

F.No.24026/04/2018/CDN/202
Government of India
Ministry of Housing & Urban Affairs,
Land & Development Office
Nirman Bhavan, New Delhi.

Dated: 10.09.2018

OFFICER ORDER NO. 03/2018

Sub: Modification in respect of condonable items connected with Schools/Educational Institutions.

In continuation of Office Order No.3/2001 dated August 13, 2001, the matter regarding condonable items concerning Educational Institutions has been re-examined in the Ministry in consultation with Finance Division and keeping in view the functional requirements of these Institutions, it has been decided to condone items, in addition to those condoned vide Office Order No.3/2001, as per details given below:

Condonable Items	Remarks
i) Milk booth ii) Fruit Stall iii) Fast food counter iv) Coffee and tea vending machine v) Juice stall vi) Ice cream parlour vii) Photostat counter viii) Internet café ix) Bakery stall	Subject to the condition that these are situated inside the premises of educational institutions; are for the exclusive use of the students and have no access to outside of premises for general public. In case these units are licenced/rented out by the institutions to agencies/individuals for running these facilities, 50% of the rent/licence fee will be payable to the lessor, i.e. L&DO. The space for milk booth, fruit stall, fast food counter, coffee and tea vending machine, juice stall, ice cream parlour, Photostat counter, internet café and bakery stall will form part of the FAR. In no case the area of the individual units should exceed 100 sq.ft.
i) Bank branches and ATM counters	The bank branches and ATM counters may be allowed in the educational institutions subject to the condition that it is exclusively used for the bonafide school activities and no other business is carried out by the bank. In case of any deviation from above norms the entire area under bank branch and ATM counter shall be treated as a misuse. The space used for housing bank branch and ATM counter will form part of the available FAR.
ii) Temporary shed/structure of ACC/fiber sheets/shed	The temporary shed/structure of ACC/fiber sheets will be treated as essential and condonable only if they are not used as

	classrooms; do not alter building plan; are not bounded by brick walls; do not mar the aesthetics of the building; are proportionate to requirement and are essential for protection of students from elements by levying a token fee of Rs.5,000 per annum upto 100 sq.ft. per structure and Rs.10,000 per annum beyond 100 sq.ft. per linear structure covering passage/corridor depending on its essentiality.
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2. The health aspect of students & security for premises will be the sole responsibility of educational institution.
3. The past cases, if already decided, may not be re-opened. Only those cases which are yet to be settled or where representations have been received may be considered in accordance with these guidelines.
4. This issues with the approval of Hon'ble Union Minister of State (IC), Housing and Urban Affairs.


(S.K.Babbar)
Dy. Land & Development Officer

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