



Estate Office
Delhi Technological University
Shahbad Daulatpur, Bawana Road, Delhi-110042

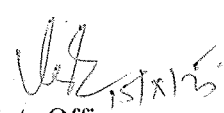
DTU/Estate/07/2025/1173

Dated: 16/10/2025

NOTIFICATION

1. The Competent Authority has approved the following directions while using DTU premises during various events organized in DTU Campus :-

- (a) Staff & Students of DTU, Societies affiliated to DTU should not be charged for putting banners at specified areas only.
 - (b) Space should be allotted on first come first serve basis.
 - (c) Requisitions of students should be submitted to Estate Office one week in advance through faculty coordinator duly recommended by Dean (Student Welfare) and for Faculty/staff through HoD/Branch Head respectively. Estate Officer may approve the allotment of space on the basis of availability. The maximum time for allotment of space for Canopies and banners is three and seven days respectively. If space is required for more than permissible period, applicable charges will be charged.
 - (d) Rs 100 sq ft per day shall be charged for putting of canopies/stall subject to a minimum of Rs 1000 per day for Outsiders and Venders/Contractors respectively, if they participate in University/events organized by Faculty/Staff/Students.
 - (e) Rs 100 sq ft per month shall be charged for putting of flex boards/banners subject to a minimum of Rs 1000 per month for Outsiders and Venders/Contractors respectively, if they participate in University/events organized by Faculty/Staff/Students.
 - (f) Parks/Lawns and other spaces should be allotted to DTU employees/students of DTU only for a maximum period of two days. Rs 2000 per day shall be charged or any other amount approved by Hon'ble Vice Chancellor towards various incidental expenses.
 - (g) Competent Authority has powers to cancel any allotment any time.
2. Before and during the event, no stickers, bills banners etc. will be stuck, nailed or tied on any of the University signages, trees and electrical poles.
3. Defacing the signages or the University property will incur fine towards the organizing team/society.
4. Any damage to the University property, signages, fixtures etc. during the event will be borne by the organiser/committee.


Estate Officer