stadium	Rs. 30,000/-	Rs. 35,000/-	Rs. 40,000/-	Rs. 45,000/-
7.	Tower Light per hour for four towers (irrespective of the use of 1/2/3/4)	Rs. 25,000/-	Rs. 30,000/-	Rs. 25,000/-	Rs. 30,000/-
8.	Security Deposit	Rs. 10,000/-	Rs. 10,000/-	Rs. 10,000/-	Rs. 10,000/-
9.	Polo Ground	Rs. 15,000/-	Rs. 20,000/-	Rs. 20,000/-	Rs. 25,000/-
10.	Tower Light of Polo Ground per hour	Rs. 2500/-	Rs. 3000/-	Rs. 2500/-	Rs. 3000/-
11.	Extra Charges beyond 5 pm per hour	Rs. 2000/-	Rs. 2500/-	Rs. 2000/-	Rs. 2500/-
Note: (1) It has also been approved that prior to submitting the request to the Estate Section, the permission/ recommendation for the use of the University Stadium or Polo Ground may please be obtained from the Chairman/ Director, Delhi University Sports Council, University of Delhi.					
Note: Category – A is exempted from all charges and booking for conducting the examination of the University shall also be waived off.					

(ii) Conference Centre/ Sir Shankar Lal Concert Hall/ Satyakam Bhawan Auditorium

S.No.	Particular	Category-B		Category-C	
		Without Sponsor	With Sponsor	Without Sponsor	With Sponsor
1.	Sir Shankar Lal Concert Hall	Rs. 18,000/-	Rs. 20000/-	Rs. 35,000/-	Rs. 40000/-
2.	Main Hall - Conference Centre	Rs. 22,000/-	Rs. 25000/-	Rs. 35,000/-	Rs. 40000/-
3.	Satyakam Bhawan Auditorium	Rs. 22,000/-	Rs. 25000/-	Rs. 35,000/-	Rs. 40000/-
4.	Main Hall – ARC Building	Rs. 15,000/-	Rs. 18000/-	Rs. 22,000/-	Rs. 25000/-

5.	Main Hall – Tagore Hall	Rs. 3,000/-	Rs. 5000/-	Rs. 4,000/-	Rs. 6000/-
6.	Dinning Hall	Rs. 6,000/-	Rs. 8,000/-	Rs. 10,000/-	Rs. 15,000/-
7.	Committee Room (Per Room)	Rs. 4,000/-	Rs. 5,000/-	Rs. 5,000/-	Rs. 6,000/-
8.	Room No. 22 Arts Faculty/ rest of Seminar/ Conference Rooms of University	Rs. 5,000/-	Rs. 8,000/-	Rs. 7,500/-	Rs. 10,000/-
9.	Use the Open Area (Satyakam Bhawan & Faculty of Arts, Conference etc.) of the University for academic functions/ programes/ other functions	Rs. 80/ per sq mtr	Rs. 100/- per sq. mtr	Rs. 100/- per sq mtr	Rs. 150/- per sq mtr
10.	Security Deposit	Rs. 5,000/-		Rs. 10,000/-	
11.	Booking of University premises/ Hostel site for the purpose of film shooting.	Booking Charge Rs. 3.00 Lakh per day Security Deposit Rs. 2.00 Lakh			
Category – A is exempted from all charges and booking for conducting the examination of the University shall also be waived.					

(iii) **Installation of Stalls/Food Court/Lounge Area on a rent basis by the applicant** – 20% of the total rent received from the above stalls/food court/ lounge area, will be deposited into the University Account.

(iv) **Booking of Class Rooms for Examination (other than University Exam)**

1.	Faculty of Social Sciences/ Arts / Law/ Education Buildings	Rs. 40 per student per session
It includes toilets, parking, security as per the examination rules, Housekeeping, water & electricity.		

(v) **Booking of Residential Flats for temporary allotment (for marriage or family function purposes only for the staff members of the University of Delhi)**

1.	Accommodation Type	Booking maximum for 07 days including *water + *electricity charges
	Type – I	Rs. 300 per day
	Type – II	Rs. 400 per day
	Type – III	Rs. 700 per day
	Type – IV	Rs. 800 per day
	Type - V	Rs. 900 per day
Accommodation will be booked as per the eligibility of the applicant. Applicants also can book more than one accommodation. *The supply of water and electricity is subject to the availability of Electricity supply from NDPL/University in SDC and Water Supply from the University. No refund on this account is admissible for less supply or inadequate supply of water and electricity. In case of installation of high consumption electric device, 20% of booking charges be charged in addition.		

(i) **Community Centre, Reids Line (For marriage or Family functions)**

1.	Particular	Recommendation of the Committee
	Hall + Ground	Rs. 5000 /- per day (maximum 02 days)
	Security Deposit	Rs. 5000/- per day

5. **Additional Charges***

Particular	Recommendation of the Committee
Booking charges beyond 5 pm per hour	Rs. 20,000/- (Multipurpose Hall) Rs. 2,000/- (Polo Ground/ Conference Centre/ Shankar Lal/ Satyakam Bhawan etc.)
Beyond 07 PM upto 09 PM	Rs. 4000 per hour
Booking charges in holidays/ Saturday/ Sunday	10% of the total booking amount

*Not applicable on Community Centre, Reides Line. Additional charges will be refundable in case of cancellation of booking after deduction of cancellation charges.

6. **Cancellation Charges** (booking charges include additional and common charges)

Less than 7 days	No refund
Between 7 to 14 days	50% of total booking charges
Between 15 to 27 Days	60% of total booking charges
Before 30 days	75% of total booking charges

* The Refund will be made within 60 days. If the programme has been cancelled due to the University's own programme, a full refund will be made.

7. **Alteration Charges#**

Days, subject to availability	Additional Charges
Less than 3 days	15% of total booking charges
Between 7 to 14 days	10% of total booking charges
Between 15 to 27 days	05% of total booking charges
Before 30 days	No charge

Alteration charges will not be refundable in case of cancellation of booking by the applicant. However, the alteration charges only will be refundable, if booking is cancelled by the University.

8. **Waive Off Booking Charges**

The booking charges can be waived fully or partially by the Hon'ble Vice-Chancellor. However, the applicant will have to pay the security deposit (refundable) and common charges i.e. electricity, housekeeping, maintenance etc.

9. **Common Charges ***

S.No.	Particulars	Charges
1.	Housekeeping	No. of staff X per day rate of wages as per the order of Govt. of NCT.
2.	Security	No. of staff X per day rate of wages as per the order of Govt. of NCT.
3.	Electricity Charges	Actual consumption rate per hour.

*Common charges exempted for Category-A programs only. Common Charges will be calculated by the Engineering & Estate Section and intimated to the applicant. Common charges will also be refundable in case of cancellation of booking after deduction of cancellation charges.

10. The Competent Authority has approved the standard time of booking in advance i.e. maximum of one month earlier and minimum of 7 working days before the booking date. The details are given below:

Booking Date/Days & Time

Booking only can be made at least 07 working days before and a maximum of 01 month earlier.	
Standard Booking Time	09:00 AM to 05:00 PM
Maximum Extended Time on applicable charges.	Upto 09 PM

The booked premises may be handed over one day before, subject to availability for decoration purposes after 03:00 PM. The applicant will be fully liable for any loss/theft/damage of the University Property and securities of their belongings. The premises will be handover to the applicant at 8:00 AM in the morning of the booking date. (Not applicable on Category A).

11. The Competent Authority has approved to obtain following documents at the time of booking from the applicant:

Documents to be Uploaded by the applicant for booking

S.No.	Function name		Documents to be attached
1.	Community Hall Reids Line	Marriage	1. Proof of Residence 2. Date of Birth Proof of bride / Groom 3. Relationship proof of applicant with bride/ groom 4. University I-Card 5. Photo of applicant 6. PAN Card
2.	Community Hall Reids Line	Family Function / Pooja etc.	1. Proof of Residence 2. University I-Card 3. Photo of applicant 4. PAN Card 5. Aadhar card
3.	Open Space Seminar/Conference Hall/ Concert Hall	Category-I (A,B,C)	1. Request Letter in HoD/ Officer In-charge/ Organization Head's Letter Head addressed to Registrar with details of the programme. 2. Photo ID proof of the Applicant (self-attested with date). 3. PAN 4. Copy of Programme Details

12. The Competent Authority has approved to the following entities who are eligible to book the University Premises. The preference will be given as per clause 2 and 3 of this rule:

Entities Eligible for Booking

The following entities are considered eligible for booking of University premises:

- Delhi University's authority, Dean/Head/Director/PIC of Faculty/Department of the University of Delhi.
- Faculty/Officers/Employees (Permanent/ contractual) (Teaching/Non-Teaching/ Technical/ Non-Technical) of the University of Delhi. Preference will be given to permanent employees.
- Registered Union of the University of Delhi.
- Affiliated College/Centres of University of Delhi/Delhi Govt. Colleges.
- Central/State Government Departments/Autonomous bodies.
- Central Govt./State Govt. Schools.
- Indian Cultural and Educational Societies registered under the Societies. Registration Act 1860.

13. The Competent Authority has approved the following online booking procedure for University Premises:

Booking Procedure

- The booking will be accepted online mode only. The details of booking online mode will be provided by the DUCC after creating particular software for the purpose.

2. The booking only can be made at least 07 working days before and a maximum of 01 month earlier.
3. The booking will be confirmed only after payment of the Security Deposit and booking Charges.
4. The cancellation charges will be applicable as per the rule.
5. Online form printouts should be routed through the proper channel as per guidelines.
6. The form should be duly signed and enclosed with the requisite documents like a Brief description of the program/ schedule, approval documents (if any), Other documents etc.
7. The applicant cannot lay a claim after submitting the application to the desired dates at the premises, even if the dates are available. The University of Delhi reserves the right to accept or reject the application.
8. Subject to confirmation of availability from the concerned premises, the decision of confirmation/rejection would be communicated online within 07 working days of receipt of the application.
9. Once the booking is confirmed, the applicant will be required to make an online payment along with the security deposit through the online portal within a period of three working days. The details of the online deposit are to be produced/submit to the Estate Section.
10. For any clarification/query or in any difficulty regarding the online process. You may feel free to contact DUCC at Phone No. 7065080220 or at helpdesk@ducc.du.ac.in .

14. ONLINE REQUEST FOR THE BOOKING PROCESS

(APPLICATION WILL BE ACCEPTED AT LEAST 07 WORKING DAYS BEFORE AND A MAXIMUM OF 1 MONTH EARLIER)

Applicant Registered online → Fill out the application form (with applicable charges) → Take printout application form → Submit signed & countersigned copy to Estate Section → Approval+ Rejection (if any) updated on software → After approval letter sends to concerned email ID for confirmation of booking.

15. APPLICATION SUBMISSION PROCEDURE

For Category A

Applicant (Signed copy of the online application) → Estate Section

For Category B

(i) For University Faculty/Department/Centre Programme Booking

Applicant → HoD → Dean of the Faculty → Estate

(ii) For DUSU/UNION Programme Booking

Applicant → DUSU Advisor → Proctor's committee (Proctor + DSW) permission → Police Permission → Estate

(iii) For Student Programme Booking through Dean/HoD/Principal/Director/PIC

Applicant → Proctor's committee (Proctor + DSW) permission → Police Permission → Estate Section

For Category C

Applicant → Principal/HoD → Estate Section

For Booking of Community Centre (Only University Employees)

Applicant → HoD/Dean of the Faculty → Establishment (For verification) → Estate

For Booking of University Accommodation (Only University Employees)

Applicant → HoD/Dean of the Faculty → Establishment (For verification) → Engineering Department (verify availability status) → Estate

16. The Competent Authority has approved the following terms and conditions to be imposed on the applicant at the time of acceptance of booking and convey the approval:

Terms & Conditions

1. Online booking form copy along with the requisite document/ information (i.e., program schedule, registration fee, speakers participants and budgetary details etc.) shall reach the Estate Branch 07 days before the date of the program.

2. User shall obtain the necessary license/ permission to hold the function from the appropriate local authority if it is required under any law/ rule/ order of the Municipal Corporation of Delhi/ Delhi Police.
3. The number of participants should not exceed the number declared in their application. Otherwise, the program will be treated stand cancelled and the police have to right to stop the program.
4. The applicant's sole responsibility is to maintain law and order on the premises.
5. The user shall be responsible for maintaining cleanliness inside and around the premises.
6. Only the allotted premises will be used by the applicant.
7. Any damage/loss to the property will be made good at the user's cost.
8. Nothing should be pasted/written on the walls/gasses/curtain etc.
9. No portion of the lawn should be used for serving refreshments (except for the booking of the community centre).
10. Cooking is strictly prohibited (except for the booking of the community centre).
11. Eatables are to be served at the earmarked place for the purpose and the same will not be allowed inside the building.
12. Smoking and consumption of alcohol are strictly prohibited inside the premises. Spitting of paan, gutkha, and other tobacco consumption is strictly prohibited in the University premises and punishable offence, would attract penalty of Rs. 5000/-.
13. User, if required, will make arrangements for an uninterrupted electric supply.
14. Non-observance of any of the terms and conditions will lead to the forfeiture of the security deposit. In addition, the user may be debarred for using the facility upto 03 months in future.
15. Bookings are done on a first come first served basis.
16. Booking Confirmation Receipt will be given to the applicant after approval of the Competent Authority.
17. Payment Mode: Online only.
18. Timings: Morning 9 A.M. – 5 P.M. (Extra charges for additional hours + holidays applicable).
19. Common Charges like Cleaning Charges, Electricity Charges, Security Charges, Maintenance Charges etc. are all included in the booking charges.
20. Applicant must inspect the premises prior to taking possession. Similarly, the venue is expected to be vacated in the same condition as it was handed over to them.
21. Applicant will be fully responsible for all liabilities, any damage to the building, carpeting, equipment or other furnishings.
22. Damage repair charges will be evaluated as per the present market value & to be deducted from the Security deposit.
23. University is not responsible for any mishap. Natural Calamities and theft.
24. **No Loud Music allowed. No DJ/Orchestra/ Any musical arrangement is allowed academic activity area and garden area of University premises. In the case of booking of Community Centre, DJ is allowed upto 10 P.M. and as per guidelines of the concerned authority amended time to time.**
25. All statutory permission from police or other authorities will be the sole responsibility of the applicant, a copy of such permission will have to be presented in the office before 3 days of the event.
26. University has exclusive rights to restrict entries or cancel bookings.
27. No animals and pets are permitted on the premises.
28. Firearms and weapons are not allowed on the premises.
29. Fireworks & firecrackers are strictly prohibited.
30. Live counters i.e. serving counters with fire are not allowed (except for the booking of the community centre).
31. Damage to the Garden Area is a punishable offence and would attract a Penalty of Rs. 2000/-.
32. No Tent/DJ/ Plucking of Plant or Food is allowed in the Garden Area.

18. app
33. A separate charge may be levied when an event date is changed.
 34. Please note that charges for a change of date are subject to availability.
 35. Booking amount will be refunded as per the rule.
 36. No Additional Services will be provided by the University. For Decoration, Floral Arrangement, Illumination and audio-visual facilities.
 37. Outside Catering is allowed subject to Cleaning and garbage Removal Charges as applicable.
 38. The Cleaning & Garbage Removal charges are to be paid by the applicant.
 39. The Applicant has ensured that the outside catering vendor follows the guidelines of the University for waste disposal.
 40. The Applicant will be responsible for any damage caused by the outside catering vendor.
 41. The booking will be provisional and can be cancelled at any time by the University Authority without assigning any reason.
 42. The refund of the security deposit will be subject to submission of NOC from the Caretaker, Sanitary Inspector and Chief Security Officer of the University.
 43. Any damage of University Property will be made good/ repaired by the applicant or recovery from the Security Deposit. The assessment of damage will be done by the University which will be final and acceptable to the applicant.
 44. The refund of Security Deposit and booking charges (if any) will be made within 60 days from the date of the

S.No.	Booking reference No. (Generated online)	Details of Booking	Payment Details	Refundable amount	Status of refund
	(to be filled/selected by the applicant)	Filled automatically as per available records	Automatically as per the record	Automatically as per provisions	Updated by the finance

refund request. The applicant will have to apply for the same through login on the online portal for booking. The proforma of refund will be as under:

45. No booking will be accepted before the restricted period.
46. Any other condition found suitable by the University Authority may add time to time.
47. No UNWANTED person should enter into the booked premises.
48. No religious, anti-social slogans will be raised in any manner.
49. No unlawful and legal activity is permissible in the booked premises. The booking applicant will be personally responsible for such activity if found.
17. The Competent Authority has also approved the penalties for non-compliance of any of the above terms and conditions:

Penalties

1. Noncompliance with any terms and conditions, the University has the right to forfeit the Security Deposit of the Applicant.
2. Damage of University Premises, the University has the right to forfeit the Security Deposit amount and impose financial penalties including partially/ permanently debarred from future bookings of University Premises on the applicant.
3. Sub-letting of booking is a punishable offence, if it is found the function will be cancelled and the security deposit amount will be forfeited. Further, the University will be free to take appropriate action against the applicant.

18. The following undertaking Performa has been approved by the Competent Authority to be obtained from the applicant at the time of booking of University Premises:

UNDERTAKING

I..... s/o/d/o/w/o.....r/o..... do hereby solemnly affirm and declare as under:

1. That I have applied for the booking of situated at On.....
for the purpose of
 2. That I will use the generator as per guidelines of the Environment Department, Govt. of India.
 3. That I will not use DJ/Loudspeaker at the above premises.
 4. That I will not damage the garden area, plants and trees in the above premises.
 5. That I will not use the trees for any kind of lighting or any other purpose.
 6. That after the function is over on a particular day, all solid waste shall be collected, thoroughly swept/cleaned and water disposed of to the nearest Municipal Dustbin/Dhalao and the premises will be cleared of all sorts of solid waste etc.
 7. I will not drill/paste stickers on the wall of the premises for beautification.
 8. That the necessary health measures will be adopted by us during the time of the function.
 9. That all fire safety measures will be followed by us.
 10. That nothing will be affixed/stuck up/ no nail hammering on the screen, curtains and wall.
 11. That no live counter for food will be made and refreshments will not be served in the lawn area of the premises.
 12. We will not disturb the academic activity of the University.
 13. We will not make sound pollution and DJ in open areas of University Premises.
 14. That intoxicants/alcohol will not take/serve on the University premises.
 15. That we/I will not sub-let the booking of the University premises.
 16. If there is any violation of the undertaking I shall be wholly responsible and be liable for forfeiting security deposit and legal action if any.
 17. In case of non-compliance of any of the terms & conditions of the University the applicant will be debarred for 03 months for future bookings.
- This is issued with the approval of the Competent Authority.

Joint Registrar
(Estate)