

**F.No. 13-7/2022-23/GA**  
**NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION**  
**(Deemed to be University)**  
**17-B, Sri Aurobindo Marg, New Delhi-110016**

September 6, 2022

**CIRCULAR**

**Subject: Classification of priorities for allotment of Hostel Rooms.**

With the approval of the Competent Authority, following categories of employees / officials are hereby notified for giving priority in allotment of rooms in NIEPA Hostel:

First Priority: Guests who are coming to attend the meeting of Statutory Committee [Academic Council, Finance Committee, Board of Management, Board of Studies, Planning & Monitoring Board]

Second Priority: Visiting team from UGC, MoE in relation to academic programme/ Visiting Faculty / Visiting Scholars / Student and Faculty Members under MoU / Newly appointed faculty members

Third Priority: Three months Programmes like IDEPA, DEPA and any Special Programme etc. organized by NIEPA.

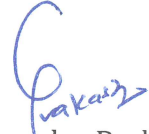
Fourth Priority: Seminar (Training Programme / Conferences / Workshops / Symposia organized by NIEPA, as per Training Calendar

Fifth Priority: Organizations other than NIEPA (subject to availability of rooms)

Last Priority: Personal guests of NIEPA community.

The allotment of single room or twin-sharing will be decided by the Warden, subject to availability of rooms and bookings on first-come-first serve basis.

This issues with the approval of the Competent Authority.

  
(Chander Prakash)  
Section Officer (GA)

To

The Hostel Warden, NIEPA

Copy to:

1. Sr. PS to VC for information please
2. PA to Registrar for information please
3. PA to Administrative Officer – for record
4. Caretaker (Hostel)
5. All Notice Boards
- ✓ 6. Systems Analyst – to upload the circular on NIEPA Website – Staff Corner