

Rules for allotment of Residential Accommodation

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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

BOG 220

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.

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 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.

As amended
vide BOG
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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.

3.2.4 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.

As amended
vide BOG 212

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, (iv) Other Officers holding permanent posts in a scale of pay the minimum of which is Rs. 3700 or above,
3.	C	(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, (ii) Contract personnel in the Centres in scales of pay equivalent to that of Assistant Professor with a minimum of 3 years contract (iii) All those who are eligible for types A and B.
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

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.

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	(i) employees drawing a basic pay of Rs. 1500 (Rs. 500) or above, (ii) non-faculty officers who are entitled to type C.
7.	H1, H1-A	(i) employees drawing a basic pay of Rs. 1200 (Rs. 340) to Rs. 1499 (Rs. 499) (ii) employees eligible for type II-B
8.	H2	(i) employees drawing a basic pay of Rs. 950 (Rs. 260) to Rs.1199 (Rs. 339) (ii) employees eligible for type II-B or H-1
9.	I	(i) employees drawing a basic pay of Rs. 750 (Rs. 196) to Rs. 949 (Rs. 259) (ii) employees eligible for type H-2

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 (ii) employees eligible for type II-B or H-1

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

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

Per a resolution in the 263rd meeting of the Board of Governors, temporary / consolidated employees who are appointed to the Institute on or after 4th January 2023 would not be provide on campus accommodation. Temporary / consolidated employees who were appointed before 4th January 2023 who have on campus accommodation may be allowed to retain the same until 31st December 2027.

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/AGP	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/LEVEL	Entitlement Or Eligibility	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

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 Removed vide BoG 267

3.4.3.1 Removed vide BoG 267

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 organizations 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** Removed vide BoG 267
- 3.4.12** Removed vide BoG 267
- 3.4.13** Removed vide BoG 267
- 3.4.14** Removed vide BoG 267
- 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.
- 3.4.19** The reservation in allotment of accommodation to SC and ST employees shall be ten per cent in Type I, H2 and H1 accommodation and five per cent in Type 2B and C accommodation.
- 3.4.20** The allotment from Type I to C shall be made in the ratio of 2:1 vacancies to SC and ST employees, respectively.
- 3.4.21** Separate circular for Type I to C accommodation shall be prepared for the SC and ST employees.
- 3.4.22** In case, there is no ST applicant in the circular/comparative list, the quota reserved for the ST may be allotted to a SC applicant.
- 3.4.23.** In respect of Type I, H2 and H1 accommodation, there will be 60 point roster system and the vacancies at point number 10, 20, 40 and 50 shall be allotted to SC applicants and the vacancies at point number 30 and 60 shall be allotted to ST applicants.
- 3.4.24** In respect of Type 2B and C accommodation, there will be 60 points roster system and the vacancies at point number 20 and 40 shall be allotted to SC applicants and vacancy at point number 60

As included
by BOG 267

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

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 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 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

⁴ 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.

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.
- 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

As amended
vide BOG
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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.

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.

As
amended
vide BOG
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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 a of a change in H1 and is eligible for H1 quarter under rule 3.2.1.

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.

As amended
vide BOG
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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, authorized 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.	<p>(i) Removal of Institute employee staying unauthorisedly</p> <p>(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.</p> <p>(iii) Charging of license fee at 50 times the fiat license fee from the date of allotment from the Allottee.</p> <p>(iv) vacation of the quarter and debarring the Allottee from future allotment for 5 years.</p>
4.	Allottee residing in the quarter and allowing other Institute employee(s) to stay in the quarter without permission.	<p>(i) Warning to the Allottee.</p> <p>(ii) Removal of the Institute employee</p> <p>(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.</p> <p>(iv) Debarring the sharer from future allotment for 5 years.</p> <p>(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.</p>
5.	Authorised sharer/caretaker of quarter with an Allottee over-staying permitted	<p>(i) If Allottee is at fault, action as per point 3 or 4 above as the case may be</p> <p>(ii) Over-staying sharer to lose HRA for six months</p>

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

As amended
vide BOG 233

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 1n 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 occunied by them.
5	Retirement	4 months	same as above
6	Resignation, dismissal, removal or termination of service	1 month	same as above

As amended
vide BOG
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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.

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. Sr. Superintending Engineer / Superintending Engineer / Dy. Superintending Engineer / Sr. Executive Engineer / Executive Engineer
7. P.A. to the Director
8. Chief Hospitality Manager (In-charge Hospitality)
9. Sister-in-Charge IIT Hospital
10. Wardens
11. Associate Wardens
12. Dean (Student Affairs)
13. Associate Dean (Student Affairs)
14. Associate Dean III (IPS)
15. Technical Officer (Fire and Safety)

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 Allottees 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 14.1 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 4o 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

भारतीय प्रौद्योगिकी संस्थान मुंबई

पवई, मुंबई - 400 076.

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Powai, Mumbai - 400 076.

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

आबंटन पत्र

LETTER OF 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 अनुज्ञापिधारी 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 संव्यवाहक 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, अनुज्ञापि 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 कार्रवाई संस्थान के लिए आवश्यक हो जाता है व संस्थान के निर्णयानुसार संस्थान के कार्य 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 बाह्यकर 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 unihabitable 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 अनुज्ञापि 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

कार्रवाई 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 आठ दिनों 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,

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 _____