



F.No. FTK-CIT/RO/ADMN/2021

02.08.2021

## OFFICE MEMORANDUM

### Sub: Online Event Service Fee Charges-reg.

Competent Authority has approved the following fee to be charged for Online Event through WebEx services arranged by the FTK-CIT, JMI in the University with immediate effect.

1. Event organized by Jamia Departments/Centres with the support of any funding agency or other source of fund (other than the University) a fee @ Rs. 3000/- will be charged for 1 to 3 days programme.
2. Event organized by the outside agency, WebEx service may be provided subject to the approval of the Vice-Chancellor at a rate of Rs. 10,000/- for 1 to 3 days programme.
3. Remuneration to the following staff of FTK-CIT will be paid only, in case of working after office hours or on weekends/holidays.
  - a. Technical Hosting for one person only @ Rs. 1000/- per day.
  - b. Technical Support for one person only @ Rs. 400/- per day.
  - c. Peon/Attendant for one person only @ Rs. 350/- per day.
4. The event can be conducted with the prior approval of the Vice-Chancellor and on depositing of the requisite fee in the head of the account maintained by the University for the purpose.
5. The bill of the event shall be duly forwarded by the concerned Head/Dean/Director of the Department/Faculty/Centre.

(Khalid Shamshad)  
Assistant Registrar (Admn)

### Copy to:

1. All Deans/HoDs/Finance Officer/Controller of Examinations/Directors of the Centre's/University Librarian/Principals/Advisor Security/Chief Proctor/Administrative Heads/AR's JMI.
2. PRO-Media Coordinator, JMI.
3. The Secretary to the Vice-Chancellor, JMI
4. The Asstt. Registrar (Registrar's Secretariat), JMI.
5. Hony. Director, FTKCIT -for web display.
6. Concerned File.