



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

05.10.2026

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. 10.10.2026.

S.No	Room (Old Block)	No.of Rooms	Revised Rates	
			Official	Personal
1.	DoubleBedded	18	1000/-	1500/-
2.	TripleBedded	07	1500/-	2000/-
3.	Fourbedded	03	2000/-	2500/-
4	Sixbedded	02	3000/-	4000/-

Nehru Guest House(New Dining Hall)		Charges in Rs
<u>Official:-</u>		
- VC, Registrar - University functions		Nil 3500/-
<u>Personal:- (Guest limit 80)</u>		
- Personal (Employee/Dependents included in FDR) - General (Employee reference)		3500/- 15,000/-

Nehru Guest House (Old Dining Hall)		Charges in Rs.
<u>Official:-</u>		
- VC & Registrar - University functions		Nil 2,000/-
<u>Personal:- (Guest limit 50)</u>		
- Guest Limit –Up to 05 (only for employee) - Serving JMI Employee (Employee/Dependents included in FDR) - General (Employee reference)		Nil 2,000/- 10,000/-
Lawn		Charges in Rs.
<u>Guest Limit (150):-</u>		
- Official - Personal (Employee/Dependents included in FDR) - General (Employee reference)		3,000/- 10,000/- 15,000/-

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Maulana Abul Kalam Azad House	
• Personal • Official. <i>Only eight(08) suits will be utilized</i>	Charges in Rs. 2500/- per day 1200/- per day
Committee Room Nehru Guest House	
• Personal • Official.	Charges in Rs. Rs.2500/- (Half Day) & Rs.5000/- (Full Day) Rs.1000/- (Half Day) & Rs.2000/- (Full Day)

TERMS & CONDITIONS

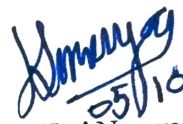
1. Ex-Chancellor and Ex-Vice-Chancellor of Jamia Millia Islamia shall be exempted from payment of room rent.
2. Room No. 101, New Block (Suite), and Room No. 06, Old Block shall remain reserved for the Hon'ble Vice-Chancellor and Registrar, respectively.
3. The term "Personal" shall refer to bookings made by University employees, who shall remain responsible for the booking and compliance with the applicable rules and conditions.
4. Catering services shall be availed exclusively through the Guest House caterer for functions held within the Guest House premises. Outside catering shall not be permitted.
5. Dining Halls and Lawn may be booked by employees of Jamia Millia Islamia on the prescribed form for personal or official functions, subject to availability.
6. Full payment for the booking of Dining Halls and other applicable facilities shall be made in advance before the commencement of the booking.
7. All guidelines/instructions issued from time to time by the Administration of Jamia Millia Islamia and the Government of India shall be strictly followed.
8. The Lawn shall not be booked independently. Booking of the Lawn shall be permitted only along with the booking of either the Old Dining Hall or New Dining Hall. Accordingly, it shall be mandatory for the person/organization booking the Lawn to book one of the Dining Halls along with it.
9. Bookings by retired employees of the University shall be treated as personal bookings and the applicable personal rates shall be charged.
10. **Additional sanitation charges of Rs. 500/- per facility shall be charged separately for each Dining Hall and Lawn in case of personal bookings.**
11. The timings for meals shall be as follows:
Breakfast: 08:00 AM to 09:30 AM
Lunch: 01:00 PM to 02:30 PM
Dinner: 07:30 PM to 10:00 PM
12. **Check-in and Check-out time shall be 12:00 Noon.**
13. In case of cancellation of a confirmed booking, 25% of the hiring/booking amount shall be deducted.

14. Music, decoration and Nikah ceremonies are not permitted within the Guest House premises.
15. In case official and personal programmes are requested for the same date, priority shall be given to official functions/programmes over personal programmes.


(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. The Dean Student's Welfare, 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 R-12


25/10/26
(Hari Narayan)
Assistant Registrar (Admn.)