



मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर
Malaviya National Institute of Technology Jaipur
(An Institute of National Importance under Ministry of Education, Govt. of India)
Jawahar Lal Nehru Marg, Jaipur - 302017 (Rajasthan)
E-mail: registrar@mnit.ac.in

No. 487

Date: 27.07.2026

OFFICE ORDER

On the basis of the recommendations of the Committee and with the approval of the Competent Authority, it is hereby approved that the rates of Institute Guest House-1 (Indradhanush) and Institute Guest House-2 (Suryodya) shall be revised along with simplification of the billing and payment process for official guest stays at the Institute Guest Houses. The revised rate details are as under:

1. Accommodation Charges

S. No.	Description	Accommodation Charges per day (Rs.)
1	Guest House-1 (Indradhanush)	2000/-
2	Guest House-2 (Suryodya)	1700/-

2. Eligibility / Guest Type and Rebate

Type	Description	Rebate Percentage (Room Rent)	GH-1 (Indradhanush)	GH-2 (Suryodya)
A	► For external members of the BoG/FC/Senate and other Institute Guest ► Ministry Committees/Director's of NITS ► Guest invited by the Institute for academic or administrative purpose including examiners/selection committee members/experts etc. ► Company Personnel coming for placement of MNIT Jaipur students whose cost is to be borne by MNIT Jaipur. ► Experts /Speakers of seminar /STTP/Conference/workshop if such seminar/STTP/Conference/Workshop is funded by Institute funds. ► Any other person approved by the Director or Registrar as an Institute Guest	100%	NIL	NIL



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B	►For faculty /experts invited for any Research or consultancy projects whose payment is done from any Research or consultancy. ►Experts /Speakers /participants of seminar /STTP/ Conference/workshop if such seminar/ STTP/Conference/ Workshop is funded through Research project, consultancy project, sponsorship. Registration fees collected from participants.	50%	1000/-	850/-
C	Staff's Personal Guest / Institute Alumni (self or spouse) (30% Discount applicable only on prepayment)	30%	1400/-	1190/-
D	Representative of Companies coming for recruitment (paid by company) / Faculty from other CFTIs	20%	1600/-	1360/-
E	Others (on recommendation of Institute Staff) / Parents of Students (on recommendation of Hostel Office/Warden)	NIL	2000/-	1700/-

No bills should be raised for food expense related to Institute Guest. The Institute Guest are those Guest mentioned under Category A above. The Institute Guest House will treat Institute Guest on the basis of approval from Registrar or Director.

3. Charges for Conference / Dining Facilities

S. No.	Facility	Guest House	Charges (Rs.)	GST	Remarks
1	Conference Room	Indradhanush Guest House	6000/-	Applicable as per norms	No charges for official use. Charges applicable for personal use only.
2	Dining Hall	Suryodya Guest House	3000/-	Applicable as per norms	No charges for official use. Charges applicable for personal use only.

4. Cancellation charges:

- 5% of total rent will be charged if cancellation is done between seven days and one months (30-07 days) before date of arrival.
- 10% of total rent will be charged if cancellation is done between seven days and two days (07-02 days) before date of arrival.
- 25% of total rent will be charged if cancellation is done between two days and one days (02-01 days) before date of arrival.



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- 100% of total rent will be charged if cancellation is done within 24 hours before date of arrival.
- There are no cancellation charges for institute/official guests.

5. Charges for Breakfast and Meals

Item	Rate (Rs.)
Breakfast	100/-
Lunch	220/-
Dinner	220/-
Tea	15/-
Coffee	30/-

6. GST Applicability

It was confirmed that GST shall be applicable **as per government norms:**
2.5% CGST + 2.5% SGST **on both** room and food charges.

7. Competent Authorities for Approval

Category	Approving Authority
A	Registrar / Director
B	Dean (Research & Consultancy), on recommendation of Principal Investigator (PI)
C	Coordinator, Guest House
D	Coordinator, Guest House
E	Coordinator, Guest House

This Office order supersede all previous office orders in this regard.

This bears the approval of the Competent Authority.

Registrar (I/c)

Copy to:-

1. All Deans/Heads of Departments/Section Incharge.
2. Coordinator, Guest House.
3. Assistant Registrar (Accounts).
4. PS to Director/PA to Registrar.
5. Webmaster: To upload it on Institute Intranet.

Assistant Registrar (Estt-II)
22/1/24