



भारतीय प्रौद्योगिकी संस्थान इन्दौर

सिमरोल, खण्डवा रोड, इन्दौर, भारत पिन - 453 552

Indian Institute of Technology Indore

Simrol, Khandwa Road, Indore, India Pin - 453 552

IIT Indore

IITI/Admin/IC/2018/1259

October 18, 2018

परिपत्र (CIRCULAR)

विषय: आई. आई. टी. इन्दौर आवास आवंटन नियम

Sub: - IIT Indore Residential Accommodation Allotment Rules

यह सूचित किया जाता है कि संस्थान के आवास आवंटन नियम (संकाय-सदस्य एवं गैर-शैक्षणिक सदस्यों हेतु) कार्यान्वयन के लिए बोर्ड द्वारा अनुमोदित किया गया है।

This is to notify that the Residential Accommodation Allotment Rules of the Institute (for both faculty and non-faculty staff members) has been approved by the Board for implementation.


कुलसचिव प्रभारी
(Registrar In-Charge)

संलग्नक: यथोपरि

Encl: As above

प्रति,

समस्त संकाय एवं गैर-शैक्षणिक सदस्य

To,

All faculty and staff members

प्रतिलिपि

Copy to:-

- 1) समस्त अधिष्ठाता (All Deans)
- 2) समस्त विभागों के प्रमुख (Heads of School/Discipline/Centre)
- 3) अनुभाग अधिकारी निदेशक कार्यालय (SO, Director Office)
- 4) कुलसचिव कार्यालय (Registrar Office)



Indian Institute of Technology Indore

Residential Accommodation Allotment Rules

1. ELIGIBILITY:

1.1 The Institute residences shall be allotted on license only. Following categories of staff shall be eligible for allotment of Institute residences

- a) Regular/Temporary/Re-employed/ Contractual Staff of the Institute.
- b) Visiting faculty.
- c) Emeritus Fellows/ Emeritus Scientists/ Emeritus Professors & Post-Doctoral Fellows under MHRD /Other GOI Schemes/Scientists under various Government Schemes.
- d) Staff on Deputation.
- e) Staff under Research Schemes/ Projects/ Centres as per the MOU's signed between the Institute and the Agencies.
- f) Staff employed in Research Schemes/ Projects of the Institute approved by various funding agencies.
- g) Persons eligible under terms & conditions of the MOU with the Institute
- h) Married Phd Scholars
- i) Any other category as decided by the Board

1.2 If a person and his/ her spouse are both employees of the Institute, only one of them shall be eligible for the allotment of residence.

1.3 HRA /accommodation charges will be deducted as per appointment /engagement terms/Rules applicable.

1.4 Cases, where consolidated salary does not specify HRA, rent will be charged as follows:

$$= \frac{\text{Gross Salary}}{100+\text{HRA}\%} \times \text{HRA} \%$$

1.5 A person, who is having a period less than one year from the date of his superannuation, shall not be eligible to apply for another residence.

1.6 House rent for all Emeritus Fellows/ Emeritus Scientists like Ramanujan, Ramalingaswami fellows will be dealt with strictly as per guidelines of funding agency. Institute will not bear any cost to this effect.

2. CATEGORIES OF RESIDENCES:

2.1 All the residences of the Institute shall be categorized by the Board for Group A, B and C employees, which will accordingly determine their entitlement.

Pay Level of employees as per 7 th CPC	Category of Residence	Bedrooms
Equivalent or below level 8	Type B	01
Equivalent to Level 09 to 12	Type C	02
Equivalent or above Level 13	Type D	03

2.2 The following officers/staff of the Institute are entitled to residences earmarked for them.

1. Director
2. Chief Medical Officer/Medical Officer

The Board shall consider and approve the specific earmarked residences and may revise the list of this category as and when required. The concerned person shall vacate the earmarked residence within one month of relinquishment of the office. A person, who is allotted an earmarked residence, may be allotted another residence as per his entitlement by the Institute Accommodation Allotment Committee (IAAC) constituted as per clause 3, for the period of his/her entitlement after retirement. Such an allotment can be made by the IAAC up to two months before the date of retirement of the concerned employee.

3. INSTITUTE ACCOMMODATION ALLOTMENT COMMITTEE (IAAC):

There shall be an Institute Accommodation Allotment Committee (IAAC) appointed by the Competent Authority, IITI. The nominated members of the IAAC shall have tenure of 3 years and shall be responsible for considering the applications. The committee will make recommendations to the Competent Authority for the allotment of residences to different groups of employees.

4. ALLOTMENT PROCEDURE:

4.1 Application for the residence can be submitted any time round the year in the prescribed format to the Chairperson, IAAC. The date of application would be considered for the preference for the allotment of the residence in a particular group. Application, once made, can also be withdrawn, before it is considered.

4.2 In case of same day submission of applications, the full length of continuous service in the Institute from the date of entering the pay slab will be considered for allotment of the residence.

4.3 In case of a new regular employee, joining the Institute, 50% of the total length of his previous service in a substantive post, will be added to his tenure at IITI till he gets a regular accommodation. This shall, however, not be applicable to out of turn/ temporary allotment of accommodation.

4.4 The applications shall be screened and a seniority list shall be prepared for the various residences and displayed in the Estate office and also on the electronic Notice Board of the Institute for scrutiny by all concerned persons who may point out discrepancies, if any.

- 4.5 After having approval for allotment of a residence, the allottee will be issued a formal order of allotment through mail. An allottee shall give in writing his acceptance of the allotment as early as possible on receipt of the letter of allotment.
- 4.6 Allottee who accepts the allotment shall take possession of the allotted accommodation within 15 days from the date of receipt of the allotment letter, failing which the allotment shall stand cancelled on the end of 15th day and s/he shall be charged rent @ Rs 4 per Sq. Meter per day for a period of 15 days.
- 4.7 In exceptional cases, extension to take possession beyond 15 days can be considered, however, license fee will be applicable from 15th day of allotment letter issued.
- 4.8 An employee of the Institute, eligible for higher entitled accommodation will have option to apply for a lower entitlement, in case the former is not available. S/he can continue in lower entitled accommodation but could switch to higher entitled accommodation in case any availability arises.
- 4.9 An employee will have option to apply for a higher entitled accommodation, provided that no entitled accommodation is available. S/he can continue in higher entitled accommodation but has to move to entitled accommodation if entitled accommodation is available and the claimant of higher entitled accommodation has applied for the residence. However, if the present occupant has more number of dependents residing permanently with the occupant, the Competent Authority may take a decision upon request made by the occupant to allot house higher than his/her entitlement.
- 4.10 If an employee gets promoted then s/he will be eligible for the upgradation of the residence but has to file a fresh application. Again, the date of submission of fresh application would be considered for the preference for the allotment of the residence though s/he will continue in the lower entitled accommodation till s/he gets the higher entitled accommodation.
- 4.11 In case one of the two files a divorce petition against the other and request for a separate residence, a written request to be submitted by both of them to the Institute Accommodation Allotment Committee (IAAC). In this case, whoever has submitted the application first would be eligible for the current residence (no matter who was the allottee in the previous allotment). If both of them have submitted the application together, then seniority will be the criteria for the allotment of the current residence. The other person might get "out of turn allotment" after the recommendation of the Institute Accommodation Allotment Committee (IAAC) and approval from the Competent Authority.
- 4.12 Allottees are not entitled to any Travelling Allowance or assistance from Institute in shifting.
- 4.13 Estate office will inspect each vacant residence and will arrange necessary repairs and white washing etc. Estate officer will certify that the vacant residence is safe, livable and will inform the Chairman, IAAC that the Residence is available for allotment.
- Note: Only petty repairs, white washing & painting (if due), and security related repairs will be carried out before occupation.
- 4.14 No person will be eligible to apply for fresh allotment of a residence of the same category in which he is living unless he has completed one year from the date of occupation of the residence. However, one can always apply for a higher category residence, if eligible.



4.15 If an occupant of a residence has some special and serious difficulties in connection with his residence, he may appeal for a change of residence. The IAAC may itself take decision in the matter, or request the Competent Authority to appoint a Committee to investigate the matter and give its recommendations.

4.16 A faculty member/staff of the Institute joining as Emeritus Fellows/Emeritus Scientist/Emeritus Professors or re-employed immediately after retirement will continue to occupy the same residence as before.

5. OUT OF TURN ALLOTMENT/ TEMPORARY ALLOTMENT:

5A. OUT OF TURN ALLOTMENT:

Out of turn allotment shall be made only under the orders and discretion of the Competent Authority and normally the following categories of staff shall be entitled to out of turn allotment:

- (a) Visiting faculty.
- (b) Persons on Deputation (including NCC Staff)
- (c) Persons declared as belonging to essential services.
- (d) Persons on medical grounds certified by a Medical Committee appointed by the Competent Authority.
- (e) Son/daughter/spouse of a deceased employee

Provided that the out of turn allotment shall be for a residence of his/ her entitled category or lower category.

5.2 The son/daughter/spouse of a deceased employee, if employed or being given employment in the Institute may be considered for out of turn allotment at the request. The type of residence shall be according to the entitlement of the new incumbent.

5B. TEMPORARY ALLOTMENT:

Temporary allotment shall be made only under the orders and discretion of the Competent Authority for all the categories based on the availability of the residence for a specific period of time but not for more than one year. The allottees in such cases must;

- (a) Deposit one month's license fee as a security, which shall be refunded at the time of the vacation of the residence.
- (b) Pay a license fee for the current month latest by the 5th day of the month.
- (c) Vacate the residence on one month's notice or on the expiry of the specified period, whichever is earlier.
- (d) Request for temporary allotment on medical grounds may be considered by the Competent Authority, on the recommendation of the Medical Committee. Cases of default and violation of (a), (b) & (c) above shall be liable to notice of immediate vacation and charging of penal license fee.



Allotment of Accommodation will be made (if available) with the approval of the Competent Authority for a specific time period, in case eligible staff is engaged for a limited period. If an extension is required beyond the specified period, an application must be made to the Chairman, IAAC in the prescribed Performa, at least two weeks in advance. Re-allotments are based on the availability of the residence and the status of the priority list of employees.

Temporary or out of turn allottees, who are regular employees, entitled to normal allotment but are not on deputation to the Institute will become unauthorized occupants after the expiry of three years. Such an allottee must apply for regular allotment of a residence in response to advertisements. He/ She may also be considered for a residence falling vacant in his/her own sub-category without receiving an application from him/ her. In case of regular allotment the out of turn allotment will stand cancelled automatically and (S)he will be required to shift to the regular allotted residence. This provision should be notified in the advertisement.

6. LICENSE FEE:

6.1 Each allottee of the Institute residence shall be charged a license fee as follows:

Type B:	Rs. 500/-p.m.
Type C:	Rs 1200/- p.m.
Type D:	Rs 1500/- p.m.

The license fee will be as fixed by the Board from time to time for the different categories of residences.

6.2 Following will be exempted from payment of License fees:

1. Dy. Director
2. Deans
3. Registrar
4. Senior most Medical Officer
5. Senior most Security Officer
6. Chief Warden & Wardens

6.3 License fee will be deducted directly from the employee's salary/fellowship on the monthly basis in advance. The first installment should be deposited in the Institute before taking the possession.

6.4 Enhanced license fee at the rate of 20 (twenty) times of the monthly normal license fee for the Institute residences shall be charged per month from the occupants of the residences. This may, however, be reviewed by the Board from time to time.

6.5 Enhanced license fee may be deemed to be a charge on the salary or any other amount due to the employee and the Institute shall be entitled to deduct/set-off such License fee from such amount due to the employee.

6.6 Expenses on electricity, water, and any other utility charges will be borne by the residents. Utility bills will be deducted directly from the employee's salary/fellowship on monthly basis.

7. RETENTION OF RESIDENCE:

7.1 Retention of residence may be permitted in the following cases, if and only if, the allottee, or his family, proposes to stay for the duration as indicated and at the license fee payable as mentioned against each:

Sr no. & Condition	Maximum Duration permitted	license fee payable
(a) After retirement/expiry of the re-employment period	4 months	on the normal license fee
	Next 4 months	Double the normal License fee on the approval of Competent Authority.
	Next 4 months	License Fee shall be charged as per provision of Clause 6.4 i.e. enhanced license fees
	Beyond 12 months	Twice of enhanced license Fee shall be charged
(b) After death of a Staff member: who was an authorized occupant of the residence, the dependents residing with the deceased will be allowed retention of the residence as under	6 months	on normal license fee
	Next 6 months (Provided the deceased employee or his/her dependent does not own a residence at the place of work of the deceased)	Double the normal License fee on the approval of Competent Authority
(c) Staff proceeding on EOL/ Study Leave/ Training/ Sabbatical/ PDL/ LFS, etc (Excluding Medical and duty Leave)	1 year	Normal license fee
(d) Staff proceeding On deputation	Duration of deputation	Normal license fee
(e) Resignation, Compulsory retirement, dismissal or termination from service/expiry of the contract period for contract employees	1 month	Normal license fee
(f) Official on deputation at IIT Indore	1 month for every year of service, maximum duration as per (a) above	as per (a) above
(g) Earmarked residences	2 month	Applicable license fee

Note-1: Request for permission to retain an Institute residence for the specific duration should be made to the Chairman, IAAC on the prescribed form at least one month before due date of retirement/ due date of proceeding on leave or within 2 months of the death of the staff. In case of condition (f) request should be made within a week of the letter of dismissal or termination received by the concerned person.

Note-2: A residence retained under this clause must be vacated within the period as specified above or the date upto which permitted, whichever, is earlier. Permission to retain the residence beyond the maximum period specified above will be at the enhanced license fee specified in clause 6.4 and shall in no case exceed six months.

8. FORFEITURE OF ALLOTMENT OF A RESIDENCE:

The residence once allotted must be occupied in the condition as it is within 15 days from the date of issuance of the allotment order to the allottee, failure to do so within the stipulated time will result in the automatic cancellation of the allotment and s/he shall be charged rent @ Rs 4 per Sq. Meter per day for a period of 15 days. Further, the allottee will be debarred from applying for any Institute residence for the next one year.

9. ALLOTMENT OF DESIGNATED CAR PARKING:

9.1 Applications will be invited from employees for allotment of designated car parking.

9.2 The applicant for the allotment of parking should own a car in his own/spouse/children name for which documentary proof will have to be attached to the application. Only one designated parking will be allotted to the allottee of an Institute residence. Additional parking might be allotted, if available, after consideration by the IAAC.

9.3 If at any stage during the occupancy of the Parking, the allottee ceases to own a car, s/he must inform the Institute authorities and surrender the parking within one month.

10 CODE OF CONDUCT FOR ALLOTTEES OF INSTITUTE RESIDENCES:

10.1 The Institute residences are allotted only for the accommodation of the allottee and his/her family and relatives. Any other person is not allowed to reside in the residence. If an allottee or his/her family is not staying in the residence it must be vacated, except when the residence is locked under intimation to the Institute.

10.2 No allottee is permitted to sublet the residence allotted to him partly or fully or use it for any trade or business. If a complaint is received to this effect, appropriate action will be taken by the Institute authorities.

10.3 Mutual exchange of residence by the allottees without permission from the Institute is strictly prohibited.

10.4 The allottees will regularly pay the license fee, electricity and other utility charges for the residence as prescribed by the Institute from time to time, otherwise, the same may be deducted from salary or any amount due to the employee.

10.5 Any alteration or addition in the Institute's residence shall not be allowed by the residents. However, the Institute may decide for any needed changes.

10.6 Cattle will not be kept at Institute premises. However, pets like dogs and cats may be



allowed with permission from the IAAC.

10.7 The allottees will not tamper with the electrical installations/ water supply/ sanitary fittings / other fixtures in the residence provided by the Institute.

10.8 Unauthorized use of electricity or water supply in any manner will be treated as a serious offense and render the allottee liable to disciplinary action.

10.9 The allottee will immediately report to the Estate Officer about any defects in installations leading to wastage of water or electricity, etc.

10.10 The allottees are expected to conduct themselves in a courteous and polite manner with the neighbors. If any complaint is received about any resident being quarrelsome or indulging in objectionable activities like entertaining undesirable characters, disorderly behavior, getting intoxicated outside the residence, etc., appropriate disciplinary action including cancellation of allotment of such residence shall be taken by the Institute authorities.

10.11 Sharing of the residence by the allottee with anyone else, other than those permitted under these rules is not permitted.

10.12 The allottee will not encroach upon the Institute land or the land of the neighboring residences for gardening or for any other purpose. The allottees will not undertake cutting or lop off the trees in the compound of their residences or nearby areas on their own.

10.13 Any timber yield from the tree(s) in the campus of the residences will be deposited by the allottee to the In charge, Estate Section as the Institute property. Any fruit bearing tree(s) in the compound of the residence shall be the property of the Institute. The allottee may use the fruits for own eating purposes. In case the resident sells the crops s/he will have to deposit 80% of the sale proceeds with the Institute.

10.14 If an outhouse is attached to a residence, the allottee shall furnish the name and age of the person staying in the outhouse to the Estate Office. The allottee shall be fully responsible for the conduct of the person residing in the outhouse.

10.15 No commercial activities will be allowed from the out houses. Only the person, spouse and their children can stay in the outhouse. Violation of this rule will invite a penalty to the allottee @ 20 times of the normal license fee.

10.16 In case of vacation of accommodation, allottee must inform before one month. In case of vacation without adequate notice, s/he will be liable for one month's charges from the date of intimation. In exceptional and genuine cases, the same may be waived with the approval of the Competent Authority.

10.17 Anyone allotted an apartment in faculty housing will, automatically, become a member of the faculty housing society and the housing rules and guidelines set by the faculty housing society will be applicable on all the residents of the faculty housing.

11. UNAUTHORISED OCCUPATION AND PUNITIVE ACTIONS:

11.1 A person will be deemed an unauthorized occupant, under any of the following circumstances:

- a. occupying the residence or the parking lot without allotment.
- b. residing in the residence or occupying the parking lot beyond the allotted period without prior permission or if the permission is refused.
- c. without making an advance payment of license fee as per clause 6.0.
- d. violating any terms or conditions as prescribed in the rules for retaining the residence.

11.2 An Institute staff declared to be an unauthorized occupant by the Institute shall be liable to punitive action as per rules and disciplinary action will be taken according to the Institute Statutes/ Rules.

11.3 If the person, to whom the residence (or a part of it) is sublet, is also an Institute staff, s/he would also be liable to disciplinary action as per the rules. In addition, punitive action may also be taken against such person(s).

11.4 For the period of unauthorized occupation a person will be charged penal license fee i.e. enhanced license fee as specified in rules. Such penal license fee shall, for all purposes, be deemed to be a charge on the salary or any other amount due on the resident and the Institute shall be entitled to deduct or set-off such penal license fee for such amount due on him/her.

11.5 The Institute may disconnect electricity, water and/ or Institute telephone, (if any provided in the concerned premises) at any time after the service of fifteen days notice as provided under rules. An unauthorized occupant will be liable to eviction by the Estate Officer under section 3 of the public premises (Eviction of unauthorized occupants) Act 1971 (act No. 49 of 1971).

11.6 If a person who is declared an unauthorized occupant is not an Institute employee, action will be taken as per law.

11.7 For the purposes of this Rule, the service of notice shall be deemed to be sufficient for all purposes if it is sent once under registered post on the address of the resident concerned or through mail id communicated to IITI authorities by the individuals.

11.8 After any complaint received against an employee regarding the violation as per above, s/he will be served a show-cause notice to offer clarifications in writing within ten days from the receipt of such notice issued by IAAC; punitive actions may be taken if the clarifications are found not satisfactory.

11.9 Such complaint along with the comments or replies, if any, made by the concerned resident shall be referred to the IAAC. After considering the complaints and the comments, if any, the IAAC may decide further action. If the IAAC is not satisfied with any comments or replies, then it shall refer the same to the Accommodation Standing Committee (ASC) as appointed by the Competent Authority for an inquiry. If the Committee finds the complaint to be correct and the comments not convincing enough, then the concerned resident shall be given the notice to vacate the premises within 15 (fifteen) days from the date of issue of such notice. In case of a failure to do so, the resident shall be liable to all punitive action as mentioned in unauthorized occupation rules.



12. Other Matters:

1. Authority competent to take action under these rules:

The Director shall be Competent Authority to take any action under these rules. He may delegate any or all of the powers vested in him to any officer of the Institute.

2. Interpretation of Rules

If any question arises as to the interpretation of these rules, it shall be decided by the Competent Authority.

3. Relaxation of the Rules

The Board may for reasons to be recorded relax any or all the provisions of these rules in the case of any employee or class of officers or type of accommodation.

4. Matters not covered.

Matters further not covered by these rules shall be referred to the Competent Authority for decision. IIT Indore will follow the IIT Bombay accommodation policy and guidelines, in the issues wherever, IIT Indore policy is silent.



Indian Institute Technology Indore

Additional Rules for Allotment of Institute Accommodation to Married PhD, PG, PDF and Project Staff Applicants

(Reference – IITI/Admin/IC/2018/1259 dated October 18, 2018)

The BoG approved Institute Accommodation Allotment Rules 1-12 available at following weblink are also applicable to applicants.

<https://www.iiti.ac.in/public/storage/act/IIT%20Indore%20Residential%20Accommodation%20Allotment%20Rules%2018.10.2018.pdf>

13. Eligibility:

1. Married PhD, PG, PDF and Project Staff (JRF/SRF/RA/Project Assistant/Project Engineer etc.) applicants who are in receipt of fellowship/salary (from any source) only will be eligible for allotment of the Institute Accommodation.
2. Married student/PDF/Project Staff are entitled to avail only Type B Category of Institute Accommodation (Refer table in Section 2).
3. At the time of application, the applicant should be due for at least six months of fellowship/service at the Institute.

14. Duration of allotment for Married PhD/PG Students:

1. Subject to fulfillment of eligibility, the maximum duration of stay in the allotted Institute Accommodation will be from the date of joining the academic program/Institute till an allottee receives his/her fellowship from any source OR 5 years, whichever is earlier.
2. Application to retain the allotted accommodation may be considered under exceptional circumstances such as end of fellowship due to thesis submission, waiting for approval of fellowship extension, etc. However, such request should be received by the allottee through proper channel within 5 years from the date of joining the academic program/Institute.

15. Duration of allotment for Married PDF/Project Staff:

1. Subject to fulfillment of eligibility, the maximum duration of stay in the allotted Institute Accommodation will be from the date of joining the Institute till an allottee receives his/her salary from any source.
2. Application to retain the allotted accommodation may be considered under exceptional circumstances such as waiting for approval of PDF extension and conversion of project staff to Institute research scholar (TA), etc. However, such request should be received by the allottee through proper channel at least one month before the completion of duration of fellowship/contract.

16. Application and Allotment Procedure:

1. Application for the Institute Accommodation can be submitted online any time throughout the year or in response to relevant specific notice by IRAC.

2. Following documents are mandatorily required to be submitted along with the application without which the application will be summarily rejected:
 - (a) Marriage certificate issued by the Competent Authority.
 - (b) Permission Letter (Form A) stating that the applicant:
 - (i) is allowed to apply for the Institute family accommodation and
 - (ii) will be receiving fellowship/salary for at least six months from the date of submission of duly recommended application form to IRAC.
 - (c) Form B stating the details of dependent/s will be staying with him/her.
3. The date and time of application would be considered for the seniority for the allotment of the Institute Accommodation in a particular group i.e. married PhD, PG, PDF and Project Staff.
4. Application, once made, can also be withdrawn before it is considered by the IRAC.
5. Allotment of Institute Accommodation will depend upon the availability. Till then a married student/PDF/Project Staff will be allotted single accommodation in the Hostel subject to availability.
6. The received applications till the last date will be screened and eligible applications will be discussed by IRAC. In case of availability of limited Institute Accommodation, preference will be given in the following order:
 - (a) Married PhD Student
 - (b) Married PG Student
 - (c) Married PDF
 - (d) Married Project Staff.
7. In exceptional cases, if the application from any married PG/PDF/Project Staff is on the waiting list for more than or at least six months, then his/her application will be given highest preference for the allocation.

17. Possession and Staying

1. Accommodation is meant only for married applicant with family and it is expected that the allottee shall stay with his/her dependents. Therefore, married applicant whose dependants are unlikely to stay with him/her cannot avail the married accommodation. The applicant needs to submit the "Undertaking (Form B)" at the time of submission of application for family accommodation stating the details of dependent/s will be staying with him/her.
2. The allottee must send acceptance letter for the allotted accommodation to IRAC within 4 days from the date of allotment and must take possession within 15 days from the date of allotment. Extension may be granted by the Competent Authority based upon some genuine reason i.e. pregnancy complications, medical emergency, unforeseen circumstances preventing possession of the allotted accommodation, etc.
3. The allotted accommodation will be cancelled if allottee fails to take possession of the allotted accommodation within 15 days or the granted extension for possession from the date of allotment offer.

18. Payment of License Fee and Other Charges

1. Each allottee of the Type B Category of Accommodation will be charged Rs. 560 per month, or as decided from time to time, as a license fee. License fee is not applicable in case of married PG/PhD students and they need to pay additional

charge of Rs. 12,000 per semester towards Hall Rent; this is pro-rata and depends on the move in and out date.

2. In addition, electricity, water, and maintenance charges from the date of possession as per Institute Accommodation Allotment Rules need to be paid as per actuals or as decided from time to time. These charges will be deducted from the fellowship/salary of the allottee on monthly basis.
3. Stay of maximum duration of one month will be allowed from the date of the completion of the duration of allotment (as stated in Sections 14 and 15). The license fee, electricity, water, and maintenance charges will be deducted from his/her last month fellowship/salary. No dues from the allotted Institute Accommodation will be issued after this only.
4. If the allottee retains the room after the permitted retention period, then the daily charges equivalent to Separate Hostel Unit Charges (Rs. 500/day or as decided from time to time) will be recovered from the allottee.

Rules for allotment of Residential Accommodation

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17. Annexure-III: LIST OF EMPLOYEES EXEMPTED FROM PAYMENT ON LICENSE FEE (vide Rule 4.3.0.)
18. Annexure-IV: CONDITIONS FOR GRANT OF PERMISSION FOR SHARING OF ACCOMMODATION(vide Rule 4.5)
19. Annexure-V: Preference list for Carshed allotment
20. Annexure-VI: FORM NO. AA-4

Title and scope

- 1.1 These rules shall be called the "Rules for Allotment of Residential Accommodation (Indian Institute of Technology, Bombay)", 1992. (Amended & constituted AAC Rule-2020)
- 1.2 These rules shall come into force with effect from such date as may be notified by the Registrar.
- 1.3 These rules shall apply to all employees of the Institute and others mentioned in these rules and cover the residential accommodation within the IIT Bombay campus.
- 1.4 With the coming into force, these shall supersede all the earlier rules.
- 1.5 Allotment made under the provisions of the earlier rules shall continue to be valid.

2. Definitions

- 2.1 *Allotment* means the grant of a license to occupy a residential accommodation in accordance with the provisions of these rules.
- 2.2 *Allottee* means an employee to whom residential accommodation is allotted.
- 2.3 *Board* means the Board of Governors of the Institute.
- 2.4 *Committee* means the Accommodation Allotment Committee of the Institute.
- 2.5 *Director* means the Director of the Institute.
- 2.6 *Emoluments* mean the emoluments as defined in F.R. 45-C of the Government of India.
- 2.7 *Entitlement* means the highest type of accommodation that an employee is eligible for under Rule 3.3.
- 2.8 *Faculty* means Assistant Professor, Associate Professor and Professor.
- 2.9 *Family* means spouse, children, step children, legally adopted children, parents, brothers and sisters who ordinarily reside with and are dependent on the employee.
- 2.10 *F. R.* means Fundamental Rules of the Government of India.
- 2.11 *Institute* means the Indian Institute of Technology, Bombay.
- 2.12 *License Fee* means the sum of money payable monthly as compensation for occupation of a residential accommodation allotted under these Rules. It includes flat rent license fee fixed by the Board in respect of different types of quarters based on living area.
- 2.13 *Subletting* includes sharing of accommodation by an Allottee with another person with or without any payment by such other person, but does not include any sharing of accommodation with close relations as per Annexure-I and as may be notified by the Institute from time to time and with casual guests visiting the Allottee.
- 2.14 *Type* in relation to an employee means the type of accommodation to which an employee is eligible under Rule 3.3.

2.15 Employee means all Permanent Institute employees and permanent CHMS employees

3. Eligibility, Seniority and Procedure of Allotment

3.1 Seniority

3.1.1 Allotment of a particular accommodation to an employee will be made on the basis of a seniority list of those who may be interested in being allotted this accommodation (and those whose names are included in it under the provisions of rule) and are eligible for it (subject to restrictions under rules 3.5.3, 3.5.4 and 4.1.6). The precedence in the list will be determined by the seniority date of an employee which is the earliest date from which he/she became eligible for the type of accommodation in question and has continued to remain eligible, except for temporary disqualification under rule 4.1.6.

3.1.2 *Inter se seniority*: For the purpose of fresh allotment to all types of quarters not below type C, the seniority date will be determined either by (3.1.1) or by the following procedure and the earlier of the two dates will be the seniority date: an employee who is currently in a pay scale higher than the lowest pay scale which makes one eligible for the quarter in question, will be given an advantage of one-year seniority for every step above which his current pay scale is above the lowest pay scale mentioned above. The *inter se* seniority date will be determined by pre-dating the date on which the employee was appointed to the higher scale by the number of years of advantage mentioned above. In case the employee has been in more than one such higher scale, the *inter se* seniority date will be the earliest of the dates so determined¹.

3.1.3 When the seniority date as determined by (3.1.1) or (3.1.2) happens to be the same for two or more employees, the following conditions will be successively applied until the precedence in the seniority list is determined.

- i. an employee who would have had an earlier seniority date determined by (3.1.1) alone had the quarter been one step lower than the quarter in question, will precede in the list.
- ii. an employee with longer service in the Institute will precede.
- iii. an employee with a higher basic pay on the last day for responding to the exploratory circular for the accommodation in question will precede.
- iv. an employee with an earlier date of birth will precede.
- v. by drawing of lots by the Chairman in the presence of at least one more member of the Committee.

¹ Explanation : The hierarchy of the scales for this purpose will be (i) 5100-7300 (ii) 4500-7300 (iii) 4500-6300 (iv) 3700-5700 (v) 3700-5000 (vi) 3000-5000 (vii) 3000-4500 (viii) 2200-4000. As per the procedure in (3.1.2) the seniority of an employee in the scale 3700-5700 will be earlier by 4 years from the date he was appointed in this scale for a C-type quarter and by one year for a B-type quarter. Similarly, the seniority of an employee in 4500-6300 scale will be earlier than the date of appointment to this scale by 5 years for a C-type quarter and 2 years for a B-type quarter. In case the employee has previously served in 3700-5700 scale the seniority date will be 4 years earlier than his date of appointment to 3700-5700 scale or 5 years earlier than his appointment to 4500-6300 scale, whichever is to the employee's advantage. For pay scales not included in the list above a scale will be considered higher if the end point of the scale is higher and where two scales have the same terminal point, if the beginning of the scale is higher. Rule (3.1.2) will be applicable only for fresh allotment and by way of change.

3.2 Eligibility

- 3.2.1** An employee will be eligible for allotment of an accommodation of his/her entitlement, and also for an accommodation which is one step or two steps lower, provided that faculty members (as read with 3.4.1) will not be eligible for quarters lower than D-type. The steps in the type of accommodation for the purpose of this rule will be A, B, C (including C-CSRE), D/Staff Hostel Flats, II-B, H1/H1A, H2, Type-I and H2BB in descending order.
- 3.2.2** The Rooms in the Staff Hostel (as distinct from the Staff Hostel Flats) and the flatlets in the general pool of Vihar House shall be excluded from the purview of rule 3.2.1. their allotment being regulated as per 3.4.5.
- 3.2.3** Notwithstanding the restriction specified in rule 3.2.1, an employee who has been allotted and is physically in occupation of a certain type of quarter will continue to be eligible for allotment of all types of quarters (both by way of change and by upward movement) up to and including the type of quarter to which he/she is entitled.
- 3.2.4** In case where both the husband and the wife are working in the Institute, only one of them shall be eligible for accommodation. In case where two Allottees in occupation of separate accommodation allotted under these rules or under corresponding rules previously in force marry each other, they shall, within one month of the marriage, surrender one of the accommodations. If the accommodation is not surrendered, the allotment of the lower type shall deem to have been cancelled on the expiry of such period, and, if the accommodations are of the same type, the allotment of such one of them as the Chairman of the Committee may choose, shall be deemed to have been cancelled on the expiry of such period. This rule will not apply in case of judicial separation.

3.3. Eligibility for types of accommodation (subject to 3.2.1)

Table showing quarter eligibility prior to 6th pay commission

S.No.	Type of accommodation	Employees eligible
1.	A	(i) Professors, (ii) Permanent employees and Senior Contract personnel in the Centres ² in scales of pay equivalent to that of Professors, (iii) Other Officers holding permanent posts
2.	B	(i) Associate Professors, (ii) Assistant Professors, (iii) Permanent employees in the Centres in scales of pay equivalent to that of Associate Professors and Assistant Professors,

2 Centres mean Regional Sophisticated Instrumentation Centre (CRNTS), Centre of Studies in Resources Engineering (CSRE), Centre for Technology Alternatives in Rural Areas (CTARA) and such other centres as the Board may decide from time to time.

		(iv) Other Officers holding permanent posts in a scale of pay the minimum of which is Rs. 3700 or above,
3.	C	<p>(i) Permanent Employees in the Centres and other Officers of the Institute in a scale of pay, the minimum of which is Rs. 2200 or above,</p> <p>(ii) Contract personnel in the Centres in scales of pay equivalent to that of Assistant Professor with a minimum of 3 years contract</p> <p>(iii) All those who are eligible for types A and B.</p>
4.	D/Staff Hostel flats	These accommodations are of a transient nature and these will be allotted at the discretion of the Chairman, Allotment Committee or the Director and regulated by 3.4.4
5.	Staff Hostel Rooms/Flatlets in General Pool of Vihar House	These accommodations are of a transient nature and these will be allotted at the discretion of the Chairman, Allotment Committee or the Director and regulated by 3.4.5
6.	II-B	<p>(i) employees drawing a basic pay of Rs. 1500 (Rs. 500) or above,</p> <p>(ii) non-faculty officers who are entitled to type C.</p>
7.	H1, H1-A	<p>(i) employees drawing a basic pay of Rs. 1200 (Rs. 340) to Rs. 1499 (Rs. 499)</p> <p>(ii) employees eligible for type II-B</p>
8.	H2	<p>(i) employees drawing a basic pay of Rs. 950 (Rs. 260) to Rs.1199 (Rs. 339)</p> <p>(ii) employees eligible for type II-B or H-1</p>
9.	I, H2-BB	<p>(i) employees drawing a basic pay of Rs. 750 (Rs. 196) to Rs. 949 (Rs. 259)</p> <p>(ii) employees eligible for type H-2</p>

Table showing quarter eligibility on the basis of 6th pay commission implementation

1	A	(i) Professors with a GP of Rs. 10,500 and above, (ii) Any group A employee holding a BOG approved position on Central Government pay scale, whether on permanent or on contract basis* with a GP of Rs. 10000/- and above.
2.	B	(i) Professors, Associate Professors and Assistant Professors with a GP of Rs. 8,000 and above, (ii) Any group A employee holding a BOG approved position on Central Government pay scale, whether on permanent or on contract or on contract basis* with a GP of Rs. 7,600/- and above. (iii) All those eligible for Type A
3.	C	(i) Professors, Associates Professor, and Assistant Professors with a GP of Rs. 6,000/- and above, (ii) Any group A employee holding a BOG approved position on Central Government pay scale, whether on permanent or on contract basis* with a GP of Rs. 5400/- or a permanent employee with a basic pay above Rs. 20,280/- (iii) All those who are eligible for types A and B.
4.	D-Type, Vihar House, SHA, Two- room flatlets in SH and SH rooms	These accommodations are of transient nature and these will be allotted at the discretion of the Chairman, AAC or the Director and the eligibility is to all the Faculties and Officers of the Institute employed on pay scale. However, larger flatlets in Vihar House, D-type and SH (1 1/2 BHK and 2 BHK) may be circulated depending upon the demand. In case of Officers recruited on a consolidated pay, eligibility will be determined by the offer made by the Institute at the time of employment. MO/Other Officers employed on usual one-year contract on consolidated pay may be offered a single room/1RK in SH or Vihar House.
5.	II-B	(i) employees drawing a basic pay of Rs. 11360 and above (ii) non-faculty officers who are entitled to type C.
6.	H1, H1-A	(i) employees drawing a basic pay of Rs. 9840 to Rs. 11359 (ii) employees eligible for type II-B
7.	H2	(i) employees drawing a basic pay of Rs. 7580 to Rs. 9839

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		(ii) employees eligible for type II-B or H-1
8.	I/MW	(i) employees drawing a basic pay of Rs. 7579 and below (ii) employees eligible for type H-2
9.	H2-BB	I) employees who are appointed for a minimum period of 6 months ii) employees eligible for Type I

Table showing quarter eligibility on the basis of 7th pay commission implementation

Sr. No.	Type of quarter	Revised Criteria
1	A	(i)Professors in the Pay level 14 and above (ii)Any group A employee holding a BOG approved position on Central Government pay scale on permanent or on contract position in pay level 14 and above
2	B	(i)Professors, Associate Professors and Assistant Professors in the pay level 12 and above (ii)Any group A employee holding a BOG approved position on central Government pay scale on permanent or on contract position in the pay level 12 and above (iii)All those eligible for Type-A
3	C	(i)Professors, Associate Professors and Assistant Professors in the pay level 10 and above (ii)Any group A employee holding a BOG approved position on central Government pay scale on permanent or on contract position in the pay level 10 and above (iii)Permanent employee with a basic pay of Rs. 52120 and above (iv)All those who are eligible for Type A and B
4	D-Type, Vihar House, SHA, Two rooms and single room flatlets in Staff Hostel	These accommodations are of transient nature and these will be allotted at the discretion of the Chairman, AAC or the Director and the eligibility is to all the Faculties and Officers of the Institute employed on pay scale. However, larger flatlets in Vihar House, D-type and SH (1 1/2 BHK and 2 BHK) may be circulated depending upon the demand. In case of Officers recruited on a consolidated pay, eligibility will be determined by the offer made by the Institute at the time of employment. PDF/MO/Other Officers employed on usual one year contract on consolidated pay maybe offered a single room in SH or Vihar House.
5	2B	(i)Employees drawing a basic pay of Rs. 29195 and above (ii)Non-faculty officers who are entitled to Type- C
6	H1, H1A	(i)Employees drawing a basic pay of Rs. 25289 and above (ii)Employees eligible for Type 2B

7	H2	(i)Employees drawing a basic pay of Rs. 19481 and above (ii)Employees eligible for Type H1
8	Type I/MW	(i)All permanent and temporary employees in B, C and D category on a scale of pay or consolidated pay with a tenure of appointment not less than 1 year (ii)Employees eligible for Type H2
9	H2BB	(i)Employees appointed for a period not less than 6 months on permanent or temporary basis in scale of pay or consolidated pay. (ii)Employees eligible for Type I

*H1A & H2BB quarters will be allotted at the discretion of Chairman, AAC

In addition, for non-faculty staff members who hold a position approved by the Board of Governors on a contractual basis and who fulfil the aforementioned eligibility criteria for a C-type or a B-type quarter, he/she will be treated as per his/her seniority in the list of applicants, as is done for faculty members who are on contract³. However, if this staff member is holding a substantive position in the Institute, the entitlement is valid only for the duration of the contract.

Explanation

- (i) For type A, B and C type quarters. employees in service before 1.1.86 will continue to remain eligible for the quarters to which they were eligible before adoption of these rules and their seniority dates will be as determined under these rules or as determined by the Rules for Allotment of Residential Accommodation, 1989 whichever is earlier.

In addition, the table below listing inter-se seniority would be considered for employees applying for A, B and C type quarters.

Table 3.3.1(a): This table lists the inter-se seniority for employees for A, B and C type quarters on the basis of 6th pay commission

S.No.	GP/A GP	Entitlement	Inter-se seniority for A-type (in years)	Inter-se seniority for B-type (in years)	Inter-se seniority for C-type (in years)
1	HAG	A	1	3	5
2	10500	A	1	3	5
3	10000	A	Nil	2	4
4	9500	B	Not eligible	2	4
5	9000	B	Not eligible	1	3

6	8900	B	Not eligible	1	3
7	8700	B	Not eligible	1	3
8	8000	B	Not eligible	Nil	2
9	7600	B	Not eligible	Nil	2
10	7000	C	Not eligible	Not eligible	1
11	6600	C	Not eligible	Not eligible	1
12	6000	C	Not eligible	Not eligible	Nil
13	5400	C	Not eligible	Not eligible	Nil

Table 3.3.1(b): This table lists the inter-se seniority for employees for A, B and C type quarters on the basis of 7th pay commission

S.No.	GP/AGP/LE VEL	Entitlement Or Entitlement	Inter-se seniority (in years)		
			For A-type	For B-type	For C-type
1	Pay level 15 and above	A	1	3	5
2	Pay level 14A	A	1	3	5
3	Pay level 14	A	Nil	2	4
4	Pay level 13A2	B	NE	2	4
5	Pay level 13A1	B	NE	1	3
6	Pay level 13A	B	NE	1	3
7	Pay level 13	B	NE	1	3
8	Pay level 12	B	NE	Nil	2

9	Pay level 11	C	NE	NE	1
10	Pay level 10	C	NE	NE	Nil
11	Min. Basic pay of Rs. 52120	C	NE	NE	Nil

Note: Nil implies eligible, but with no inter-se seniority

3.4 Basis for allotment

3.4.1 Employees holding permanent posts in the Centres in equivalent scales of pay of the faculty shall be treated on par with the faculty in regard to accommodation.

3.4.2 For A and B types, a common seniority list will be made for all eligible employees and priority of allotment of a quarter in these types will be determined as per precedence in the seniority list.

3.4.3 For type C quarters one out of every five vacancies will be allotted to officers other than faculty (as read with 3.4.1) and eligible staff members. To implement this quota of allotment five successive vacancies will be considered as a 'block'. Within a given block, a common seniority list will be made for all eligible and interested employees. Accommodation will be allotted to the senior-most in the list until one of the vacancies has been allotted to one 'other officer' mentioned above. Once an allotment has been so made, other officers will not be eligible to be considered for the subsequent vacancies within the block. If the first four allotments of a block have gone in favour of faculty, the fifth vacancy of the block will be reserved for other officers. Further to this out of five C Type allotment to non-faculty employees one allotment is reserved for eligible non-faculty employee where in seniority is determined based on their basic pay. Thus for every 25 C Type accommodation allotted (i) 20 are allotted to faculty members (ii) 4 are allotted to non-faculty members based on scale/grade pay/pay matrix and basic pay with preference to eligibility based on scale/GP/pay matrix and iii) 1(one) is allotted to eligible non-faculty member based on basic pay. This 25th quarter will be circulated exclusively for non-faculty members and seniority will be determined based on their basic pay if none is allotted from (ii) is on basic pay. If already one allotment out of 24 is allotted on the basis of basic pay, the 25th allotment will be as per (i) or (ii) as the case may be.

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3.4.3.1 For B type quarters one out of every 10 quarters will be allotted to officers other than faculty/scientists in centres such as CRNTS and SAIF. In the absence of any eligible staff member being available or in the event of no application being made by an employee for the reserved accommodation, such accommodation will merge with the general pool and there will be no carry forward.

3.4.4 Staff Hostel Flats and D type quarters will be allotted at the discretion of the Chairman, Allotment Committee or the Director on priority basis to new faculty members and other officers joining the Institute on the basis of the date of joining irrespective of their seniority. After meeting the requirement of incoming faculty and officers as stated above, accommodation in these may also be provided to visiting faculty members, contract personnel at the centre with a minimum contract period of

three years duration and to such other officers as the Director may approve of from time to time.

- 3.4.5** For allotment of staff hostel room/flatlets in the general pool of Vihar House faculty members will get first priority. Other officers will be considered for allotment subject to availability.
- 3.4.6** No employee shall be allotted accommodation of a type higher than that for which he is eligible under the above rules.
- 3.4.7** No employee shall be compelled to accept an accommodation lower than his eligibility under above rules, provided that employees who are in occupation of accommodation lower than their entitlement may be required to move upward to a quarter of their eligibility.
- 3.4.8** For persons appointed on temporary basis on a prescribed scale of pay and subsequently appointed to a permanent post, date of seniority will be with reference to the date initial appointment, provided the entire service in is continuous.
- 3.4.9** Employees of other organisations who are attached to IIT for a period exceeding three months (e.g. Pool Officers, NCC Officers etc.) may be allotted staff hostel rooms/Vihar house flatlets subject to availability. In exceptional cases the Director may approve the allotment of type C quarter to these employees.
- 3.4.10** Accommodation in Staff Hostel flats / rooms, D-type quarters and flatlets in Vihar House will be regarded as transit accommodation.
- 3.4.11** 1 out of 20 vacancies in type A and type B will be reserved for eligible SC/ST employees.
- 3.4.12** 1 out of 10 vacancies of quarters of type other than A, B and C will be reserved for eligible SC/ST employees.
- 3.4.13** 1 out of 10 C type vacancies for the faculty and equivalent staff will be reserved and notified as SC/ST faculty vacancy. Similarly, 1 out of 10 C type vacancies for non-faculty officers will be reserved for SC/ST employees.
- 3.4.14** The first vacancy in all types following the date of implementation of these rules will be SC/ST vacancies and subsequent SC/ST vacancies will follow at regular intervals as per rules 3.4.11, 3.4.12 and 3.4.13.
- 3.4.15** The basis for inter-se seniority of SC/ST employees will be the same as that for other employees.
- 3.4.16** In the absence of any eligible staff member being available or in the event of no application being made by any eligible employee for the reserved accommodation, such accommodation will merge with the general pool and there will be no carry forward.
- 3.4.17** No SC/ST consideration will be made for change of quarters within the same type.
- 3.4.18** All other conditions of allotment of accommodation, occupation etc. shall be the same as those mentioned in the original Rules for allotment - 1989 and amendments made from time to time.

NOTE

The allotment of accommodation will be made by the committee in accordance with these rules as per procedure set out in Annexure-II. In addition, the Institute has

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following accommodations for which the allotment authority will be as may be specified by the Director from time to time. The allotment to these will be made as per norms separately approved by the Director.

S.No.	Type of accommodation	Employees eligible
1.	QIP quarters	Ph. D. scholars under the Quality Improvement Programme
2.	HPS quarters	Contract appointees in Centres and Scientists

4. Condition of Allotment and Rules for Occupancy

4.1 General

- 4.1.1** An Allottee shall give in writing his acceptance of the allotment within five days from the date of receipt of the letter of allotment, failing which the allotment shall stand cancelled. The Chairman, Allotment Committee may condone delay in giving letter of acceptance, which in all cases must be submitted before the allotment is cancelled as per provision of 4.1.3.
- 4.1.2** The date on which the letter of allotment is received by the Department shall be considered as the date of receipt of the same.
- 4.1.3** The Allottee, who accepts the allotment, shall take possession of the allotted accommodation within seven days following the date of receipt of the allotment letter, failing which the allotment shall stand cancelled on the eighth day and he shall be charged license fee for a period of twelve days. The Chairman, Allotment Committee will be empowered to grant extension of the period of taking possession where the Allottee is out of station on official duty, the maximum period of extension being the number of days the employee was out of station during the seven-day period mentioned above. Provided that nothing in this rule, except the cancellation of the allotment, shall apply where the Superintending Engineer (Estate), or such other officer as may be approved by the Director, of his own motion or on the application of the Allottee or under the instruction of any higher authority, certifies that the accommodation is not fit for occupation and on the basis of such certificate the Allottee does not take possession of the accommodation within the aforesaid period.
- 4.1.4** If the Allottee is in occupation of an Institute accommodation, the same shall be deemed to be cancelled from the date he/she occupies the new accommodation. However, the Allottee may retain the former accommodation without payment of license fee on the day he/she occupies the latter accommodation and for the next three days, for the purpose of shifting. If the former accommodation is not vacated and its possession not handed over before 12 noon on the day following these three days, the Allottee will be liable to pay damages for use and occupation of accommodation, equal to:
- 1 4 times the rate of flat license fee of the old accommodation, for the period of 4 to 15 days
 - 2 50 times the rate of flat license fee of the old accommodation, beyond the 15 days period with effect from the date he/she took possession of the new accommodation

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and the license fee free period will not be applicable.

- 4.1.5** In all the above cases and wherever applicable, if the due date falls on a holiday, the immediate next working day will be the due date for all purpose.
- 4.1.6** If an employee rejects the allotment in writing, or does not communicate his acceptance as provided in rule 4.1.1 or it is deemed cancelled under rule 4.1.3. the Allottee shall not be considered for another allotment of the type of rejected/cancelled accommodation or quarters of types lower than the one rejected/cancelled for a period of two years from the date of allotment. He/she will be entitled for higher accommodation allotment.

An Allottee who takes possession of the new accommodation, but later surrenders the same within three months of allotment, deciding to keep his older accommodation (on the campus or outside the campus) will also be similarly debarred for 2 years. In all such cases the Allottee will be liable to pay damages for occupation of more than one quarter as per clause no. 4.1.4, if the Allottee is already occupies one Institute quarter at the time of allotment of quarter in question. The Chairman Allotment Committee or the Director may waive both the license fee and the debarment, if in their opinion the rejection was due to unavoidable circumstances. Further, if the Allottee surrenders the allotted quarter after three months of allotment she/he will be debarred from participating in the allotment process of similar and lower type of quarter up to one year from the date of allotment of the quarter that the Allottee has surrendered

As amended
vide BOG 219

- 4.1.7** The Allottee, at the time of taking possession of the accommodation, shall note carefully all items, fittings and fixtures in the allotted accommodation and shall sign in the book of inventory kept for that purpose. He/she shall be responsible for damage except that which arises as a result of normal wear and tear.
- 4.1.8** The cost of damage as assessed by the Estate Office and approved by the Director shall be payable by the occupant.
- 4.1.9** The Allottee is a licensee and not a tenant, and the Institute reserves the right to terminate the license at any time without assigning any reason⁴.
- 4.1.10** The Allottee shall not use the allotted quarters for any purpose other than residing with his family and shall keep the premises in hygienic and safe condition.
- 4.1.11** The Allottee shall not sublet or mutually exchange the allotted accommodation with anyone.
- 4.1.12** The Allottee shall not cut trees in or around the premises or anywhere else within the campus except with the permission of the Superintending Engineer_(Estate) or such other Officer as may be empowered by the Director.
- 4.1.13** The Allottee shall not make any additions or alterations to the building or any part thereof, without the prior written permission of the Superintending Engineer (Estate), and shall not damage any civil works, plumbing and electrical and other fittings.
- 4.1.14** The Allottee shall allow officers of the Institute or contractors as may be authorized by the Superintending Engineer (Estate) to have access to the quarters at all

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The intention of the parties to the license is that of creating a mere license and nothing more, and at no point of time can the Allottee claim to be the tenant of the premises allotted to him/her.

reasonable hours, for the purpose of carrying out repairs to the water-supply, sanitary installations, electrical fittings, fixtures and furniture in the building, as and when considered necessary.

- 4.1.15** The Allottee shall forthwith report to the Superintending Engineer (Estate) any damage or any defect in the building, fittings and fixtures or installations for necessary action.
- 4.1.16** The occupants shall immediately report to the Medical Officer of the Hospital of the Institute about contagious diseases in the quarter and shall take all precautions as advised by the Medical Officer.
- 4.1.17** The Allottee shall not store any explosive or any inflammable material in the allotted accommodation.
- 4.1.18** The Allottee of an accommodation on the ground floor of any building will have priority of claim in the area up to 5-meter from the building wall if available for privacy.
- 4.1.19** The Allottee shall not plant any tree which would grow above three metres in height, in places which are within three metres from the building line.
- 4.1.20** The Allottee shall allow the Security Officer, the Senior Medical Officer, Officers of Sanitation and Public Health Department of the Institute to visit the allotted accommodation at all reasonable hours and to give instructions to the Allottee on matters of official work of their respective departments and the Allottee should comply with the same.
- 4.1.21** The Allottee shall not play loud speaker from the occupied accommodation or create any noise leading to annoyance to his neighbours and disturbance of public tranquillity.
- 4.1.22** The Allottee shall not commit any act of nuisance or annoyance for the adjoining or neighbouring Allottees or allow the premises to be used for immoral or illegal purpose.
- 4.1.23** The Allottee shall not construct any structure in or around the quarter allotted to him for the purpose of using it as a car or scooter shed except with the permission of the Superintending Engineer (Estate), who may permit the construction of a temporary structure for the purpose at the expense of the Allottee. When such a construction is permitted, it has to be done as per the specification and at the location approved by the Superintending Engineer (Estate) and the Allottee will get it demolished at his/her (Allottee's) own expense at the end of the period of permission or within fifteen days of being asked to remove the structure. If the Allottee does not remove the structure, the Superintending Engineer (Estate) may demolish the structure and charge the Allottee for the same.

4.2 *Period for which the allotment subsists and concessional periods for further retention*

- 4.2.1** An allotment shall be effective from the date on which possession thereof is taken by the employee, and shall continue in force until: a. the expiry of the concessional period permissible under Rule 4.2.2, b. it is cancelled by the Chairman of the Committee or is deemed to have been cancelled under any provision in these rules, c. it is surrendered by the employee, or d. the employee ceases to occupy the accommodation.

As amended
vide BOG
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4.2.2 An accommodation allotted to an employee may, subject to Rule 4.2.3, be retained on the happening of any of the events specified in Table 14.1 for the period specified in column 3 thereof, and on the condition specified in column 4. Provided that, in case of Sr.No.1 of the said Table, retention of the quarter may be permitted by the Director for the second year as the Director may decide, by charging a license fee of 50 times of normal license fee, if the accommodation is acquired for the use and occupation of the employee, and is, in fact, occupied by the employee or members of his family.

4.2.3 Where a quarter is retained under Rule 4.2.2, the allotment shall be deemed to be cancelled on the expiry of the concessional periods mentioned in Table 4.1.

4.2.4 An employee who has surrendered the quarter allotted to him while proceeding on, or during the period of leave/lien, may be allotted a quarter up to one month in advance of the expected date of his returning to duty in the Institute, on payment of license fee under Rule 4.3.1.

4.2.5 An employee may, at any time, surrender an allotment by giving notice so as to reach the Superintending Engineer (Estate) at least ten days before the date of the vacation of the residence. The allotment of the residence shall be deemed to be cancelled with effect from the day the keys are received by Superintending Engineer.

As amended
vide BOG
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4.2.6 In case of retiring employees, who has a dependent son or daughter attending regular, school, college or university at the time of retirement may be allowed to retain the quarter to enable the dependent son/daughter to continue his/her study, and the maximum permissible period of such extension is four (4) months beyond the concessional period permitted as per Table 4.1.5. The request for this has to be made to the Director who will grant such a request. This concession is not available to dependents undergoing vocational courses such as computer programming, interior decoration, travel and tourism etc. In all such cases where the Director has allowed the overstay under this clause, license fee, ten times the normal License fee will be charged for the stay beyond the period mentioned in Table 4.1.

As included
by BOG 235

4.2.7 In-campus accommodation need not be provided to faculty members appointed as Emeritus Fellow after retirement and suitable off-campus allowance may be provided to them.

As included
by BOG 235

4.2.8. The in-campus accommodation will be provided only to those faculty members who after their retirement are appointed with MHRD approval up to 70 years of their age.

4.3. License Fee and other Charges

4.3.1 The Allottee shall pay license fee during the subsistence of allotment for the allotted accommodation at the rate as defined in relevant FR of the Government of India. For temporary staff, the license fee shall be charged at 4 times the regular license fee for the quarter.

4.3.2 The Allottee shall pay water charges, electricity charges and such other charges like hire charges for furniture and fixtures etc. as may be applicable to the particular accommodation, as decided by the Board from time to time.

4.3.3 The license fee and charges referred to in Rule 4.3.1 and 4.3.2 above are recoverable from the salary of the Allottee when the salary is payable, or from any other amount due to him. When no salary is payable, he/she shall remit the amount due to the institute on receipt of the bill from the Superintending Engineer, within such time as

may be specified in the bill. If the amount due is not remitted for two successive months, the allotment is liable to be cancelled.

4.3.4 When after an allotment has been cancelled or deemed to have been cancelled under any provisions contained in these rules, the accommodation remains or has remained in occupation of the employee or of any person claiming through him, such employee shall pay damages for use and occupation of the accommodation equal to fifty(50) times the flat license fee and other applicable charges. Provided that an employee, as a special case may be allowed by the Director to retain an accommodation on payment of license fee equal to twice the rate of flat license fee for a period not exceeding six months in case of death, beyond the permissible period of retention under rule 4.2.2.(item 10 of 214 BOG)

4.3.5 If the employee sublets an accommodation allotted to him or any portion thereof or any of the out houses or garages in contravention of these rules, he may, without prejudice to any other action that may be taken against him, including eviction, be charged enhanced license fee equal to fifty times the normal license fee. Specific cases of violation will be dealt with as per the provisions of section 9 of these rules.

4.3.6 Employees mentioned in annexure—III, and as may be approved by the Board in future, shall be exempted from payment of license fee when provided with Institute accommodation. They shall, however, pay all other charges including the electricity and the water charges, furniture hire charges etc.

4.3.7 The Chairman Allotment Committee may temporarily allot any available accommodation to an employee or any recognised association or organisation of the campus for specific purposes like marriage, religious festivals etc. Similarly, if accommodation in the Guest House is not available, the Chairman may allot Staff Hostel Rooms for temporarily accommodating guests of staff members. The maximum period for which such temporary allotment may be made is 7 days. The license fee for temporary allotment will be as per the rates approved by Director.

Temporary allotment is not permitted in A-Type, B-Type and C-Type quarters.

4.3.8 Any unauthorised absence of an employee from Institute's service or any period which has been treated as Dies Non will attract penal License fee of fifty times the normal license fee from the employee. Such an act on the part of an employee will also make him/her liable for action for unauthorised occupancy of Institute accommodation.

4.4. Change of accommodation

4.4.1 The Allottee in occupation of an Institute accommodation shall be eligible for one change of accommodation in the same type. For the purpose of this rule, any change that the employee might have availed of before 1st June 1989 will be ignored. An exception to this shall be made for employees who are in quarters below their entitlement, wherein they may be permitted to avail of one further change in the same type of accommodation, provided that at least five years have elapsed since the last change.

4.4.2 The change in the same type of quarter, if permissible under 4.4.1, may not be availed within one year from the first allotment.

4.4.3 Rejection of an allotment will not be counted as a change.

4.4.4 Notwithstanding the provisions of rule 4.4.2, an employee shall be eligible for a change of accommodation to another of same type, if there is a death of any member of the family residing with the Allottee, provided the employee applies for such a change within three months of such an event. In such cases, the allotment will be regulated by rule 6.4. This change will not be counted as a change for the purpose of rule 4.4.1. A subsequent regular change under 4.4.1 may however be availed only after one year from the date of such a change.

4.4.5 An Allottee in occupation of a particular type of accommodation will normally be expected to move upward towards his entitlement. The Chairman of the Committee may however permit a downward movement provided the employee is eligible for the type of quarter to which the employee intends to move. This will be permitted only in such cases where the employee is eligible for a change in the same type quarter as he is occupying under 4.4.1 and the downward movement will be counted towards this change⁵. An employee who has moved to a quarter in this manner will be eligible for further changes within the same type, but will not be permitted inter-se seniority, since he/she is notionally occupying a higher type of quarter.

4.5. Caretaker Arrangement

4.5.1 No employee to whom a residence is allotted is permitted to sublet the same. The Director may permit such arrangement with another employee or a student for a period not exceeding one year. Conditions for care taking are as set forth in the annexure IV to these rules. Casual guests and relations visiting the Allottee for a period not exceeding one month and residing with the Allottee will not be considered subletting for the purpose of these rules.

4.6. Garage/Carshed

4.6.1 All of the Institute employees having a car registered in his/her/spouse name are eligible for allotment of a garage/carshed.

4.6.2 Employees staying in type A quarters which have garages as integral part and those in quarters in buildings on stilts shall not be eligible for allotment of garages.

4.6.3 Allotment of a garage will be made according to the date of seniority mentioned in 4.6.4.

4.6.4 Date of seniority for the purpose of allotment of a garage/carshed may be done on the basis of the seniority of the employee (date of joining in the Institute), irrespective of the designation of the employee. The car should be either in the name of the employee or of spouse.

4.6.5 When the car is sold, the Allottee shall have the option of retaining the garage for three months from the date of sale of the car. Beyond this period, the allotment shall stand cancelled. The fact of sale of car shall be communicated by the Allottee to the Institute Engineer within a week of the sale.

4.6.6 The garage/carshed is meant for keeping the car and its associated equipment/tools, etc. It shall not be used to store any combustible material.

5 Explanation: An employee who is occupying a type B quarter and is eligible for a change to another quarter in type B, may be allowed to move to a type C quarter. This movement will be treated as if he has availed of a change within the same type and no subsequent movement of the Allottee either in type B or type C will be permitted. The Allottee however may move to type A, if he is entitled for the same. Similarly, an employee occupying a H1 quarter may be permitted to move down to a H2 quarter provided he has not availed of a change in H1 and is eligible for H1 quarter under rule 3.2.1.

4.6.7 Procedure for allotment/occupation and rules for change in respect of garages/carsheds will be the same as those for the residential accommodation. Preference will be given to the residents of nearby building in case of some of the carsheds abutting to certain buildings. The list is given in annexure VII

4.6.8 Allotment of garages/carsheds are License fee free. In case an employee who has a parking shed or garage allotted in his/her name shifts to a bungalow or to a multi- storeyed building having stilt parking facility, the Allottee is required to vacate the shed/garage within four days of occupying the allotted quarter. If he/she fails to vacate the previously allotted parking facility within four days from the date of occupation of new the quarter, a penalty of Rs. 25 per day will be charged from the fifth day of his/her occupation of the allotted quarter.

5. Accommodation Allotment Committee

5.1 There shall be two separate Accommodation Allotment Committees to be nominated by the Director to consider accommodation allotment in accordance with the provision of these rules, which shall be constituted as follows:

Committee-I - for allotment of accommodation for Group A employees (i) A Dean II (IPS), Ex-Officio - Chairman (ii) Three Faculty members - Members (iii) Two Group A non- faculty members - Members (iv) Superintending Engineer (Estate) - Member Secretary (*Ex-officio*)

Committee II - for allotment of accommodation for Group B, C and D employees (i) A Dean II (IPS) - Chairman (ii) A Faculty member - Member (iii) Three non-faculty members - Members (iv) Superintending Engineer (Estate) - Member Secretary (*Ex-officio*)

The Superintending Engineer (Estate) will be the *ex-officio* member secretary of both the committees. Whenever he is on leave or if the position of Superintending Engineer (Estate) is vacant for any reason, the Director may designate any officer of Group A associated with Estate office to be the member secretary of the committees. In such a case all references to Superintending Engineer (Estate) in these rules will be deemed to have been replaced by such designated officer.

The Committees shall meet as often as necessary, subject to a minimum of one meeting in every six months.

5.2 The tenure of the Committees shall be three years. The members, may be renominated. The Chairman may, with the approval of the Director, assign part of his/her duties a member of the Committee.

5.3 Functions of the Committees:

- (i) to overview the working of the allotment procedure and to supplement the procedure as may be necessary.
- (ii) to consider requests for out-of-turn allotment and then make suitable recommendations to the Director in appropriate cases.
- (iii) to make suitable recommendations in case of any unusual problems related to accommodation.

5.4 Functions of the Chairman: (i) to make allotments in accordance with the provision of these rules.

- (ii) to preside over the meetings of the Committees.

- (iii) to advise the Director on such matters relating to allotment, etc., as may be referred to him/her by the Director.

5.5. Functions of the Secretary: (i) The secretary will carry out all administrative work connected with allotment and cancellation and matters incidental thereto as laid down in these rules, and as may be decided by the Committee and the Director.

- (ii) He/she will convene, under instructions from the Chairman, the meetings of the committee and attend to all related matters including writing the minutes of the meetings. He/she will place before every ordinary meeting of the Committee, a report on the allotment that have been made after the last meeting of the Committee.
- (iii) He/she shall carry out such other functions as may be assigned to him by the Director/Chairman.

6. Out-of-turn-Allotment

Out-of-turn allotment may be made by the Chairman of the Allotment Committee to new faculty members or visiting faculty members (as read with 3.4.1) and other Group A officers as per procedure laid down in (6.1.1-6.1.3). In addition, the Director, Suo moto or on the recommendation of the committee, may allot out-of-turn accommodation to employees on functional grounds, in accordance with the provisions as may be laid down by the Board from time to time. Out-of-turn allotment may be made by the committee under the special circumstances mentioned in rules 6.2.1 and 6.4.

6.1.1 The Chairman Allotment Committee, on instructions from the Director, may freeze the allotment of a quarter or a group of quarters for a period up to three months in anticipation of requirement from faculty members/other officers who might be expected to join the Institute.

6.1.2 A new faculty member (permanent or visiting)/ Group A officer desirous of availing an out-of-turn allotment must apply for the same within three months of his/her joining the Institute's employment provided that such applications will be accepted only once during the three-month period.

6.1.3 If the faculty member has been appointed as an Associate Professor or an Assistant Professor or an Officer in a grade the minimum of which is Rs.2200 or above, he/she will be allotted a type D/Staff Hostel/HPS flat that may become available⁶ after receipt of the application. The allotment of available accommodation for this purpose will be made strictly on first-come basis as per provisions of rule 3.4.4.

6.1.4 If the applicant is a Professor or an officer in a grade the minimum of which is Rs. 5100 or above, he/she will be allotted a type C quarter that may become available after receipt of his/her application. Pending availability of such a quarter, he/she may be allotted a type D/Staff Hostel flat, if it is so desired by the applicant and if such a quarter becomes available.

6.2.1 In exceptional cases, an employee may apply to the committee for out-of-turn allotment (either fresh or by way of change) on medical grounds. All such applications will be considered by the Committee in its regular meetings and the decision of the Committee communicated to the applicant. In case the Committee approves the application, such allotment may be made for a quarter which is one

type lower than the entitlement of the employee (excepting where the entitlement is for type I, in which case the allotment may be for type I) in case of fresh allotment.

- 6.2.1 (a)** Requests for out of turn allotment must always be accompanied by the report of the Medical Board recommending change of quarters on medical ground. It should be noted that the Medical Board does not recommend a change in the category of quarter to any employee above his/her present accommodation type.
- 6.2.1 (b)** Based on the report from the Medical Board, the Accommodation Allotment Committee(AAC) may consider the following:
- Employee already residing on the campus: An equivalent quarter in the same category but in a different area of the campus or on a different floor (e.g. ground floor) may be provided to the employee. For this purpose, all floors in multi-storied buildings with lift facility will be considered at par with the ground floor.
- Employee not currently residing on the campus: A quarter in a transit accommodation (e.g. Staff Hostel Annexe/D-type) may be made available to Group A employees (Officers/Faculty Members) while a quarter belonging to Type-I be made available to all others. This provision is independent of the eligibility of the employee.
- 6.2.1 (c)** The quarter, that is made available to the employee seeking out-of-turn allotment, on medical grounds, would be the first available quarter ready for allotment(Excluding those which are already circulated) after the date of approval of the case by the AAC.
- 6.2.1 (d)** Upon improvement in the medical condition of the employee(or is/her dependents) the quarter provided, under out-of-turn allotment on medical grounds, need not be vacated.
- 6.2.1 (e)** This benefit, of requesting an out-of-turn quarter on medical grounds, need available to the employee, only once in 10 years.
- 6.2.2** If the employee feels aggrieved at his/her application for allotment under (6.2.1) being rejected by the Committee, he/she may appeal to the Director against this, and the decision of the Director will be final in this matter.
- 6.3** Out-of-turn allotment made under rules 6.1.1-6.2.1 may be for a quarter which is one type lower than the type to which a staff member is eligible, excepting in case where the entitlement is type I, in which case the allotment will be for type I or equivalent quarter.
- 6.4** An employee may be given an out-of-turn allotment of a quarter of the same type as he is occupying in the circumstances mentioned in 4.4.4 (death in the family). The employee will be allotted a quarter that might become available after the receipt of application form the employee. Such application will be accepted only once during the three-month period after a death. The employee may reject the quarter offered to him without any penalty.
- 6.5** An employee who is entitled to a license fee free accommodation (see Annexure III) may be allotted a quarter out-of-turn. Normally, such an employee will be allotted a quarter of the lowest type to which he/she is eligible. The Director may however approve the allotment of a higher type of quarter in such cases up to and including

the quarter of the entitlement of the employee.

- 6.6 The Director may approve two quarters every year on functional ground. Requests for such allotments, requests have to be made by Heads of Departments, Heads of Centres, Incharge of Centres, Registrar, Dean or Deputy Director. These requests have to be addressed by these officials to the Director requesting him to give out of turn allotment to some employees for carrying out some essential functions. Such requests must be accompanied by data about other employees of similar grades already staying on the campus and why the service of employees staying on the campus cannot be utilised for functional purposes. These allotments will be in addition to any allotment that may be approved by Director under rule 13. The year for the purpose of this rule will be from 1st June of any calendar year to 31st May of the following year.

7. Ad-hoc Allotments

- 7.1 Concession of allotment of quarters to dependents on retirement: When an employee in occupation of Institute accommodation retires after a continuous service of at least 15 years, his/ her spouse, son or daughter, as the case may be, may be allotted Institute accommodation on an ad-hoc-basis, if he/she satisfies the conditions:

- (i) He/she should be eligible for allotment of Institute accommodation for at least 5 years immediately preceding the date of retirement of the Allottee.
- (ii) He/she should have resided continuously for the previous three years or more with the retiring/retired employee, and should not have been drawing HRA while so residing for at least three years previous to date of retirement of his/her father/mother.
- (iii) He/she should have made an application either before the date of retirement of the Allottee, or within two months thereof.

- 7.2 Concession of allotment of quarters to a dependent of an Institute employee who has died while in service. When an Institute's employee in occupation of Institute accommodation dies while in service his/her spouse, son or daughter may be allotted accommodation on an ad-hoc—basis as in the case of retirement, with following modification:

- (i) The dependent employee should have resided with the deceased employee for at least six months immediately before his/her death.
- (ii) The eligible dependent should be eligible for the Institute accommodation
- (iii) If the eligible dependent is not employed at the time of death of the Institute employee, he/she should have got an employment in the Institute making him/her eligible for any type of accommodation within the concessional period allowed as per Rule 4.2.2 from the date of death.

- 7.3 The eligible dependent under Rules 7.1 and 7.2 shall be allotted accommodation of his/her eligibility provided that, in no case except otherwise specified, shall allotment be made in a higher type of accommodation than the one in occupation of the retiring/retired, deceased employee. Provided further that, if the eligible dependent is eligible for H2 type quarters, he/she shall be eligible for being allotted accommodation in a quarter of that type, even if the retiring/retired/deceased employee was in occupation of type I quarter. If, however, the eligible dependent has applied for a type I quarter, he/ she may be allotted a quarter of that type.

- 7.4 Notwithstanding anything contained in Rule 7.3, if the eligible dependent becomes or has become eligible for a higher type of quarter than the one allotted to him / her on an ad-hoc basis, he/she shall, on an application made by him/her on that basis, be included in a seniority list prepared for allotment of a quarter of his/ her eligibility, and shall be considered for allotment of that quarter in accordance with his/ her seniority.

8. Authorization by employee in matters related to accommodation

If circumstances so warrant, an employee may, through a proper letter of authorization, authorize another employee or a member of his/her family, to act on a his/ her behalf in matters related to accommodation, including (i) receiving and responding to exploratory circulars, (ii) receiving the letter of allotment and accepting the allotment, and (iii) taking/handing over possession of the allotted accommodation from/to the Superintending Engineer (Estate) or his representative.

In such an event, the Institute shall not be responsible for the consequences, if any, on account of such authorization, the responsibility for which shall rest solely with the employee.

9. Consequences of breach of rules and conditions

- 9.1 If an employee to whom a residence has been allotted: (a) unauthorizedly sublets/shares the residence, wholly or partly, or (b) charges license fee to the sharer/caretaker at a rate which the Director consider excessive, or (c) creates any unauthorized structure in any part of the residence, or (d) uses the residence or any portion thereof for any purpose other than for which it is meant, or (e) tampers with the electrical or water connections, or (f) commits any other breach of rules or violates any of the terms and conditions allotments, or (g) conducts himself in a manner which, in the opinion of the Director, is prejudicial to the maintenance of harmonious relations with high/ neighbours, or (h) has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the Director may, without prejudice to any other disciplinary action that may be taken against him, cancel the allotment of the residence. For the purpose of this sub-rule, the expression "employee" includes, unless the context otherwise requires, a member of his family and any person claiming through him
- 9.2 Where action to cancel the allotment is taken on account of unauthorized sub-letting or unauthorised sharing of the premises by the Allottee, penalty as prescribed in the following table will be imposed on the employee.

Sr. No.	Nature of unauthorised occupancy	Action to be taken
1.	The Allottee has completely sub-let the Institute quarter and does not stay in the quarter.	(i) Removal of unauthorised outsiders immediately. (ii) Vacation of quarters by the Allottee. (iii) Disciplinary action against the Allottee for misconduct as per rules. (iv) Forfeiture of seniority by 10 years for the purpose of next allotment of quarter. (iv) Recovery of license fee at market rate from the date of allotment or charging license fee at 50 times the flat license fee that was being paid by the Allottee at the time of quarter at the discretion of the Director
2.	Allottee staying in the quarter with outsider(s)	(i) Removal of unauthorised outsiders immediately (ii) Vacation of quarters by the Allottee (iii) Forfeiture of seniority by 10 years for the purpose of next allotment of quarter. (iv) Recovery of license fee at market rate from the date of allotment or charging license fee at 50 times the flat license fee that was being paid by the Allottee at the time of quarter at the discretion of the Director (V) In case the Allottee is not obeyed the action mentioned as(**) then cancellation of the allotment and eviction of the Allottee as per procedure
3.	Allottee not residing in the quarter and allowing other Institute employee(s) to stay in the quarter without permission.	(i) Removal of Institute employee staying unauthorisedly (ii) Recovery of HRA from the Institute employee staying unauthorisedly from the date of allotment of quarter to Allottee or from the date of the appointment of the said employee, whichever is later. (iii) Charging of license fee at 50 times the fiat license fee from the date of allotment from the Allottee. (iv) vacation of the quarter and debarring the Allottee from future allotment for 5 years.
4.	Allottee residing in the quarter and allowing other	(i) Warning to the Allottee.

	Institute employee(s) to stay in the quarter without permission.	(ii) Removal of the Institute employee (iii) Recovery of HRA from the Institute employee staying unauthorisedly from the date of allotment of quarter to the Allottee or from the date of appointment of the said employee, whichever is later. (iv) Debarring the sharer from future allotment for 5 years. (v) In case the Allottee is not obeyed the action mentioned as (I), then cancellation of the allotment and eviction of the Allottee as per procedure.
5.	Authorised sharer/caretaker of quarter with an Allottee over-staying permitted period.	(i) If Allottee is at fault, action as per point 3 or 4 above as the case may be (ii) Over-staying sharer to lose HRA for six months and to be debarred from allotment of accommodation for 2 years from the date of order to this effect. (iii) Eviction from the Institute Quarter.

9.3 The Director can take all or any of the actions such as eviction from Institute quarter under rules 9.1 and 9.2.

9.4 Where the allotment of residence is cancelled for maintenance of harmonious relations with neighbours, the employee at the discretion of the Director may be allotted another residence of the same type in another location.

10. Authority competent to take action under these rules

The Director can take any action under these rules. He may delegate any or all of the powers vested in him to any officer of the Institute. The Chairman of the Allotment Committee can take action in respect of matters on which he is specifically authorised by these rules, but the Director will have overriding, power in all such cases.

11. Matters not covered

Matters not covered by these rules shall be referred to the Board for decision.

12. Interpretation of Rules

If any question arises as to the interpretation of these rules, it shall be decided by the Director / Board.

13. Discretionary allotments by the Director

The Director shall have the discretionary power to allot up to four quarters/flatlets in a year to employees of the Institute, as may be considered necessary by him. In addition to this the Director shall have the discretionary power to allot two more quarters/flatlets in a year exclusively to the newly joining faculty members

appointed/invited by Board Of Governors of the Institute as may be considered necessary by him. For this purpose the 'year' will mean from 1st June of any calendar to 31st May of the following year.

14. Relaxation of the Rules

The Board may, for reasons to be recorded, relax any or all the provisions of these rules in the case of any employee or class of officers or type of accommodation.

Table 14.1 CONCESSIONAL PERIOD FOR WHICH ACCOMMODATION MAY BE RETAINED vide Rule:- 4.2.2

S.No.	Event	Permitted period	Condition
1	On proceeding to take up employment elsewhere with the permission of appropriate authority by retaining lien on his/ her post or with extra-ordinary leave or on deputation or proceeding elsewhere under approved Faculty exchange programme	one year	
2	Vacation and Leave of all type, including extra-ordinary leave	full period	
3	Training	full period	
4	Death of the Allottee	6 months	The accommodation is required for bonafide use of the members of the family and is in fact occupied by them.
5	Retirement	4 months	same as above
6	Resignation, dismissal, removal or termination of service	1 month	same as above

As amended
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15. Annexure-I: LIST OF CLOSE RELATIVES REFERRED TO IN RULE 2.13

1. Sons, daughters, father, mother, brothers, sisters, grandfather, grandmother, grandsons and granddaughters.
2. Uncles, aunts, first cousins, nephews, nieces, directly related by blood to the Allottee.
3. Father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law and daughter-in-law.

4. Relationship established by legal adoption.

16. Annexure-II: PROCEDURE FOR ALLOTMENT OF ACCOMMODATION (under Rule 3.4)

1. An employee desirous of Institute accommodation shall apply in Form No. AA-1 (copy available with the Superintending Engineer (Estate)).
2. The Estate Office shall maintain a database of employees entitled to various types of quarters. In case of doubt or in case the data base entry is insufficient, the Superintending Engineer(Estate) will have the particulars of the application verified by the administration section
3. Seniority list of employees who have applied for a fresh allotment and for change of accommodation shall be maintained by the Superintending Engineer (Estate) for each type of quarter.
4. Superintending Engineer will issue a circular by mail about vacant quarters ready for possession. The last date for responding to such an announcement shall be the tenth day from the date of announcement. If the due date falls on a holiday, the last day shall be the next working day. The Chairman Allotment Committee may authorise the Superintending Engineer to issue the vacancy notifications on days other than mentioned above and may also reduce the period for responding to a circular, if in his opinion this is required for the more efficient allotment.
5. All employees desirous of being considered for the notified quarters by way of fresh allotment or by way of change, shall write to the Superintending Engineer (Estate) indicating the order of their preference on or before the last date indicated in the notice of vacancy. Where the order of preference is not given, the applicaant may be allotted such quarter as decided by the Chairman/committee.
6. After the last date for responding to the circular, the Superintending Engineer (Estate) shall prepare a list of all applicants arranged in order of seniority. The statement shall be displayed on the Notice Board of Estate Office and also circulated through E-mail. The applicants are allowed to withdraw their application within 5 days or up to the date specified in statement as the case may be and this withdrawal is allowed without any penalty. However, an applicant will be allowed to withdraw his/her application in full and partial withdrawal will not be allowed. In case the employee to whom the quarter is allotted rejects the allotment, the quarter will be allotted to the next person on the list. The list will be kept operative for a period of one month after the first allotment for the operation of waiting list. Provided that rejections will not be considered as fresh vacancies for the purpose of 3.4.3
7. Upon getting the approval of the Chairman, the Superintending Engineer shall issue a formal letter of allotment in duplicate in Form No. AA-4 (copy available with the Estate Office).
8. The Allottee shall return the duplicate copy of the letter of allotment duly signed indicating his acceptance or otherwise within five days from the date of receipt the same and take possession of the quarter within eight days from the date of receipt of the letter of allotment.

17. Annexure-III: LIST OF EMPLOYEES EXEMPTED FROM PAYMENT ON LICENSE FEE (vide Rule 4.3.0)

The list of employees exempted from paying license fees has been revised from

time-to-time, and the current list is presented below.

As per Statues

1. Director
2. Registrar
3. Public Relations Officer
4. Chief Medical Officer / Senior Medical Officer / Medical Officers
5. Chief Security Officer / Sr. Security Officer / Assistant Security Officer
6. Superintending Engineer / Executive Engineer
7. P.A. to the Director
8. Guest House Manager
9. Sister-in-Charge IIT Hospital

As amended
vide BOG
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18. Annexure-IV: CONDITIONS FOR GRANT OF PERMISSION FOR CARETAKER ARRANGEMENT OF ACCOMMODATION (Vide Rule 4.5)

1. The Caretaker arrangement will be valid for such period as the Director may consider necessary, not exceeding one year at a time from the date of issue of permission irrespective of the date on which the care taker starts staying.
2. The Allottee shall remain personally responsible for the licence fee as well as other charges and for any damage caused to the residence beyond fair, wear and tear.
3. The permission for caretaker arrangement shall lapse on the day on which the Allottee ceases to be the employee of the Institute or if, for any reason, is required to vacate the quarter, if that date be earlier than the date of expiry of the permission.
4. The Allottee when vacating the quarter should hand over clear and vacant possession of the quarter to the Institute. In no case, a quarter with a caretaker residing inside will be treated as quarter having been vacated by the Allottee.
5. The caretaker will stay in the quarter at the pleasure of the Allottee and will be required to vacate the said quarter as and when desired by the Allottee.
6. The total number of persons residing in the quarter should not in any case exceed the number of persons mentioned in the declarations made both by the Allottee and the sharer and should not ordinarily exceed eight in all excluding casual guests visiting the Allottee and residing with him in the quarter, for not more than one month.
7. It will be the Allottee s responsibility to see that the caretaker adheres to all the conditions mentioned above.
8. Prior permission for caretaker arrangement shall be obtained by the Principal Allottee and caretaker by making an application.
9. If the caretaker does not vacate the quarter at the end of the period for which the sharing is permitted, disciplinary action against both the Allottee and the sharer will be taken as per the provision of Rule 9.2.

10. Caretaker arrangement is allowed only in case where employee goes away on leave/lien and wants another employee/student to act as a care taker.

19. Annexure V: Preference list for Carshed allotment as 4.6.7

S. No.	Car Sheds Nos.	First Preference will be give to the occupants of Building No.	Area
1.	15 to 18 40 to 47	2B-20 & 2B-21	Hillside Near Bldg. No. 14
2.	48, 49, 50	2B-18 & H2-15	Between 2B Bldg. No. 18 & H2 Bldg. No. 15
3.	51, 52, 53, 54	2B-11, 2B-12, H1-04 & H2-13	Between 2B Bldg. No. 11 & H1 Bldg. No. 04
	55 & 56	2B-15	Near 2B Bldg. No. 15

S. No.	Car Sheds No.	Area
4.	57 to 65	Hillside, between Type 2B Bldg. No. 21 & Type - I Bldg. No. 06
5.	66 to 73	Hillside, near Type- H2 Bldg. No. 19

As a special case due to insufficient stilt parking facility, maximum 2 carsheds from carshed No. 57 to 65 are available for eligible applicants from 2B Bldg. No. 22 and 2 carsheds(total) from carshed No. 66-73 are available for eligible applicants from 2B Bldg. No. 23 & 24(combined) subject to overall seniority in the Comparative Statement and on production of certificate of non-occupancy for carshed in the stilt parking from their respective Building Secretary.



भारतीय प्रौद्योगिकी संस्थान मुंबई

पवई, मुंबई - 400 076.

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Powai, Mumbai - 400 076.

आबंटन पत्र

LETTER OF ALLOTMENT

प्रपत्र एए/FORM NO. AA - 4

(संलग्नक के पैरा 7 को देखें)/(Vide para 7 of Annexure II)

नया/परिवर्तन/बिन - बारी आबंटन/

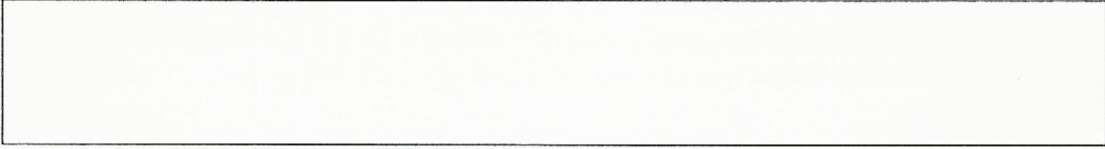
Fresh/Change/Out of turn Allotment

सेवा में,/To,

विषय : निवासीय आवास का आबंटन/Sub: Allotment of Residential Accommodation

प्रिय महोदय/महोदया Dear Sir/Madam,

आवास आबंटन के लिए आपके आवेदन के संदर्भ में, आपको एतद् द्वारा क्वार्टर/फ्लैट / With reference to your application for allotment of accommodation, you are hereby allotted quarter/Flat-let



निम्नलिखित शर्तों पर आबंटित किया जाता है। on the following terms and conditions.

1. कि उक्त परिसर का आबंटिती अनुज्ञापतिधारी होगा तथा उन्हें आबंटित क्वार्टर का किरायेदारी अधिकार नहीं होगा। That the allottee shall be a Licencee of the said premises and shall not have any tenancy right in respect of the allotted quarter.
2. कि आपके दखल वाले किसी क्वार्टर की धारणावधि उस दिन तक रहेगी जिस दिन नए क्वार्टर का दखल लेते हैं तथा स्थानांतरण हेतु तीन अनुवर्ती दिनों तक। इस समय आपके दखल वाले क्वार्टर को नए क्वार्टर के दखल लेने के चौथे दिन अथवा यदि चौथा दिन अवकाश दिवस रहा तो दूसरे कार्य - दिवस को इस कार्यालय में दोपहर 12.00 बजे के पहले अभ्यर्पित करना होगा। That, the period of retention of any quarter in your occupation will be the day on which you occupy the new quarter and for three subsequent days for shifting. You have to surrender the quarter presently occupied by you to this Office before 12.00 noon on the fourth day after occupation of the new quarter, or on the next working day if the fourth day happens to be a holiday.
3. कि आबंटिती ने शासी मण्डल के द्वारा बनाए गए तथा यथा संशोधित या समय-समय पर यथा संशोधित होनेवाले संस्थान के निवासीय आवास नियमों को पढ़ा है तथा इनका पालन करने के लिए सहमत हैं। That, the allottee has read and agreed to abide by the rules for allotment of Institute's Residential Accommodation as formed by the Board of Governors and as amended and as may be amended from time to time.
4. कि आबंटिती, आबंटित क्वार्टर को केवल आवासीय उद्देश्य के लिए उपयोग करेगा तथा कार्यालय, कार्यशाला तथा व्यापार संबन्धित के स्थल के रूप में इसका प्रयोग नहीं करेगा। That, the allottee shall use the allotted quarter solely for residential purpose and will not use it as an Office, Workshop, place of transaction of business.
5. कि आबंटिती, अनुज्ञापति शुल्क (लाइसेंस शुल्क), जल प्रभार, विद्युत प्रभार, जैसा कि समय-समय पर उनके द्वारा देय होगा का भुगतान करने के लिए सहमत हैं। That, the allottee agrees to pay Licence Fee, Water Charges, Electricity Charges as may be payable by him from time to time.
6. कि इसमें किसी बात के होते हुए भी इस आबंटन पत्र के जारी होने से पूर्व, संस्थान, आबंटन को रद्द करने का अधिकार रखता है, यदि ऐसी कार्यवाई संस्थान के लिए आवश्यक हो जाता है व संस्थान के निर्णयानुसार संस्थान के कार्यों अथवा विकास कार्यक्रम के लिए न्यायोचित हो जाता है, पुराना तथा न रहने योग्य को अनुपयोगी घोषित करना पड़ता है अथवा भवन को तोड़ना पड़ता है। ऐसी स्थिति में संस्थान वैकल्पिक आवास दे भी सकता है और नहीं भी दे सकता है। संस्थान का निर्णय इन स्थितियों में अंतिम होगा तथा आबंटिती के लिए बाध्यकर होगा तथा इसे आबंटिती द्वारा चुनौती नहीं जा सकती है तथा इन आधारों पर आबंटिती द्वारा दायर कोई वाद (मुकदमा) शून्य एवं अप्रवर्तनीय माना जाएगा। That, notwithstanding anything contained herein before in this letter of allotment, the Institute reserves the right to cancel the allotment, if such action becomes necessary for the Institute and becomes justified for the functions of the Institute or for development programme, condemning an old and uninhabitable building or demolition of a building as may be decided by the Institute. In such an event the Institute may or may not offer an alternate accommodation. Decision of the Institute shall be final and binding on the allottee and cannot be challenged by the latter and any suit filed by the latter on these grounds shall be deemed to be void and inoperative.
7. कि आबंटिती और संस्थान के बीच किसी वाद (मुकदमा) के रहने की स्थिति में संस्थान को अनुज्ञापति शुल्क और संस्थान के निर्णयानुसार अन्य प्रभार बिल प्रस्तुत कर व मूल्य स्रोत से यथास्थिति वसूली करने का अधिकार रहेगा और आबंटिती से माँग की गई राशि को भुगतान करना पड़ेगा तथा इन पक्षों की कार्यवाई वाद

(मुकदमा) पर बिना प्रतिकूल प्रभाव की होगी। That, in the event of the subsistence of any suit between the allottee and the Institute, the Institute will have the right to recover Licence Fee and all other charges as may be decided by the Institute by presentation of bills or through recovery at source as the case may be and that the allottee will have to pay the amounts thus demanded and that the action of the parties involved would be without prejudice to the suit thus filed.

8. कि आबंटिती और संस्थान के बीच कोई वाद (मुकदमा) बृहद बम्बई नगरपालिका की परिसीमा में सक्षम न्यायालय में ही दायर किया जा सकता है। That, any suit between the allottee and the Institute shall have to be filed in Courts of competent jurisdiction within the Municipal limits of Greater Bombay.

यह पत्र दो प्रतियों में जारी किया गया है। आप से अनुरोध है कि इस पत्र की प्राप्ति के बाद 5 दिनों के अन्दर स्वीकृति व अस्वीकृति को पृष्ठांकित करते हुए इसकी प्रतिलिपि को अधोहस्ताक्षरी के पास वापस कर दें। आप से यह भी अनुरोध है कि इस पत्र की प्राप्ति के दिन से आठल्लदिनों के अन्दर ही आवास का कब्जा ले लें। अपनी स्वीकृति की सूचना देकर कृपया इस कार्यालय में व्यक्तिगत रूप से अथवा आपके द्वारा विधिवत प्राधिकृत प्रतिनिधि के माध्यम से सभी औपचारिकताओं को पूरा कर आबंटित आवास का कब्जा लेने के लिए सुबह 10.30 से 12.30 के बीच कार्यालय में सम्पर्क करें। This letter is issued in duplicate, you are requested to return to the undersigned the duplicate copy hereof within five days from the date of receipt of this letter, endorsing your acceptance or refusal. You are also requested to take possession of the accommodation within eight days from the date of receipt of this letter. After communicating your acceptance, please contact this office personally or through your duly authorised representative between 10.30 a.m. and 12.30 on any working days for taking possession of the accommodation allotted to you, after completing all the requisite formalities.

कृपया ध्यान दें कि यदि आप अपनी स्वीकृति की सूचना नहीं देते हैं अथवा उपर्युक्त पारा 2 में अनुबद्ध अवधि में स्वीकृति की सूचना देने के बाद कब्जा नहीं लेते हैं तो आबंटन रद्द हो जाएगा और आप आबंटित आवास की श्रेणी या उससे नीचे की श्रेणी के लिए दो वर्ष की अवधि तक वंचित हो जाएंगे। Please note that if you do not communicate your acceptance or after communication your acceptance do not take possession of the accommodation within the respective stipulated periods mentioned in para-2 above, the allotment will stand cancelled and that you shall be debarred for the type of accommodation allotted & below type for a period of two years.

भवदीय/ Yours faithfully,

(के. आर. पी. उन्नीथन)/(K. R. P. Unnithan)
अधीक्षण अभियंता / Superintending Engineer &
एवं सचिव, आवास आबंटन समिति/Secretary,
Accommodation Allotment Committee

तिथि / Date :

प्रतिलिपि प्रति में आबंटिती की टिप्पणी / (REMARKS OF THE ALLOTTEE OF THE DUPLICATE COPY)

- * मैं आबंटन पत्र में दी गई शर्तों के पालन के लिए सहमत हूँ तथा आबंटित क्वार्टर लूँगा। I agree to abide by the terms of the Letter of Allotment and will take over the allotted quarter.
- ** मैं आबंटन पत्र में दी गई शर्तों के पालन के लिए सहमत नहीं हूँ तथा आबंटित क्वार्टर नहीं लूँगा। I do not agree to the terms of the Letter of Allotment and will not take over the allotted quarter.

जो प्रयोज्य नहीं है उसे काट दें। **Strike out the clause not applicable.**

नाम/ Name _____

(आबंटिती के हस्ताक्षर/ Signature of the Allottee)

पदनाम/ Designation _____

विभाग/ अनुभाग/ Deptt./Section _____

गवाह के हस्ताक्षर/ Signature of Witness :

नाम/ Name _____

नाम/ Name _____

पदनाम/ Designation _____

पदनाम/ Designation _____

विभाग/ अनुभाग/ Deptt./Section _____

विभाग/ अनुभाग/ Deptt./Section _____