



MEMBERSHIP RULES

INDIA HABITAT CENTRE

LODHI ROAD

NEW DELHI

April 2026

INDIA HABITAT CENTRE (IHC)
MEMBERSHIP RULES

Membership

1 Institutional Members

- a) All allottees of office spaces in the IHC will be admitted as Institutional Members.
- b) Each Institutional Member will be permitted to nominate from amongst its bonafide staff the following number of persons acceptable to IHC, who could use the facilities available to individual members.

Institutions having super built area –

Up to 500 sqm - 4 cards
501 - 2000 sqm - 6 cards
2001 - 3000 sqm - 8 cards
3001 and above - 12 cards

- c) In the case of Institutional Membership, there will be no entrance fee. If an Institutional Member desires extra cards i.e over and above the numbers specified in para b) above, these can be made available by paying a onetime entrance fee of **Rs. 45,000/-** for each card. There will be no limit for the number of cards. The grant of additional cards will be subject to IHC approval.
- d) The annual subscription for each card including the extra cards will be **Rs. 5,000/-** per card. There will be no annual subscription for the cards upto the limit specified in para b) above.

2 Corporate Memberships

Any organization, society, institution or corporate body which has abiding interests in the proper development of human settlements and related areas of environment management & design, energy and ecology management as embodied in the objects of IHC can be admitted as Corporate Member in accordance with the rules, on payment of prescribed fees and subscriptions as detailed below.

a) Charitable and Non - Profit Organisations/ Societies / Trusts / Universities / Institutes / Research & Development Organisations

Entrance Fee - **Rs. 1,50,000/-** (2 cards)
Annual Subscription - **Rs. 8,500/-** (Per card)

Each additional card upto a limit of 4 making a total of 6 for the organisation will be available for an entrance fee of **Rs. 35,000/-**. The grant of additional cards will be subject to IHC approval.

b) Offices of U.N. Organisations in India/ International Research and Development Organisations/ Diplomatic Missions located in India

Entrance Fee - **US \$9,000** (2 cards)
Annual Subscription - **US \$ 900** (Per card)

Provided that 2 additional cards (making a total of four cards) can be given. These additional cards will not have any entrance fee but an annual subscription of **US \$ 900/-** per card will be charged.

c) Other Corporate Organisations

All corporate bodies other than the institutions defined in para (a) who are engaged in trade and industry can become Corporate Members.

The entrance fee will be -

Turnover up to and including	
Rs. 300 Crores	RS. 20 lakhs
Turnover of Rs. 301-750 crores	RS. 25 lakhs
Turnover of Rs. 751 crores & above	RS. 30 lakhs

The annual subscription will be **Rs. 23,000/-**
per card

Each Corporate Member, in this category, on admission will be entitled to nominate, subject to IHC approval, 10 members of the organisation to use the facilities of the Centre provided for individual members. For additional cards over and above the entitled number, upto a maximum of 5, the entrance fee would be **Rs. 2,30,000/-** per card. The annual subscription will remain the same.

3 Individual Membership

The Governing Council may admit any person, associated with or interested in habitat related activities and other areas like the arts, culture, journalism or other areas of public life in any one of the following categories of membership, on payment of prescribed fees and subscription.

a) Founder Members

Persons, who have devoted their time and effort to the setting up of IHC before formal commissioning of the Centre will be admitted as Founder Member. Provided that admission under this class of membership will be totally closed after formal commissioning of the Centre.

These individuals will pay an entrance fee of Rs. 2,500/- only and will be exempted from payment of any annual subscription.

b) Life Members

Persons of high attainment in any area of public life may be invited by the Governing Council to become Life Members of IHC. The entrance fee payable by Life Members will be Rs.1,00,000/-. No annual subscription will be payable by them.

c) Ordinary Members

Individuals with professional, academic and cultural interest may be admitted as Ordinary Members in accordance with rules and procedures laid down in this regard, on payment of entrance fee of **Rs. 1,00,000/-**. The annual subscription will be **Rs.7,000/-** per year.

d) Associate Members

Individuals as described in (c) above may be admitted to the IHC as Associate Members in

accordance with prescribed rules and procedures on payment of entrance fee of **Rs. 50,000/-** and annual subscription of **Rs. 7,000/-** per year.

- dd)** For categories c) and d) above, Membership fee for senior citizens (65-80 years) will be **Rs. 5,000/-** per year. For senior citizens above the age of 80 years the membership fee will be **Rs. 3,000/-** per year.

For outstation members residing outside NCR, the membership fee will be **Rs. 5,000/-** per year for all members except for members over 80 years of age for whom it will be **Rs. 3000/-** per year.

e) Temporary Members

Individuals residing outside Delhi who would otherwise be eligible to be members and visitors staying in IHC for a short duration as guests of members may be granted temporary membership of the IHC for a period not exceeding 90 days. The fee for such membership will be as determined by the Governing Council from time to time.

f) Long Term Temporary Members (Foreign Nationals)

Diplomats, international civil servants, members of UN organizations, members of foreign nonprofit organizations and foreign nationals employed by multinational organizations who are resident in Delhi for a fixed tenure may be admitted as Long Term Temporary Members for the period of their posting in India. The fee for such membership will be **US \$ 1,400** per year to be paid in advance in total for the entire period for which membership is sought. Such fees will not be refundable. Such Membership may not be given beyond 5 years at a time.

g) Long Term Temporary Members (Indian Nationals)

Temporary Membership may be given to:

- (i) Employees of the Central or State Governments posted in Delhi and
- (ii) Other interested citizens, who could otherwise qualify for membership of IHC. These applicants may be admitted as Long Term Temporary Members. Such Membership may not be given beyond 5 years at a time.

There would be an entrance fee of **Rs. 20,000/-** for this membership. The annual subscription will be **Rs. 8,000/-**.

h) NRIs and Individual Overseas Members

NRIs and foreign nationals residing abroad who so desire may apply for membership of IHC. They will be admitted to this category on payment of an entrance fee of **US \$2,500** and an annual subscription of **US \$900**.

NRI members on change of residential status can be considered for resident membership only after paying annual subscription in equivalent Indian Rupees for a minimum period of 3 years from the date of change of residential status.

i) Associate Research Membership

Individuals who are engaged in research work either at a University or in a recognized research organization can become members of IHC for the period that they are engaged on the research project but not exceeding 5 years on payment of the entrance fee of Rs. 3,500/- and annual subscription for this category will be Rs. 3,500/ per year.

4 Miscellaneous Provisions

- a) The minimum age for all categories of membership will be 25 years.
- b) In case of surrender/withdrawal of membership, the entrance fee will be forfeited.
- c) The liability for individuals exercising Corporate Membership will rest with the organization such individuals represent.
- d) No credit facility is extended to any IHC member.
- e) The request of employees of IHC with the designation of Sr. Executive and above may be considered for membership on merits. In the absence of membership, these individuals will be permitted to use the facilities during their employment with IHC. There will be no entrance fee or subscription fee for such members. This facility will also extend to IHC officers post retirement but will not apply to those officers who have left IHC before retirement.

- f) The name of any member who is liable to pay subscription but whose subscription falls in arrears, for more than 6 months in case of Individual Members and 3 months in case of Corporate Members, shall be made inactive after giving one month's notice by registered post at the address and email as given in the record of IHC. Membership can be made active again only upon the member paying 100% penalty on the subscription amount due. If a member remains inactive for one year his name will be removed from the rolls of the membership of the Centre.
- g) The name of a member removed from the rolls of the membership of the Centre may be restored if the Governing Council so decides and on payment of all dues with interest @ 12% per annum plus re-admission charges which will be the entrance fee for new members on that date.
- h) If the Governing Council considers that admittance of any individual representing an Institutional Member is not in the interest of furtherance of the objectives of IHC, it may not admit such an individual as a member.
- i) In case of any misconduct by any individual in his/her own capacity as a member or exercising Institutional Membership, then Director IHC can withdraw the membership privileges to such an individual and forfeit any membership fees / subscription paid.
- j) The number of members in each category except in category (a) of para 3 above will be such as may be determined by the Governing Council from time to time.
- k) Entrance fee will be payable in one lumpsum at the time of admission. Subscription towards membership is payable in advance for each financial year and shall fall due and become payable on 1st April of each year except for those classes of membership for which separate rules have been specifically provided. Membership granted during the course of the year will be liable for payment of the entire year's subscription fee.
- l) No person shall exercise his/her vote in any meeting of General Body unless he/she is a member continuously for a period of 3 months preceding such a meeting and has paid subscription due from him/her in full. Individual Members belonging to categories of membership at 3d, 3e, 3f, 3g, 3h and 3i will not have voting rights.

In case of Institutional / Corporate members, each organization will have only one vote.

- m) Any Member who has committed a breach of any of the rules of the Centre or has refused to or neglected to abide by any of the rules or has not cleared the dues of the Centre (other than membership fee) within the stipulated time or is a habitual defaulter in clearing the dues of the Centre or indulges in any activity bringing discredit to the Centre may be removed from the membership of the Centre.
- n) The schedule of fees & rates and the rules for use of the facilities at IHC will be approved by the Governing Council.
- o) Members will be required to carry their membership cards along with them and produce it on request by any person authorised to make such request.
- p) Only the applicants whose requests for membership are accepted will be informed by post and email. No intimation will be sent to those applicants whose requests have not been accepted. IHC does not maintain any waiting list of applications.
- q) An incomplete form is liable to be rejected and not processed.
- r) IHC reserves the right to change the category of membership while allotting the membership to the applicant.
- s) Corporate/Institutional Members can have floating cards valid for one year. All nominee cards will also be valid for one year only. The old/ expired card(s) of the nominee(s) for Corporate / Institutional Members will have to be surrendered to the IHC Centre before a card for a new nominee is issued. Any exception to this will be made only in extraordinary circumstances.
- t) Loss of card and request for issuance of duplicate card is to be in writing and in case of Individual Members holder of the primary membership card can only request for issuance of duplicate card in case of loss.
- u) The Governing Council can relax these rules in individual deserving cases.
- v) The President IHC will constitute a Membership Committee to decide on applications for membership as provided in these Rules.
- w) The Governing Council decide which categories of memberships would be open for new memberships from time to time. The Governing Council can also lay down criteria for new applicants.
- x) Statutory Taxes will be charged as applicable

- y) In case of the demise of a Primary Member in the Individual category, membership can be transferred to the spouse only. Spouses of Members belonging to category 3a), 3b), 3c) and 3d) will be provided membership in category 3d) only. Spouses of members in category 3(h) will be provided membership in the same category.

NB. Revised rules 4(f) came into force from 1st April 2020.

All communications should be addressed to :

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