



दिल्ली विश्वविद्यालय
University of Delhi
दिल्ली Delhi-110007

कार्यालय संयुक्त कुलसचिव (संपदा)
O/o the Joint Registrar (Estate)

Ref. No. Estate/073/2026/19293 | 15697

Dated : 07-09-2026

अधिसूचना / NOTIFICATION

Sub. : Revision of Booking Payment Policy for University's Venues to Ensure Timely Revenue Collection and Eliminate post Event Recoveries Procedure

It is to notified to all concerns that the Competent Authority of the University has approved the following amendment policy for University's Auditoriums/Conference Hall etc. for timely collection of booking charges and eliminate post event recovery procedures.

1. For General Booking

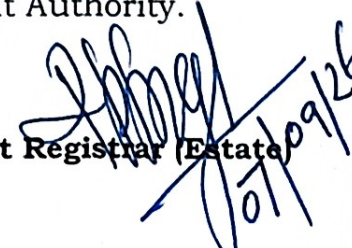
- a) All application must pay 30% of the total booking charges in advance in the form of a Demand Draft, in favour of "The Registrar, University of Delhi, Delhi-110007, Payable at Delhi. The refund will be processed in accordance with the booking guidelines.
- b) The remaining 70% will be submitted after approval of the program and before the commencement of the program.
- c) The booking confirmation letters will only be issued upon receipt of the 70% balance payment through online / NEFT mode.

2. Mechanism for DUSU Booking

- a) All the application forms for DUSU Booking should be forwarded by the DUSU Office, not directly by the DUSU Bearers. The Stamp and signature of the DUSU office are required on the Form. The application form submitted directly to the estate section will not be entertained and will be sent back to the DUSU Office.
- b) The Section Officer/In-charge of DUSU Office will ensure that the following :
 - (i) The application form should be forwarded at least 07 days and at most 01 months in advance otherwise, the application will not be accepted by the Estate Section.
 - (ii) The application form in the prescribed format for booking of the University's Auditorium/Halls/Grounds, etc. must be duly filled and signed by the elected DUSU Bearers.
 - (iii) **When payment is made from DUSU Fund :** The Section Officer/In-charge of DUSU Office, after getting approval / recommendation and signature of the DUSU Advisor and Proctor, on the form along with the cheque for the booking amount, the application form must be sent to this office on a specified time schedule, i.e. minimum 07 days and maximum 30 days.

- (iv) **When payment is made by the application (DUSU Bearers) :** The Section Officer/In-charge of DUSU Office, after getting approval / recommendation and signature of the DUSU Advisor and Proctor, on the form along with the Demand Draft of 30% of the booking charges amount, must be sent to this office on a specified time schedule, i.e. minimum 07 days and maximum 30 days. The remaining 70% will be submitted after approval of the program and before the commencement of the program. The booking confirmation letters will only be issued upon receipt of the 70% balance payment through online / NEFT mode.

This is issued with the approval of the Competent Authority.


Joint Registrar (Estate)