



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर

NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

(An Institute of National Importance)

G.E. Road, Raipur - 492010 (C.G.)

+91-771-2252700

+91-771-2253104

www.nitr.ac.in

registrar@nitr.ac.in

No.NITRR/R-1/2022/ 160

Dated 04.04.2022

// CIRCULAR //

The rent/charges for renting out the different categories of places in the Institute campus to various stakeholders are as follows:

01. Building spaces:

Sl. No.	Facility	Approving Authority	Rent Charges	Maximum Duration	Payment Mode
1	M Visvesvaraya Hall	Director/Registrar	Rs. 6000 + Applicable GST	8 Hours/ working day	Person making the booking
2	Kalpana Chawla Auditorium	Director/Registrar	Rs. 6000 + Applicable GST	8 Hours/ working day	Person making the booking
3	Dr.A.P.J.Abdul Kalam Hall *	Director/Registrar	Rs. 6000 + Applicable GST	8 Hours/ working day	Person making the booking
4	Vikram Sarabhai Hall	Director/Registrar	Rs. 6000 + Applicable GST	8 Hours/ working day	Person making the booking
5	AC Classroom	Director/Registrar	Rs. 3000 + Applicable GST	4 Hours	Person making the booking
6	Non-AC Classroom (Gallery type rooms)	Director/Registrar	Rs. 2000 + Applicable GST	4 Hours	Person making the booking
7	Other Class Rooms	Director/Registrar	Rs. 1500 + Applicable GST	4 Hours	Person making the booking
8	Computer Centre	Director/Registrar	Rs. 80 Per Computer/Hour+ Applicable GST (Minimum payment for 20 number of Computer has to be made on hourly basis)	-	Person making the booking
9	Departmental Laboratories (Only for Academic Purpose)	Director/Registrar	Rs. 3000 + Cost of Consumables+Appl icable GST	3 Hours	Person making the booking

* No fee is payable in case the booking is made for social gathering by the bodies like NIT Raipur Ladies Club, NIT Raipur Officers Club and NIT Raipur Staff Club.

Terms & Conditions:

1. Advance booking has to be made by paying the full amount at least prior to 3 working days.
2. In a day, only one booking will be considered.
3. In case, duration of programme exceeds the specified hours, then the rate may be increased on pro-rata basis for every hours.



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर

NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

(An Institute of National Importance)

G.E. Road, Raipur - 492010 (C.G.)

+91-771-2252700

+91-771-2253104

www.nitr.ac.in

registrar@nitr.ac.in

02. Institute spaces:

Facility	Approving Authority	Rent for the period up to 31.03.2023	Maximum Duration	Payment Mode
Category-1: A building to be used for commercial purpose, only for the Institute stake holders.	Director/ Registrar	Rs. 9.02/ Sq. Feet + Applicable GST	Per working day	Person making the booking
Category-2: Open space of the Institute to be used for parking etc. by the agencies. (No charge to be levied if the requisition for parking comes from Police/ State Govt/ Central Govt. Departments)	Director/ Registrar	Rs. 1.88/ Sq. Feet + Applicable GST	Per working day	Person making the booking
Category-3: A building to be used for commercial purpose for Institute stake holders and common public.	Director/ Registrar	Rs. 17.38/ Sq. Feet + Applicable GST	Per working day	Person making the booking

NOTE : Security & cleaning deposit of **Rs. 3000.00/ per booking for booking of facilities under Table No. 01. & 02 (For Building Spaces and Institute Spaces)** towards the safety of appliances and cleaning charges. It will be returned to the user after deducting the losses (if any) and cleaning charges if they do not handover the clean space.

03. Guest House :

Facilities	Guest Category	Eligibility	Approving Authority	Rent Charges	Payment Mode
Guest House Room	A	Guest invited by the Institute for academic, administrative and campus interview, for delivering lectures or keynote speech in short term course/ seminar/ conference, est. any other person approved by the Director as Institute Guest.	Director/ Registrar	Nil	Person making the booking
	B	Any booking through faculty member/staff/ Alumni for their relatives, parents or registered Guardians of regular students. Guest invited by the Institute for delivering lectures or keynotes speech in short term course/ seminar/ conference, etc. (funded by TEQIP/ Self Sponsored)	Director/ Registrar	Rs. 1500 + Applicable GST + Actual food expenses	By the individual Guest/Person making the booking
	C	Guest not covered under above categories (Officers and guests of neighboring universities, R&D Institutions & Industries, bands and commercial organizations (to be provided only if room is available), guest of employees other than relatives, block booking by employees for social functions, etc.)	Director/ Registrar	Rs. 2500 + Applicable GST + Actual food expenses	By the individual Guest/Person making the booking



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर

NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

(An Institute of National Importance)

G.E. Road, Raipur - 492010 (C.G.)

+91-771-2252700

+91-771-2253104

www.nitr.ac.in

registrar@nitr.ac.in

Guest House Hall & Lawn	<p>Booking of Hall and Lawn area will be restricted only to faculty and staff for organizing small gathering limited to at the most of 40 people, subject to availability and timing of the programme.</p> <p>However, on special cases other parties can also be accommodated by permission from the Competent Authority.</p>	Director/ Registrar	Rs. 2000 + Applicable GST (Max 4.00 Hours)	By the individual Guest/Person making the booking
<p>• For Category B & C booking has to be done in advance by paying the amount for the no of days for which guest room is being booked. Advance has to be made at least prior to 3 working days. However, on cancellation 25% of the total amount +Applicable GST on total amount will be deducted and rest of the amount shall be refunded.</p> <p>Terms & Conditions:</p> <ol style="list-style-type: none">1. Priority in accommodation will be given to the guest of Category-A.2. Students requiring accommodation for their parent/guardian is required to get their requisition through Dean (Student Welfare).3. Charges for block booking will be calculated on the basis of number of beds/rooms booked. One day will be counted on 24 hours basis.4. Management of Guest House may at its discretion cancel any booking due to Institute's sudden essential requirement.5. Not more than two persons will be allowed in each double bed room.6. If the guest during their stay damages the guest house properties, then Guest House Management after examining the nature of the damage may impose penalty to the guest. If the guest is unwilling to pay the penalty, the person making the booking will have to settle the bill.				

Payment: The payments for the rent /charges for above mentioned facilities are to be made either by cash in the Accounts office of the Institute or online in the following account No. of the Institute:

Bank Name: State Bank of India
Bank Branch: NIT Branch
Bank Address: G.E. Road Raipur (C.G.) Pin-492010, Raipur, Chhattisgarh, India
Account No. 38027633250 (Saving Account)
Bank Branch Code: 02852
IFSC Code: SBIN0002852
Swift Code: SBININBB646
MICR Code of Bank: 492002004
Phone No. of Branch: 0771-4040791/795
PAN Card Number: AAAJN0643G
GSTN No. 22AAAJN0643G1ZN

The rent charges (Sr. 1 to 3) will be applicable for the financial year 2022-23.

This issues with the approval of the competent authority.

Dr. Arif Khan
Registrar
NIT Raipur

Copy to:

- Director, NIT Raipur for kind information.
- All Deans/HoDs and Section Heads
- Joint Registrar
- Deputy Registrar (F&A)
- Concerned Incharge
- Webmaster for uploading on Institute Website