

JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)
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Office of the Registrar

File No. R-12/Admin/RO/-

20.07.2026

Office Order

The Competent Authority, JMI on the recommendation of a Committee has very kindly approved the following revised rates for booking/hiring charges of room charges of the Old Block, New & Old Dining Hall of Nehru Guest House, Lawn, Maulana Abul Kalam Azad House, Committee Room Nehru Guest House & Committee-Cum-Dining Hall w.e.f. 01.08.2026.

S.No	Room (Old Block)	No. of Rooms	Current Rates		Revised Rates (01.08.2026)	
			Official	Personal	Official	Personal
1.	Double Bedded	18	800/-	1200/-	1000/-	1500/-
2.	Triple Bedded	07	1100/-	1600/-	1500/-	2000/-
3.	Four bedded	03	1500/-	2000/-	2000/-	2500/-
4	Six bedded	02	2000/-	2500/-	3000/-	4000/-

Nehru Guest House(New Dining Hall)		Charges in Rs.
<u>Official:-</u> - VC, Registrar - University functions - External Sponsored Programme (Workshop/Seminars/Conference/Symposium etc.) - Internal Sponsored Programme (Workshop/Seminars/Conferences/Symposium etc.)		Nil 2,000/- 3,000/- 2,000/-
<u>Employees (Personal/Reference):-</u> - Guest Limit – Upto 10 - Guest Limit- 11 to 30 - Guest Limit – 31 to 80		Nil 5000/- 10000/-

Nehru Guest House(Old Dining Hall)	Charges in Rs.
Official:-	
• VC & Registrar	Nil
• University functions	1,000/-
• External Sponsored Programme (Workshop/Seminars/Conference/Symposium etc.)	2,000/-
• Internal Sponsored Programme (Workshop/Seminars/Conference/Symposium etc.)	1,000/-
Employees (Personal/Reference):-	
• VC & Registrar	Nil
• Guest Limit –Upto 10	Nil
• Guest Limit – 11 to 30	3,500/-
• Guest Limit- 31 to 50	7,000/-
Lawn	Charges in Rs.
Guest Limit (150)	
• Official	3,000/-
• Personal (Employee/Dependents included in FDR)	5,000/-
• General (Employee reference)	15,000/-

Maulana Abul Kalam Azad House	Charges in Rs.
• Personal	2500/- per day
• Official.	12,00/- per day
<i>Only eight(08) suits will be utilized</i>	
Committee Room Nehru Guest House	Charges in Rs.
• Personal	Rs.2500/- (Half Day) & Rs.5000/- (Full Day)
• Official.	Rs.1000/-(Half Day) & Rs.2000/- (Full Day)

Committee-Cum-Dinning Hall	Charges in Rs.
• Personal	Rs.4000/-
• Official.	Rs.1000/-

Terms & conditions:-

1. The Ex. Chancellor and Ex Vice- Chancellor of JMI will be exempted from room rent.
2. Room No. 101 New Block (suite) & 06 Old Block are reserved for VC & Registrar.
3. The charges of Committee-cum- Dinning Hall, Official charge Rs. 1,000/- and personal Rs.4,000/- of the Nehru Guest House.

4. During the maintenance of front lawn of Nehru Guest House the competent authority has allowed to use back side lawn of AJK MCRC. The Charges of booking of the Lawn will be Rs.10,000/-.
5. Extra sanitation charges of Rs.500/-for each Hall and Lawn shall be charged separately on personal bookings.
6. The term "personal" implies the University staff (with whom the responsibility lies.).
7. Catering is allowed only through the guest house caterer in the Guest House.
8. Above Dining Halls/Laws can be booked by the employees of JMI on prescribed form for personal/official function subject to availability.
9. Payment for booking of Dining Halls of Nehru Guest House shall be made full in advance.
10. Security of Rs. 2,000/- (Refundable) shall be deposited at the time of booking.
11. Guidelines issued from time to time by Administration, JMI & Govt. of India shall be strictly followed.
12. Retired employees bookings will be considered as personal bookings.
13. The timing of Breakfast- 08.00 AM- 9.30AM, Lunch- 01.00PM-2.30PM, Dinner - 8.00PM-10.00PM
14. In case of Booking is cancelled, 25% amount will be deducted from the hiring/booking amount.


(Prof. Md. Mahtab Alam Rizvi)
Registrar

Copy to:

1. The All Deans/Directors/HODs/COE/University Librarian/Principal University Polytechnic/DRs/ARs & Head of section, Principal Schools, JMI
2. Prof. Incharge, Nehru Guest House, JMI
3. The Finance Officer, JMI
4. The Hony. Director, CIT, upload on Jamia website
5. The Secretary to VC/Registrar, JMI
6. The Concerned file B-12


(Hari Narayan)
Assistant Registrar (Admn.)