

**ESTATE & WORKS  
INDIAN INSTITUTE OF TECHNOLOGY  
ROORKEE**

No.IITR/E&W/HAR/1686

Dated : 28 Feb. , 2018

**NOTIFICATION**

A Copy of Revised House Allotment Rules (HAC-I & HAC-II) as approved by the Board of Governor's in its meeting held on December 16, 2017 is available at the institute website for information please. These House Allotment Rules (HAC-I & HAC-II) will be effective from dt. 15.01.2018.

A handwritten signature in black ink, followed by the date '28.02.18' written below it.

**Assistant Executive Engineer-I**

**Copy to:**

1. All Deans/Prof.-in-charge/Officer-in-charge/Head of Deptts./Centers/Offices/Units for information please.
2. Dean Infra./Asso. Dean Infra. (Civil) for kind information please.
3. Dean, Administration for kind information please.
4. Dean, Finance & planning for kind information please.
5. A.R. to Director for Director's for kind information please.
6. Supdt. to Registrar for Registrar's for kind information please.
7. President /Secretary Faculty Forum/Officer Forum.
8. President /Secretary Employees Union.
9. Supdt. Meeting Section.
10. Head, Information Superhighway for display in Electronic Notice Board on the web site.

**EXTRACT FROM THE MINUTES OF THE 54<sup>th</sup> MEETING OF THE BOARD OF GOVERNORS HELD ON 16.12.2017.**

**IMPORTANT: Action taken on this Minute must be reported to the MEETING SECTION WITHIN 15 days**

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**Item No. 54.24: To consider the revised House Allotment Rules.**

**RESOLUTION No. BG/38/2017:** The Board considered the item and resolved that revised House Allotment Rules (HAC-I and HAC-II) as given at **Appendix 'I'** be approved.

**Dean Infrastructure with Appendix 'I'**

C.S.  
15/01/2018  
सी. एस. वर्मा/C.S. VERMA  
सहायक कुलसचिव/Asstt. Registrar  
भारतीय प्रौद्योगिकी संस्थान रुड़की  
Indian Institute of Technology Roorkee  
रुड़की-247 667/Roorkee-247 667

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डीन इन्फ्रास्ट्रक्चर  
Dean Infrastructure

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Retain copy for  
office record.

  
17.1.18

संस्थान अभियन्ता  
Institute Engineer

**HOUSE ALLOTMENT RULES : HAC-1**

**Approved House Allotment Rules**

**1.0 ELIGIBILITY**

- 1.1 The Institute residences shall be allotted on license only. Following categories of Faculty/ Group 'A' staff shall be eligible for allotment of 'A' type Institute residences.
- (a) Regular/ Re-employed/Contract Faculty/ Group 'A' Staff of the Institute.
  - (b) Visiting faculty/ Chair Professor
  - (c) Emeritus Fellows/ Emeritus Professors
  - (d) Faculty/ Group 'A' Staff on Deputation.
  - (e) Persons eligible under terms & conditions of an MOU with the Institute.
  - (f) Any other Faculty/ Group 'A' Staff not covered above and approved by the Director.
- 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 A person, who is having a period less than two year from the date of his superannuation shall not be eligible to apply for another residence.
- 1.4 A member of Faculty/ Group 'A' Staff serving at Roorkee campus shall be eligible for a residence in the Roorkee Campus. Similarly, a member of Group 'A' Staff serving at Saharanpur campus shall be eligible for a residence in the Saharanpur Campus.

**2.0 CATEGORIES OF RESIDENCES & ENTITLEMENT**

Type 'A' residences of the Institute shall be sub-categorized into A1 & A2 type of residences and their entitlement will be as below.

- 2.1 Entitlement will be as per Grade Pay of the personnel in the present post held. For entitlement to different type of houses, Grade Pay will be as follows:

S.No.	Type of house	Grade pay	Group eligible for entitlement of house
(a)	Type A1	Rs. 8700 or More	Faculty/ Group 'A' Staff
(b)	Type A2	Rs. 5400/- to Rs. 8699/-	Faculty/ Group 'A' Staff

An employee can apply for a lower type of house of the same group other than his entitled type only if he is living in a lower type of house or applying for the Institute house for the first time.

- 2.2 The allotment of Transit Accommodation will be made with the approval of the Chairman HAC-1, for a specific period.
- 2.3 The following officers/staff of the Institute are entitled to houses earmarked for them.
- 1 Director
  - 2 Registrar
  - 2. Chief Medical Officer
  - 3. Medical Officers.

The concerned person must vacate the earmarked house within two months of relinquishment of the



office. A person who is allotted an earmarked residence, may be allotted another residence as per his entitlement by the HAC-1 for the period of six months after retirement. Such an allotment can be made within two months before the date of retirement of the concerned employee.

### **3.0 HOUSE ALLOTMENT COMMITTEES (HAC-1)**

There shall be a House allotment Committee-1 (HAC-1) appointed by the Director for 'A' category Staff serving at Roorkee. Similarly, the Director shall appoint an HAC-1 for the Faculty/ Group 'A' Staff serving at Saharanpur Campus. The nominated members of HAC-1 shall normally have tenure of 3 years and shall be responsible for considering the applications for the allotment of 'A' type residences Group 'A' Staff.

### **4.0 ALLOTMENT PROCEDURE**

4.1 The Executive Engineer (Civil) and Superintendent Institute Estate (SIE) will inspect each vacant residence and will arrange necessary repairs and white washing etc. They will also certify that the vacant residence is safe and livable and seek approval from Associate Dean (Civil) for advertising such house. No major repair work will be done after the allotment.

4.2 Announcement of vacant residence will be made in the middle of odd numbered (e.g.1, 3.....) months. The following schedule shall preferably be adhered to:

- (a) Date for advertisement = X
- (b) Last date of submission of applications = X+7 (days)
- (c) Date of display of seniority list = X+10
- (d) Date of pointing out discrepancies = X+15
- (e) Date of HAC-1 meeting = X+22

Application, once made, can also be withdrawn upto the last date for receipt of application.

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

#### **4.4 SENIORITY:**

The Seniority shall be determined for each member of the Faculty/ Group 'A' Staff on the basis of following criteria.

- (a) The seniority for particular type of house will be determined as per the present basic pay. If the basic pay is same, the date of joining the Institute service will be considered. If basic pay and date of joining are also the same, then the date of birth will be considered on the principle that the employee having more age will be accorded higher priority.
- (b) On the death of a Faculty/ Group 'A' Staff member who has been occupying an Institute accommodation priority allotment may be made to the son, daughter or spouse of the staff member if any of them is a staff member of the institute and has been residing with the deceased faculty/staff.

If the spouse, son or daughter (as the case may be) of the deceased faculty/staff is eligible for the same or higher type of accommodation as was in occupation of the staff at the time of death, he/she may be allotted the same accommodation as occupied by the deceased staff. Otherwise the type of residence shall be according to entitlement of the new incumbent.

**4.5 LICENSE FEE:-**

Each allottee of an Institute residence shall be charged a license fee. The license fee will be as fixed by the Board from time to time for the different types of residences.

- 4.6 A House advertised thrice and yet not occupied, can be allotted to a staff member of the next lower sub group of the same group by the House Allotment Committee-1.
- 4.7.1 No person will be eligible to apply for fresh allotment of a residence of the same type in which he is living unless he has completed two year from the date of occupation of the residence. However, one can always apply for a higher type of residence, if eligible.
- 4.7.2 If the allottee vacates the allotted residence before the completion of two year, and is not residing in an Institute residence, no application for Institute residence will be entertained for the next two year from the date of vacation of the Institute residence.
- 4.8 After allotment of a residence the Allottee will be issued a formal order of allotment.

**5.0 FORFEITURE OF ALLOTMENT OF A RESIDENCE**

The residence once allotted must be occupied in the condition as-is within one month from the date of receipt of the allotment order by the allottee after vacating the previous Institute residence in which he/she might be residing. Failure to do so within the stipulated time will result in the automatic cancellation of the allotment. Further, the allottee will be debarred from applying for any Institute residence for the next two years, excepting for transit accommodation.

**6.0 OUT OF TURN ALLOTMENT**

- 6.1 Out of turn allotment shall be made only by the Director. Normally the following categories of Faculty/ Group 'A' Staff shall be considered for out of turn allotment:
- (a) Visiting faculty/Chair Professor
  - (b) Persons on Deputation
  - (c) Persons declared as belonging to essential services.
  - (d) Persons on medical grounds certified by a Medical Committee appointed by the Director.

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

- 6.2 The Son/Daughter/Spouse of a deceased staff, if employed or being given employment in the institute, maybe considered for out of turn allotment at his/her request for a residence of his/her entitled type or lower, provided that the deceased staff was residing in an Institute residence at the time of his/her death.

**7.0 TRANSIT ACCOMMODATION**

Any New Faculty member or Group A staff joining the institute in between the two advertisements made for house allotment will be allotted transit accommodation. He/ She will have to apply for all the residences of his/her entitled type (of his/her group) for regular allotment in the immediate next advertisement.



## 8.0 RETENTION OF RESIDENCE

8.1. 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 at prescribed license fee.

Sl. No.	Revised House Allotment Rules Condition	Maximum Duration permitted	License fee payable
(a)	After retirement from the regular service	03 Months Next 03 months	On normal license fee Double the normal license fee After this, vacation of the premises
(b)	After death of a Staff member: who was an authorized occupant of the house, the dependents residing with the deceased will be allowed retention of the house	06 Months Next 06 months	On normal license fee After this, vacation of the premises Double the normal license fee After this, vacation of the premises
	Provided the deceased employee or his/her depended does not own a house at the place of work of the deceased.		
(c)	Staff proceeding on EOL/ Lien/ LFS	Maximum of 01 years	On normal license fee After this, vacation of the premises
(d)	Staff proceeding on Study Leave/ Sabbatical / PDL	For the duration of leave	The specified license fee for the duration of leave granted. After expiry of leave, vacation of the premises.
(e)	Resignation/ expiry of the re-employment period/ expiry of the contract period for contract employees and employees on deputation, compulsory retirement, Dismissal or termination from service	02 Months	Normal license fee After 02 Months, vacation of the Premises.
(f)	Earmarked residences	02 Months	Normal license fee After 02 Months, vacation of the Premises.

**Note-1** Request for permission to retain an Institute residence for the specific duration should be made to the Chairman, HAC-1 on the prescribed Performa 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 dismissal or termination from service, request should be made within a week of receipt of the letter of dismissal or termination. With effect from 16.12.2019, maximum permissible duration for retention of residences after retirement, after death or proceeding on leave as at Sl. No. 'a.', 'b.' and 'c.' will be increased to maximum 06 months, 12 months, 02 years, respectively, on normal license fee. Simultaneously, the applicability of an Enhanced License Fee at the rate of 50 (fifty) times the monthly normal license fee, as per current practice in accordance with prevailing rules, shall be dropped with effect from 16.12.2019.

**Note-2** A residence retained under this clause must be vacated within the period as specified under Rule 8.1. Failing which eviction proceedings will be initiated according to the Public Premises (Eviction of Unauthorized Occupants) Act, 1971 applicable to residential accommodation.

**Note-3** In case of those staff who would be drawing pension from the Institute the license fee and other charges (Electricity/water) of the residence will be deducted from their pension every month. In other cases license fee must be paid in advance in quarterly installments. First installment should be deposited in the

Institute within a week of grant of such permission. The permission, so granted shall terminate automatically, if the license fee for any quarter is not paid, as stipulated above and such occupation will amount to unauthorized occupation and action shall be taken as per Rules 11.

#### **9.0 CODE OF CONDUCT FOR ALLOTTEES OF INSTITUTE RESIDENCES.**

- 9.1 The Institute residences are allotted for living for 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 house it must be vacated, except under Rule 8.1(c) & (d) where the residence may be locked under intimation to the Institute.
- 9.2 No allottee is permitted to sublet the residence allotted to him partly/fully or use it for any trade/ business. If a complaint is received to this effect, appropriate action will be taken by the Institute authorities.
- 9.3 Sharing of the residence by the allottee with anyone else, other than those permitted under Rule 9.1 is not permitted.
- 9.4 Mutual exchange of residence by allottees without permission from the Institute is strictly prohibited.
- 9.5 The allottees will pay regularly license fee, electricity and water charges for the residence as prescribed by the Institute from time to time.
- 9.6 Any alteration or addition in the Institute residence shall not be allowed by the residents. However, the Institute may decide for identical alteration or addition in a group of identical houses.
- 9.7 Milk cattle or any other cattle will not be kept in a Institute residence or it's out-house.
- 9.8 The allottees will not tamper with the electricity installation, water supply and sanitary fittings or other fixtures in the residence provided by the Institute.
- 9.9 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.
- 9.10 The allottee will immediately report to the concerned authority about any defects in installations leading to wastage of water or leakage of electricity, etc.
- 9.11 The allottees may maintain collared dogs or any other pets provided that they take extra care/responsibility so as not to cause any danger or nuisance to neighbors in any way.
- 9.12 The allottees are expected to conduct themselves in a courteous and polite manner with their neighbours. If any complaints are received about any resident being quarrelsome or indulging in objectionable activities like entertaining undesirable characters, disorderly behavior, getting intoxicated outside the house, etc., appropriate disciplinary action including cancellation of allotment of such residence shall be taken by the Institute authorities.
- 9.13 The allottee will not encroach upon the Institute land or the land of the neighboring residences for gardening or for any other purpose.
- 9.14 The allottee will not undertake cutting or lopping of the trees in the compound of their residences or nearby areas on his own accord.



- 9.15 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 his own consumption. In case the resident sells the crops he will have to deposit 75% of the sale proceeds with the Institute.
- 9.16 Any timber yield from the tree (s) in the campus of the residences will be deposited by the allottee with the Superintendent Institute Estate (SIE) as the Institute property.
- 9.17 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 SIE Office. The allottee shall be fully responsible for the conduct of the person residing in the outhouse.
- 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 eviction proceedings.

#### **10.0 ALLOTMENT OF INSTITUTE COMMUNITY GARAGES.**

- 10.1 Vacant Institute Community Garages will be notified from time to time for the purpose of allotment. Applications will be invited from all such staff as are eligible for A1 & A2 type of houses for allotment of garages built for the respective type of houses. They should be satisfying the following conditions.
- (a) Should own a car in his own/spouse name for which documentary proof will have to be attached with the application.
- (b). That the allotment of Community garage will be made as per the seniority for house allotment. The garage inside a residential campus shall be allotted to the allottee of that residence irrespective of whether he/she owns a car or not.
- 10.2 Only one garage can be allotted to the allottee of a Institute residence. Staff member living in residences which have attached garages are not eligible to apply for allotment of a community garage.
- 10.3 The Institute will be divided into Zones for the above purpose and allotment of garages will be made zone-wise to a group A staff. The Zones will be notified time to time by the HAC-1.
- 10.4 The Community Garages are divided into groups on the basis of their physical proximity. Requests for change will be entertained only from one group of garages to the other.
- 10.5 Preference for a garage in a zone will be given to the residence of that zone.
- 10.6 Mutual exchange will be permitted within a zone with the permission of HAC-1 so that one can get the garage nearest to his place of residence.
- 10.7 If an allottee shifts from one zone to another zone, he/ she must vacate the garage under his possession and will be given a garage in new zone, if available. In case the new allotted residence has an attached garage then there will be no need of fresh allotment.
- 10.8 In case of refusal to take possession of the allotted garage by the specified date, the concerned staff shall be debarred from applying for a fresh allotment for the next one year.
- 10.9 If at any stage during the occupancy of a garage, the allottee ceases to own a car, he/she must inform the Institute authorities and surrender the garage within one month.



- 10.10 Any misuse of the garage for any purpose other than parking personal vehicle will be a violation of the Code of Conduct.
- 10.11 Any other garage, which becomes available later, shall be added to the appropriate zone/group by the Institute Engineer with the approval of the HAC-1.
- 10.12 Persons living outside the Institute Campus can also apply for and may be allotted Community Garages.

**11.0 UNAUTHORISED OCCUPATION AND PUNITIVE ACTIONS.**

- 11.1 A person residing in a Institute residence or occupying a garage shall be deemed to be unauthorized occupant, under any one, or the following circumstances:
- (a) The residence or the garage (or both) is occupied without allotment.
  - (b) Violation of or Rule(s) 9.1 to 9.7 of the Code of Conduct for the allottees of Institute residences.
  - (c) Under the conditions specified in Rule 8.1, a duly allotted residence is retained:
    - (i) Beyond the allotted period without prior permission or if the permission is refused.
    - (ii) Without making advance payment of licence fee as specified in the Note-3 of Rules 8.1.
    - (iii) Violation of any term or condition as prescribed in the Rules for retaining the residence.
  - (d) An out of turn allottee, excepting persons on deputation to the Institute, three years after the date of out of turn allotment.
- 11.2 (a) An Institute staff declared to be an unauthorized occupant by the Institute shall be liable to punitive action specified under Rule 11.6, besides any disciplinary action as per Institute Statutes/Rules.
- (b) If a person who is declared an unauthorized occupant is not an Institute employee, action will be taken as per law.
- 11.3 If the person, to whom the residence (or a part of it) is sublet, were also an Institute staff, he/she would also be liable to disciplinary action as per Rules. In addition, Punitive action as per Rule 11.6 may also be taken against such persons.
- 11.4 On a complaint received against a staff regarding violation under Rule 11.1, the staff will be served a notice to offer his comments in writing on the complaint within ten days from the receipt of such notice. For violation under Rules 11.1(a), (b) & (c) punitive actions as per Rule 11.6 may be taken after serving a show-cause notice to be replied within ten days from the receipt of such notice.

**Note:**

- (a) 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 premises concerned.
- (b) Such complaint along with the comments or replies, if any, made by the concerned Staff shall be referred to the HAC-1. After considering the complaints and the comments, if any, the HAC-1 may drop the complaint if satisfied with the reply. However, if the HAC-1 is not satisfied with such comments or replies, then it shall constitute an enquiry. If the HSC finds the complaint to be correct and the comments unconvincing for reasons to be recorded, then the staff concerned shall be given a notice to vacate the premises within 15 (fifteen) days from the date of such notice. In such a case, the staff shall be liable to all punitive action as provided for under unauthorized occupation under Rule 11.5 and 11.6

**11.5** For violating Rules 9.7 to 9.17 of the Code of Conduct and / or Rules 10.9, 10.10 if applicable, the allottee will tender himself liable to disciplinary action as per Rules in addition to punitive actions provide under Rule 11.6.

**11.6 PUNITIVE ACTION FOR UNAUTHORISED OCCUPATION**

An unauthorized occupant will be liable to eviction by the Estate Officer under section 2 and section 3 of the Public Premises (Eviction of unauthorized occupants) Act 1971 (act No. 49 of 1971) applicable to residential accommodation occupation.

**12. Discretionary Power of the Director**

Situations, not covered by the guidelines stated above, will be decided by the Director. Also, the Director, in the interest of the Institute, may use his/ her discretionary power to allot any house to any of the Faculty/ Group 'A' Staff member.

04 JAN 2018



## HOUSE ALLOTMENT RULES – HAC-II

### Approved House Allotment Rules

#### 1.0 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 /Contract Staff of the Institute.  
(b) Staff on Deputation.  
(c) Persons eligible under terms & conditions of a MOU with the Institute.  
(d) Any other Staff not covered above and approved by the Dy. Director/ Dean (Admn.).
- 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 A person, who is having a period less than two year from the date of his superannuation shall not be eligible to apply for another residence.
- 1.4 A member of Staff serving at Roorkee campus shall be eligible for a residence in the Roorkee Campus. Similarly, a member of staff serving at Saharanpur campus shall be eligible for a residence in the Saharanpur Campus.

#### 2.0 CATEGORIES OF RESIDENCES & ENTITLEMENT

The residences other than 'A' type shall be categorized into B1, B2 and C type of residences and their entitlement will be as below.

- 2.1 Entitlement will be as per Grade Pay of the personnel in the present post held. For entitlement to different type of houses, Grade Pay will be as follows:

Sl. No.	Type of Houses	Grade Pay	Group eligible for entitlement of House
(a)	Type B1	Rs. 4200/- to Rs. 5400/-	Group B & C
(b)	Type B2	Rs. 2000/- to Rs. 2800/-	Group C & M.T.S.
(c)	Type C	Rs. 1800/- to Rs. 2000/-	M.T.S.

An employee can apply in a lower type of house of the same group other than his entitled type only if he is living in a lower type of house or applying for the Institute house for the first time.

#### 3.0 HOUSE ALLOTMENT COMMITTEE (HAC)

There shall be a House allotment Committee-II (HAC-II) appointed by the Dy. Director/ Dean (Admn.) for all the Staff serving at Roorkee. Similarly, the Dy. Director / Dean (Admn.) shall appoint an HAC-II for the Staff serving at Saharanpur Campus. The nominated members of HAC-II shall normally have tenure of 3 years and shall be responsible for considering the applications for the allotment of 'B' and 'C' type residences.

#### 4.0 ALLOTMENT PROCEDURE

4.1 The Executive Engineer (Civil) and Superintendent Institute Estate (SIE) will inspect each vacant residence and will arrange necessary repairs and white washing etc. They will also certify that the vacant residence is safe and livable and seek approval from Associate Dean (Civil) for advertising such house. No major repair work will be done after the allotment.

4.2 Announcement of vacant residence will be made in the middle of odd numbered (e.g.1, 3.....) months. The following schedule shall preferably be adhered to:

- (a) Date of advertisement = X
- (b) Last date of submission of applications = X+7 (days)
- (c) Date of display of seniority list = X+10
- (d) Date of pointing out discrepancies = X+15
- (e) Date of HAC-1 meeting = X+22

Application, once made, can also be withdrawn upto the last date for receipt of application.

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

#### 4.4 SENIORITY:

The Seniority shall be determined for each member of the Staff on the basis of following criteria.

- (a) The seniority will be determined as per date of joining in the group of entitlement, i.e. for B1 & B2 type of house date of joining in group B / C. For C type house date of joining in group M.T.S. If date of joining is same then basic pay will be considered, i.e. more basic pay will be accorded higher priority. If dates of joining and basic pay are same, employee having earlier date of Birth will be accorded higher priority.
- (b) On the death of a Staff member who has been occupying an Institute accommodation priority allotment may be made to the son, daughter or spouse of the staff member if any of them is a staff member of the Institute and has been residing with deceased staff.

If the spouse, son or daughter (as the case may be) of the deceased staff is eligible for the same or higher type of accommodation as was in occupation of the staff at the time of death, he/ she may be allotted the same accommodation as occupied by the deceased staff. Otherwise the type of residence shall be according to entitlement of the new incumbent.

- (c) Benefit of 1/3<sup>rd</sup> of the length of service of a retired staff upto a maximum limit of 3 years will be given for considering the seniority of the spouse, serving the Institute at the time of retirement of the said staff, for the purpose of allotment of a house in the category to which they belong. Provided that the seniority so calculated does not exceed that of the retired staff.

Provided that this benefit shall be availed of only for the first allotment of a regular residence even after the retired staff retains his/ her house for the full authorized duration. The house will be advertised in the immediate preceding advertisement before the full authorized duration (i.e. upto date of retirement if retention



of house as per clause 8 is not taken) is over and the spouse will also apply for the house in which the couple was staying.

The above benefit will be given only if the length of service in the Institute comes in picture while deciding the seniority of the applicant.

#### 4.5 LICENSE FEE:-

Each allottee of an Institute residence shall be charged a license fee. The license fee will be as fixed by the Board from time to time for the different types of residences.

4.6 A House advertised thrice and yet not occupied, can be allotted to a staff member of the next lower sub group of the same group by the House Allotment Committee-II.

4.7.1 No person will be eligible to apply for fresh allotment of a residence of the same type in which he is living unless he has completed two year from the date of occupation of the residence. However, one can always apply for a higher type of residence, if eligible.

4.7.2 If the allottee vacates the allotted residence before the completion of two year, and is not residing in an Institute residence, no application will be considered for the next two year from the date of vacation of the previous residence.

4.8 After allotment of a residence the Allottee will be issued a formal order of allotment.

#### 5.0 FORFEITURE OF ALLOTMENT OF A RESIDENCE

The residence once allotted must be occupied in the condition as-is within one month from the date of receipt of the allotment order by the allottee after vacating the previous Institute residence in which he/she is residing. Failure to do so within the stipulated time will result in the automatic cancellation of the allotment. Further, the allottee will be debarred from applying for any Institute residence for the next two years.

#### 6.0 OUT OF TURN ALLOTMENT

6.1 Out of turn allotment shall be made only under the orders and discretion of the Dy. Director / Dean (Admn.) and normally the following categories of staff shall be entitled to out of turn allotment:

- (a) Persons on Deputation
- (b) Persons declared as belonging to essential services.
- (d) Persons on medical grounds certified by a Medical Committee appointed by the Dy. Director/ Dean (Admn.).

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

6.2 The Son/Daughter/Spouse of a deceased staff, if employed or being given employment in the institute, may be considered for out of turn allotment at his/her request for a residence of his/ her entitled type or lower type of his/her group, provided that the deceased staff was living in an Institute residence at the time of his/her death.

#### 7.0 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.

SI. No.	Condition	Maximum Duration permitted	License fee payable
a.	After retirement from the regular service	12 Months	On normal license fee After this, vacation of the premises
b.	After death of a Staff member: who was an authorized occupant of the house, the dependents residing with the deceased will be allowed retention of the house	12 Months	On normal license fee After this, vacation of the premises
c.	Resignation/expiry of the re-employment period/expiry of the contract period for contract employees and employees on deputation, compulsory retirement, Dismissal or termination from service	02 Months	Normal license fee After 02 Months, vacation of the premises.

**Note-1** Request for permission to retain an Institute residence for the specific duration should be made to the Chairman, HAC-II on the prescribed Performa 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 dismissal or termination from service, request should be made within a week of the letter of dismissal or termination.

**Note-2** A residence retained under this clause must be vacated within the period as specified under Rule 7.1. Failing which eviction proceedings will be initiated according to the Public Premises (Eviction of Unauthorized Occupants) Act, 1971 applicable to residential accommodation.

**Note-3** In case of those staff who would be drawing pension from the Institute the license fee and other charges (Electricity/water) of the residence will be deducted from their pension every month. In other cases license fee must be paid in advance in quarterly installments. First installment should be deposited in the Institute within a week of grant of such permission. The permission, so granted shall terminate automatically, if the license fee for any quarter is not paid, as stipulated above and such occupation will amount to unauthorized occupation and action shall be taken as per Rules 10.

#### **8.0 CODE OF CONDUCT FOR ALLOTTEES OF INSTITUTE RESIDENCES.**

- 8.1 The Institute residences are allotted for living for 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 house it must be vacated.
- 8.2 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.
- 8.3 Sharing of the residence by the allottee with anyone else, other than those permitted under Rule 8.1 is not permitted.
- 8.4 Mutual exchange of residence by allottees without permission from the Institute is strictly prohibited.
- 8.5 The allottees will pay regularly license fee, electricity and water charges for the residence as prescribed by the Institute from time to time.
- 8.6 Any alteration or addition in the Institute residence shall not be allowed by the residents. However, the Institute may decide for identical alteration or addition in a group of identical houses.



- 8.7 Milk cattle or any other cattle will not be kept in an Institute residence or it's out-house.
- 8.8 The allottees will not tamper with the electricity installation, water supply and sanitary fittings or other fixtures in the residence provided by the Institute.
- 8.9 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.
- 8.10 The allottee will immediately report to the concerned authority about any defects in installations leading to wastage of water or leakage of electricity, etc.
- 8.11 The allottees may maintain collared dogs or any other pets provided that they take extra care/responsibility so as not to cause any danger or nuisance to neighbors in any way.
- 8.12 The allottees are expected to conduct themselves in a courteous and polite manner with the neighbors. If any complaints are received about any resident being quarrel some or indulging in objectionable activities like entertaining undesirable characters, disorderly behavior, getting intoxicated outside the house, etc., appropriate disciplinary action including cancellation of allotment of such residence shall be taken by the Institute authorities.
- 8.13 The allottee will not encroach upon the Institute land or the land of the neighboring residences for gardening or for any other purpose.
- 8.14 The allottee will not undertake cutting or lopping of the trees in the compound of their residences or nearby areas on his own.
- 8.15 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 his own eating purposes. In case the resident sells the crops he will have to deposit 75% of the sale proceeds with the Institute.
- 8.16 Any timber yield from the tree(s) in the campus of the residences will be deposited by the allottee with the Superintendent Institute Estate (SIE) as the Institute property.

#### **9.0 ALLOTMENT OF INSTITUTE COMMUNITY GARAGES.**

- 9.1 Vacant Institute Community Garages will be notified from time to time for the purpose of allotment. Applications will be invited from all such staff as are eligible for B1 & B2 type of houses for allotment of garages built for the respective type of houses. They should be satisfying the following conditions.
- (a) That the applicant for the allotment of community garage should own a car in his own/spouse name for which documentary proof will have to be attached with the application.
  - (b) That the allotment of Community garage will be made as per the seniority for house allotment. The garage inside a residential campus shall be allotted to the allottee of that residence irrespective of whether he/she owns a car or not.
- 9.2 Only one garage can be allotted to the allottee of a Institute residence. Staff member living in residences which have attached garages are not eligible to apply for allotment of a community garage.

- 9.3 The Institute will be divided into Zones for the above purpose and allotment of garages will be made zone-wise to a group A staff. The Zones will be notified time to time by the HAC-II.
- 9.4 The Community Garages are divided into groups on the basis of their physical proximity. Requests for change will be entertained only from one group of garages to the other.
- 9.5 Preference for a garage in a zone will be given to the residence of that zone.
- 9.6 Mutual exchange will be permitted within a zone with the permission of HAC-II so that one can get the garage nearest to his place of residence.
- 9.7 If an allottee shifts from one zone to another zone, he/ she must vacate the garage under his possession and will be given a garage in new zone, if available. In case the new allotted residence has an attached garage then there will be no need of fresh allotment.
- 9.8 In case of refusal to take possession of the allotted garage by the specified date, the concerned staff shall be debarred from applying for a fresh allotment for the next one year.
- 9.9 If at any stage during the occupancy of a garage, the allottee ceases to own a car, he/she must inform the Institute authorities and surrender the garage within one month.
- 9.10 Any misuse of the garage for any purpose other than parking personal vehicle will be a violation of the Code of Conduct.
- 9.11 Any other garage, which becomes available later, shall be added to the appropriate zone/group by the Institute Engineer with the approval of the HAC-II.
- 9.12 Persons living outside the Institute Campus can also apply for and may be allotted Community Garages.

#### **10.0 UNAUTHORISED OCCUPATION AND PUNITIVE ACTIONS.**

- 10.1 A person residing in an Institute residence or occupying a garage shall be deemed to be an unauthorized occupant if any of the following circumstances were true.
- (a) The residence or the garage (or both) is occupied without allotment.
  - (b) Violation of or Rules (s) 8.1 to 8.7 of the Code of Conduct for the allottees of Institute residences.
  - (c) Under the conditions specified in Rule 7.1, a duly allotted residence is retained:
    - (i) Beyond the allotted period without prior permission or if the permission is refused.
    - (ii) Without making advance payment of license fee as specified in the Note-3 of Rules 7.1.
    - (iii) In Violation of any term or condition as prescribed in the Rules for retaining the residence.
  - (d) An out of turn allottee, excepting persons on deputation to the Institute, three years after the date of out of turn allotment.
- 10.2 (a) An Institute staff declared to be unauthorized occupants by the Institute shall be liable for punitive action specified under Rule 10.6, besides any disciplinary action as per Institute Statutes/Rules.



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

10.3 If the person, to whom the residence (or a part of it) is sublet, were also an Institute staff, he/she would also be liable to disciplinary action as per Rules. In addition, Punitive action as per Rule 10.6 may also be taken against such persons.

10.4 On a complaint received against a staff regarding violation under Rule 10.1, the staff will be served a notice to offer his comments in writing on the complaint within ten days from the receipt of such notice. For violation under Rules 10.1 (a), (b) & (c) punitive actions as per Rule 10.6 may be taken after serving a show-cause notice to be replied within ten days from the receipt of such notice.

**Note:**

(a) 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 premises concerned.

(b) Such complaint along with the comments or replies, if any, made by the concerned Staff shall be referred to the HAC-II. After considering the complaints and the comments, if any, the HAC-II may drop the complaint if satisfied with the comments or replies. However, if the HAC-II is not satisfied with such comments or replies, then it shall constitute an enquiry. If the HSC finds the complaint to be correct and the comments unconvincing for reasons to be recorded, then the staff concerned shall be given a notice to vacate the premises within 15 (fifteen) days from the date of such notice. In such a case, the staff shall be liable to all punitive action as provided for under unauthorized occupation under Rule 10.5 and 10.6.

10.5 For violating Rules 8.7 to 8.17 of the Code of Conduct and/or Rules 9.9, 9.10 if applicable, the allottee will render himself liable for disciplinary action as per Rules in addition to other punitive actions provide under Rule 10.6.

**10.6 PUNITIVE ACTION FOR UNAUTHORISED OCCUPATION**

An unauthorized occupant will be liable to eviction by the Estate Officer under section 2 and section 3 of the Public Premises (Eviction of unauthorized occupants) Act 1971 (act No. 49 of 1971) applicable to residential accommodation occupation.

**11. Discretionary Power of the Dy. Director/ Dean (Admin.)**

Situations, not covered by the guidelines stated above, will be decided by the Dy. Director/ Dean (Admin). Also, the Dy. Director/ Dean (Admin), in the interest of the Institute, may use his/ her discretionary power to allot any house to any of the Staff member.

  
04 JAN 2018