



Indian Institute of Technology Bhubaneswar
Bhubaneswar -752050
www.iitbbs.ac.in

No.F.14-6/2021-BoG-42-8
February 24, 2022

OFFICE ORDER NO.411/2022

Subject: Adoption of Policy for Residential Accommodation Allotment Regulations - 2021 in the Institute.

The undersigned is directed to convey that the Board of Governors of the Institute in its 42nd meeting held on 08.11.2021, upon the recommendations of the Finance Committee meeting dated 08.11.2021, approved the Policy of Residential Accommodation Allotment Regulations - 2021 of the Institute for implementation with immediate effect.

The Board further directed that, the allotment of quarters must be carried out in consonance with the Reservation Policy of Govt. of India towards different categories.

**Registrar &
Secretary, BoG**

To

- 1. Chairman, HAC**
- 2. Assistant Registrar (Estate)**

Copy to:

1. All Deans/ HoSs
2. All PICs
3. Joint Registrar (F&A)/ OSD (F&A)
4. Assistant Registrar (Estt.)
5. Secretary to Director/ Registrar
6. Guard File, BoG

**RESIDENTIAL ACCOMMODATION ALLOTMENT
REGULATIONS 2021**



**INDIAN INSTITUTE OF TECHNOLOGY
BHUBANESWAR**

1. INTRODUCTION

- 1.1 "Residential Accommodation Allotment Regulations 2021 of Indian Institute of Technology Bhubaneswar" are as per the Clause-7(2) of Schedule-D of the First Statutes of Indian Institute of Technology Bhubaneswar, 2017 that "*The allocation of accommodation shall be in accordance with Regulations of the Board may frame from time to time*".
- 1.2 This rule will come into force from the date of notification after approval of the BoG, IIT Bhubaneswar.

2. DEFINITIONS

- 2.1 "Accommodation" means houses or flats in the apartments as owned by IIT Bhubaneswar for allotment to its employees for use as residence.
- 2.2 "Allotment" means grant of a license to an employee and any other as authorized by the Institute to occupy the house as per the regulations and terms of the license.
- 2.3 "Director" means the Director of IIT Bhubaneswar.
- 2.4 "Estate Officer" means an officer of IIT Bhubaneswar as designated by the competent authority.
- 2.5 "Employee" means the employees of IIT Bhubaneswar as defined in the Statute of the Institute and are eligible for allotment of residence in the campus of the institute as per this regulation.
- 2.6 "House Allotment Committee (HAC)" means a Committee constituted by the Director for allotment of accommodation.
- 2.7 "Institute" means the Indian Institute of Technology Bhubaneswar.
- 2.8 "Board" means Board of Governors, IIT Bhubaneswar
- 2.9 "Salary" means the Basic pay of the employee under consideration for the house allotment.
- 2.10 "Family" means the employee and the spouse, as well as dependents as declared in the personal file of the employee.
- 2.11 "Licence Fee" means the sum of money payable to the institute on monthly basis in respect of any type of residence allotted under this regulations and shall be decided by the Board from time to time in line with the Govt. of India rule in this regard.
- 2.12 "Type of residence" means residence with specific area in square meters.
- 2.13 "Subletting" means letting out of whole or a part of a residence by an allottee to another person.
- 2.14 "Sharing" means allowing another employee of IIT Bhubaneswar to occupy part of the accommodation with or without payment of license fee.
- 2.15 "Surrender of Accommodation" means vacation of accommodation after taking physical occupation of the accommodation by the allottee on his own volition during the allotted period.

- 2.16 "Penal Rent" means a compensation to be levied in multiples of licence fee in the event of unauthorised occupation or subletting or violation of any terms and conditions mentioned in the allotment letter or misuse of whole or a part of accommodation by an allottee.
- 2.17 "Other Charges" means in addition to Licence Fee charges for water, electricity and other utilities as decided by the Board.

3. ELIGIBILITY

The following categories of employees are eligible for allotment of residence in the campus under the provision of this rule.

- 3.1 All Regular employees of the Institute;
- 3.2 Temporary/Re-employee/Contractual employee getting salary from the Institute, as per the eligibility mentioned in the letter of appointment;
- 3.3 Staff on deputation to Institute;
- 3.4 Faculty appointed on visiting capacity;
- 3.5 Emeritus Fellows/ Emeritus Scientists/ Emeritus Professors;
- 3.6 Post-Doctoral Fellow, as per the eligibility scheme & subject to availability.

4. CLASSIFICATION OF HOUSE

4.1 Save as otherwise provided by the rule, an employee shall be eligible for allotment of the type of residence as per salary based on 7th CPC pay level as shown below:

SL No	Type of Residence	Nomenclature followed by the Institute	Living Area in Sq Mtr.	Eligible (minimum) pay Level
01	VI-A	A1, A2	156.66	14/14A/15
02	V-B	B1,B2,B3,B4	137.60	13/13A/13A1/13A2
03	V-B	C1, C2,C3	123.70	12
04	V-A	*D1, D2	108.51	9/10/11/12
05	IV	*E1, E2	77.96	6/7/8
06	III	*F	52.56	2/3/4/5/6

* Present names of V1/V2, D1/D2 and III have to be changed to D1/D2, E1/E2 and F, respectively.

Note: In case surplus houses of any type are available and not many eligible employees are there, the eligible pay level may be relaxed by the Director by at least one level and the employee may be allotted a house of one higher level than his/her eligibility.

- 4.2 In addition to above types of residence the following Officers/ employees are entitled house earmarked for them;
- I) Director
 - II) Registrar

4.3 The Board may authorise the Director to approve directly the allotment of specific earmarked houses and may revise the list of category as and when required, based on availability of accommodation. The Concerned officer/ staff shall vacate the earmarked house within one month of relinquishment of the office except those who join in the Institute on deputation and revert to the parent department. In such case the accommodation shall be vacated within two months.

5. HOUSE ALLOTMENT COMMITTEE (HAC)

5.1 The House Allotment Committee is constituted by the Director for a period of 3 years or as specified in the OM and consists of following members;

- i) The Chairperson: A faculty member preferably at the Professor level or at least at the level of Associate Professor, to be nominated by the Director
- ii) One member: A Faculty member (An Assistant Professor/ Associate Professor having at least 5 years of experience), to be nominated by the Director
- iii) One member: A Faculty member at the level of Assistant Professor, to be nominated by the Director
- iv) One member: Administrative / Technical Staff to be nominated by the Director based on the recommendation of the Registrar
- v) One member: Chief Engineer/ Superintending Engineer (Civil)
- vi) Member Secretary: Estate Officer (Assistant Registrar, Establishment Section)
- vii) The Director may also nominate one or more member(s)/ Observer (s) at his discretion.

5.2 The committee shall meet as and when required to overview the allotment regulations and supplement it with requisite additions or deletions if required. The committee shall recommend to the Director if any unusual situation arises related to house allotment. Chairperson of the Committee (HAC) shall preside over the meeting.

5.3 Estate Officer/ In Charge Estate Office is the member secretary of the HAC and report to Chairperson in the matter related to allotment, cancellation and any other matters incidental thereto. She/he is responsible for execution of the decision of House Allotment Committee (HAC). Estate Officer will execute the allotment process following this regulation with the approval of HAC Chairperson.

6. ALLOTMENT PROCEDURE

6.1 All vacant accommodations, **certified** by the Engineering Section (Civil and Electrical) as fit for the allotment, are to be notified by email for a call of applications from eligible employees.

6.2 An Employee who desires to apply for the allocation of the vacant accommodation may apply in the prescribed format mentioning preferences, within the scheduled time, as per the eligibility.

6.3 The following time schedule may be adhered to;

- i) Date of notification- **X**
- ii) Last date for submission of application- **X+10** days
- iii) Last date of withdrawal of application- **X+13** days
- iv) Date of display of seniority list- **X+20** days

- v) Date for intimation of discrepancy- **X+22** days
- vi) Notification for allotment- **X+25** days

Note: If any of the above days falls on holiday or weekly off, the schedule activity shall be taken up in next working day.

- 6.4 Accommodations of various types will be allotted on the basis of the seniority to be determined applying criteria in the following order;
 - a) Higher pay level in pay matrix;
 - b) The date from which the employee is drawing the salary in the existing pay level;
 - c) Basic pay;
 - d) Date of joining in the Institute;
 - e) Date of birth.

- 6.5 In case of inadequate availability of residences, priority will be given to single female employee in the allotment of residences. In addition to that priority will be given to the following group of employees in the allotment :
 - i. Superintending Engineer
 - ii. Chief Medical Officer
 - iii. Chief Security Officer
 - iv. Nurses

- 6.6 If the spouse, son or daughter of a deceased employee who is also an employee of the institute, staying with the deceased family and eligible for same or higher type of accommodation as deceased employee was in occupation at the time of death, he/ she may be allotted the same accommodation as occupied by deceased employee without consideration of seniority.

- 6.7 An employee, opting for a lower type of accommodation other than that he/ she is entitled, may be allotted the same. But the employee shall retain the house for at least two years before applying for the entitled class of residence.

- 6.8 All applications shall be screened and a provisional list shall be prepared on the basis of seniority or any other criteria as mentioned above under this rule and will be displayed in the estate office web page and also be intimated to all by email. If any discrepancy is found, may be communicated to Estate Office within the prescribed date and a revised seniority list, will be published accordingly, if the query is justified.

- 6.9 The allottee will be issued a formal order of allotment as per the schedule given in section 6.3. The allottee shall give in writing his acceptance or non-acceptance of the allotment as early as possible and not later than 7 days after receipt of the letter of allotment. The allottee who accepts the allotment order shall take possession of the allotted accommodation within 15 days from the date of receipt of the allotment letter, failing which the allotment shall stand cancelled. The Director, may allow extension above period beyond 15 days.

- 6.10 Shifting to the allotted accommodation is fully individual proceedings.

- 6.11 No person will be eligible to apply for fresh allotment of a residence of the same category in which he is living unless he has completed two years from the date of occupation of the residence. However, one can always apply for a higher category residence, if eligible.
- 6.12 If an occupant of a residence has some special and serious difficulties in connection with his residence, he may appeal for a change of residence. The change of residence can be permitted with the approval of the Director.
- 6.13 An employee of the Institute joining as Emeritus Fellows/Emeritus Scientist/ Emeritus Professors/Visiting Professor or re-employed immediately after retirement will continue to occupy the same residence as before or apply for a higher type subjected to availability.
- 6.14 If an employee staying in an accommodation in the campus is allotted a new accommodation, he has to vacate the lower type of accommodation within 7 days from the date of occupation of the new accommodation. Double licence fee will be charged for the old accommodation from the 8th day.
- 6.15 No application shall be entertained for accommodation within 06 months from the date of superannuation.

7. RESERVATION OF RESIDENCES

- 7.1 Some residences may be kept reserved for foreign visiting faculty, special invitees, and such other persons of importance to the Institute with the approval of the competent authority. Some of these residences are to be furnished.
- 7.2 **Reservation in allotment to Scheduled Caste (SC) & Scheduled Tribe (ST) employees:**
- 7.2.1 Reservation in allotment of accommodation to SC & ST employees shall be ten per cent in type F, E & D and five percent in C, B & A type accommodation.
- 7.2.2 The allotment from Type F to A shall be made in the ration of 2:1 vacancies to SC & ST employees respectively.
- 7.2.3 Separate unified waiting lists for type F to B accommodation shall be prepared for the SC & ST employees.
- 7.2.4 In case, there is no ST applicant in the unified waiting list, the quota reserved for ST may be allotted to a SC applicant.
- 7.2.5 SC & ST applicants, who are already in occupation of General Pool Residential Accommodation, shall be eligible for allotment of higher Type of accommodation from the quota reserved for the them under this rule.
- 7.2.6 In respect of Type F, E & D type 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 vacancy at point number 30 and 60 shall be allotted to ST applicants.
- 7.2.7 In respect of Type C, B & A type accommodation, there will be 60-point roster system and the vacancies at point number 20 and 40 shall be allotted to SC applicants and vacancy at point number 60 shall be allotted to ST applicants.
- 7.2.8 The SC & ST applicants shall also be eligible allotment from General Pool.
- 7.2.9 The SC & St applicants shall mention the fact that as to whether they belong to SC or ST in their application for allotment of accommodation, which shall be verified by the office of Establishment from their records at the time of acceptance of allotment of the accommodation by the Estate office.

7.3 Allotment to Women employees (Ladies Pool):

- 7.3.1 Notwithstanding anything contained in these regulations, "Ladies Pool" shall be maintained separately for married lady employees and for single lady employees and the allotment under these regulations shall be made in the ratio of 2:1 between married lady employees and single lady employees.
- 7.3.2 The *inter se* seniority of the lady employees eligible for the allotment of accommodation under this section (7.3) shall be determined as per section 6.
- 7.3.3 All lady employees, who are otherwise eligible for accommodation in General Pool, will also be eligible for allotment from Ladies Pool.
- 7.3.4 Lady employees, who are already in occupation of accommodation, will be eligible of allotment of higher Type of accommodating or change in the same Type, in their own turn, from the Ladies Pool and from General Pool.
- 7.3.5 The number and Type of accommodation to be place in this pool shall be determined by the Director from time to time.

8. MARRIED EMPLOYEES

- 8.1 No employee shall be allotted any accommodation, if the employee's spouse has already been allotted a residence, unless such accommodation is surrendered.
- 8.2 If two employees who are in occupation of two separate residence marry each other, one of the two residences needs to be surrendered within one month from the date of marriage.
- 8.3 If one of the residences occupied by husband or wife is not surrendered as provided in section 8.2, the allotted accommodation of the junior employee shall be deemed to have been cancelled on expiry of the, aforesaid period of one month failing which penal charges as per rule shall be levied.
- 8.4 Nothing in this clause shall apply where the husband and wife are residing separately in pursuance of an order of the judicial separation made by court.

9. OUT OF TURN ALLOTMENT

Out of turn allotment shall only be made with the approval and discretion of the Director to the following category of staff:

- 9.1 Visiting faculty.
- 9.2 Persons working in essential service.
- 9.3 **On health ground:**
 - i) **Reservation:** 5% of vacancies is reserved for ad hoc allotment on medical grounds and for differently abled and shall be considered on the basis of the recommendation of the medical board of the institute.
 - ii) **For heart ailments:** Institute employee suffering from heart ailment will be considered for ad hoc allotment on medical grounds and the concession will be restricted to self-ailment only, i.e. if the institute employee him/herself is suffering from Cardiac ailment.
 - iii) **For TB and Cancer:** In case of pulmonary TB or cancer illness of the institute employees and his own family, i.e. wife/husband and the children should alone be considered for the concession of ad hoc allotment.

Note: Request for change of accommodation on medical ground will be allowed where the allottee or his/her family (refer section 2.10) has developed such diseases provided that the Institute Chief Medical Officer certifies and recommends it. Change of floor in the

same flat or to another flat may be allowed if the request is supported by the Institute Chief Medical Officer.

9.4 If the Spouse/ Children of a deceased employee is given employment in the Institute and the section 6.6 is not applicable, then entitled type accommodation will be allotted upon request.

9.5 The employee who surrenders his accommodation at the Institute when proceeding away from the Institute either on leave, deputation, lien, training, higher studies research, leave on medical grounds etc., he/she may be provided with the entitled accommodation. In case of non-availability of the same, a suitably available one will be allotted until the requisite one is available.

9.6 When the Competent Authority deems it is essential to allot an accommodation to a person for the best interest of the Institute.

10. TRANSIT ACCOMMODATION ALLOTMENT

Some accommodations are earmarked as transit accommodation and shall be allotted to a new employee on joining in the Institute on the recommendation of the Dean, Faculty Affairs/ Registrar for a temporary period. HRA, license fee and other charges will be deducted from salary as applicable. But he/she shall apply for the entitled type accommodation in the immediate next allotment.

11. TEMPORARY ALLOTMENT FOR CEREMONIAL FUNCTION

Subject to vacant accommodation, an employee may be allotted a temporary accommodation for a period not more than 7 days for ceremonial and religious purposes on submission of application on first cum and first serve basis with the prior approval of Chairperson, HAC. The applicant shall have to pay the rent for the period of temporary accommodation **in advance** as per the rate mentioned below.

SL No	Type of Residence	Nomenclature followed by the Institute	Eligible (minimum) pay Level	Rent of the above temporary accommodation per day is as follows in INR
1	VI-A	A1, A2	14/14A/15	2000.00
2	V-B	B1,B2,B3,B4	13/13A/13A1/13A2	1500.00
3	V-B	C1, C2,C3	12	1200.00
4	V-A	D1, D2	9/10/11/12	1000.00
5	IV	E1, E2	6/7/8	500.00
6	III	F	2/3/4/5/6	200.00

Note: The allottee shall handover the quarter in same condition as it was handed over to him/her. Damages if any will be charged from the allottee based on the report from Institute Engineering/ Maintenance section. The allottee shall not use high decibel audio system for function. Use of audio system after 9 PM is not allowed. Usage of alcoholic beverages is strictly prohibited.

12. LICENSE FEE AND OTHER CHARGES

12.1 Each allottee of the residence of the Institute shall be charged a license fee as given in **Appendix-A**. The license fee shall be fixed by the Board from time to time for different type of accommodation. The employees who are reemployed as regular/ contractual/ temporary employees, after superannuation from the institute service, will be charged the same licence fee as that of the regular employee of the institute.

- 12.2 In addition to license fee, charges for water, electricity and other utility charges shall also be borne by the allottee.
- 12.3 Licence fee and other charges shall be deducted from the salary on monthly basis or any other amount payable to him. The licensee is responsible for timely payment of other utility charges.
- 12.4 Deleted.

13. THE CONCESSIONAL PERIOD FOR WHICH THE ACCOMMODATION MAY BE RETAINED ON NORMAL/ENHANCED LICENCE FEE

Retention of residence may be permitted in the following cases, if and only if, the allottee or his family purpose to stay for the duration as indicated at prescribed license fee.

SL. No.	Condition	Maximum Duration Permitted	License Fee Payable
(a)	After retirement from the regular service	3 Months	On Normal license fee
		Next 03 months	Double the normal license fee
(b)	After death of 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
(c)	Employees proceeding on EOL/Lien/LFS	Maximum of 01 Years	On Normal license fee
(d)	Employees proceeding on study Leave/Sabbatical/PDL	For the duration of the leave	On Normal license fee
(e)	Resignation/Technical Resignation/expiry of the re-employment period/expiry of the contract period for the contract employees and employees on deputation, compulsory retirement,	02 Month	On Normal license fee

Note-1 Request for permission to retain an Institute residence for the specific duration should be made to the Chairperson, HAC 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 employee. 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 these rules comes into force. Maximum permissible duration for retention for residences after retirement, after death or proceeding on leave as at Sl. No 'a' and 'c' will be increased to maximum 06 months and 02 years respectively, on normal license fee with the approval of the Competent Authority.

Note-2 A residence retained under this clause must be vacated within the period as specified under section 13. Failing which eviction proceedings will be initiated according to the Public Premises (Eviction of Unauthorized Occupants) Act, 1971 applicable to residential accommodation.

Note-3 License fee must be paid in advance in quarterly installments. First installment should be deposited in the Institute within a two weeks 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 section 21.

14. FORFEITURE OF ALLOTMENT OF ACCOMMODATION

- 14.1 The accommodation once allotted must be occupied within 15 days from the date of receipt of the allotment order. Failure to do so within the stipulated time will result in the automatic cancellation of the allotment. Further, such allottee shall be debarred from applying for any Institute residence for the next **three months**.
- 14.2 If an allottee occupying a lower type of accommodation refuses to accept the allotted accommodation as per eligibility, the employee shall be permitted to continue in the existing allotted accommodation, but such allottee shall be debarred to apply for accommodation for a period of **six months** from the date of non-acceptance of allotment.
- 14.3 In addition to 14.1 and 14.2 sections, one month License fee for the allotted accommodation will be deducted from the Salary, in case of non-acceptance of the allocation.

15. SUBLETTING AND SHARING OF RESIDENCE

- 15.1 Subletting of allotted accommodation or any part of it is strictly prohibited. In case it is proved that the employee has sublet the residence, the allotment letter shall deem to be cancelled and the Institute shall levy penalty ten times of the normal licence fee without prejudice of any disciplinary action to be taken against him/ her.
- 15.2 Sharing of accommodation or a part of it is not normally allowed. But in some exceptional cases permission may be given to an employee to share the house with another employee for a specific period, in case of non-availability of accommodation to the tenant in the institute accommodation. In such situation, the tenant will not also get HRA.

16. SURRENDER OF ACCOMMODATION

- 16.1 An employee may at any time surrender the accommodation by giving **10 days** prior notice to Estate Officer. The allotment of accommodation shall be deemed to be cancelled on completion of 10 days' notice. If the allottee fails to give the due notice he/she shall be responsible for payment of the licence fee for 10 days or the number of days for which notice period fall short.
- 16.3 The employee will not be eligible to apply for allotment of Institute accommodation again, during the period of next **12 months** from the date of actual surrender of the residence.

17. CHANGE OF RESIDENCE

- 17.1 An employee to whom an accommodation is allotted for **12 months** may apply for change of accommodation of the same type provided not more than one change be allowed in respect of that particular type of residence. Such change shall however be governed under allotment rule provided in item 6.
- 17.2 After allotment of an accommodation under section 17.1, the license of old residence in which the allottee resides will be deemed to be cancelled. However, he/ she can retain the old house on payment of normal licence fee up to **15 days** for shifting.

18. THE PERIOD FOR WHICH THE ALLOMENT SUBSISTS

An allotment of accommodation shall be effective from the date on which it is taken over by the allottee and shall be in force until;

- 18.1 The expiry of the concessional period permissible under this rule (Section-13) after the allottee ceases to be on duty
- 18.2 Cancelled by the Institute or deemed to have cancelled under any provisions of this rule
- 18.3 Surrendered by the allottee
- 18.4 The allottee ceases to occupy the accommodation

19. CODE OF CONDUCT FOR ALLOTTEES OF ACCOMMODATION

- 19.1 The accommodations are allotted for living of the allottee, and the specified family members and relatives. Any other person is not allowed to reside in the residence. If an allottee or any of the family members is not staying in the house, then it must be vacated, except under section 13 where the residence may be locked under intimation to the Institute.
- 19.2 Mutual exchange of residence by allottees without permission from the Institute is strictly prohibited.
- 19.3 The allottees will pay regularly license fee, electricity and water charges for the accommodation as prescribed by the Institute from time to time.
- 19.4 Any alteration or addition in the Institute residence shall not be allowed by the residents. However, the Institute may decide for any changes if required.
- 19.5 Milk cattle or any other such animal will not be kept in the residence allotted by the Institute or it's out-house.
- 19.6 The allottees will not tamper with the electrical installation, water supply and sanitary fittings or other fixtures in the residence provided by the Institute. The employee is also responsible for the safety and security of the residence and damages beyond fair wear and tear caused to the building and its fittings and fixtures.
- 19.7 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.
- 19.8 The allottee will immediately report to the concerned authority about any defects in installations leading to wastage of water or leakage of electricity, etc.
- 19.9 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 neighbours in any way.
- 19.10 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 behaviour, getting intoxicated outside the house, etc., appropriate disciplinary action including cancellation of allotment of such accommodation shall be taken by the Institute authorities.
- 19.11 The allottee will not encroach upon the Institute land or the land of the neighbouring residences for gardening or for any other purpose.
- 19.12 Cutting of a green tree is a punishable offence. Hence the allottee will not undertake cutting or trimming of the trees in the compound of their residences or nearby areas on his own accord.
- 19.13 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 allottee want to sell, he/she will have to intimate it to Estate Office, through which it will be sold to campus community first and then to outsiders.
- 19.14 It is the obligation of each resident of the campus to maintain the cleanness, serenity and greenery of the campus. Hence any action which will affect the natural environment of the campus is to be avoided. Household garbage shall be deposited in the proper place from which it will be removed by the Institute.
- 19.15 Any timber yield from the tree (s) in the campus of the residences will be deposited by the allottee with the Estate Office of Institute property.

- 19.16 If an outhouse is attached to a residence, the allottee shall furnish the name and age of the person staying in the outhouse to the Estate Office. The allottee shall be fully responsible for the conduct of the person residing in the outhouse. 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.
- 19.17 The allottee should allow the maintenance staff of the institute or the workers of the authorized contractors to have access to the residence at mutually convenient time to inspect the building, the water supply, sanitary or electrical installations, fixtures and furniture and to carry out such normal repairs thereto as the Chief/ Superintending/ Executive Engineer may consider necessary for the proper maintenance of the residences. Prior intimation needs to be given to the allottee regarding the visit.
- 19.18 The allottee shall maintain the residence and premises in a clean condition to the satisfaction of the Estate Officer. The allottee shall abide by all the instructions issued by the Institute and any Government authority from time to time and follow it.
- 19.19 No inflammable and contraband items prohibited under rule shall be stored in the residence.
- 19.20 Any incidence/case of infectious diseases in the residences must immediately be reported to the Medical Officer whose instructions shall be followed and all precautions shall be taken to prevent the spreading of it.

20. PENAL RENT

Normal licence fee of each category of house is given in Appendix-A. An allottee has to pay normal licence fee as per the term of the allotment. If the allottee over stays in the house or unauthorised occupy the same without permission, penal rent shall be charged as follows;

01	One month beyond the normal permissible retention period as given in Item -13	Two times of the normal license fee for first month.
02	Two months beyond the normal permissible retention period as given in Item -13	Four times of normal license fee for second month in addition to first month penal charge.
03	Three months beyond the normal permissible retention period as given in Item -13	Six times of normal license fee for third month in addition to first & second month penal charge.
04	Four months beyond the normal permissible retention period as given in Item -13	Eight times of normal license fee for fourth month in addition to first, second and third month penal charges.
05	Five months and beyond the normal permissible retention period as given in Item -13	Ten times of the normal license for fifth month and onwards in addition to first, second, third and fourth month's penal charge.

Note-1) Beyond the normal permissible retention period penal rent shall be charged in enhanced compounded licence fee rate in successive months.

2) Appropriate Authority may at his discretion or on the request of the employee waive or reduce the penal rent.

21. UNAUTHORISED OCCUPATION AND PUNITIVE ACTIONS

21.1 A person residing in an institute accommodation shall be deemed to be unauthorized occupant under any of the following circumstances;

- i. The residence or a part of it is occupied without allotment;
- ii. The allottee overstays beyond the allotment period or does not vacate the residence after receiving the notice from the competent authority;
- iii. The allottee does not pay rent and other utility charges within the prescribed time.

- iv. Violation of any terms and conditions laid down for allotment of accommodation under this rule.
- 21.2 An Institute employee declared to be unauthorized occupants of residence by the Institute shall be liable for punitive action as per Rule, besides any disciplinary action as per Institute Statutes/Rules.
- 21.3 On receipt of a complaint against the employee regarding violation under Section 19, 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.
- 21.4 Such complaint along with the comments or replies, if any, made by the concerned employee shall be referred to the HAC. The HAC shall recommend to the Director to constitute an enquiry. If in the enquiry the complaint is found to be correct then the employee concerned shall be given a notice to vacate the accommodation within 10 (Ten) days from the date of such notice. In such a case, the staff shall be liable to all punitive action as provided in unauthorized occupation under this Regulations.
- 21.5 Any unauthorized occupant will be liable to eviction by the Estate Officer under Public Premises (Eviction of Unauthorized Occupants) Act 1971 and Public Premises (Eviction of Unauthorised Occupants) Amendment Act, 2019 applicable to occupation of residential accommodation.
- 21.6 If a person who is declared as unauthorised occupant is not an Institute employee, action will be taken as per Indian Penal Code (IPC)/ law in force.

22. HOUSE RENT ALLOWANCE AND ALLOTMENT OF HOUSE

Those who have been allotted house are not eligible for House Rent Allowance (HRA). HRA if granted shall be stopped from the date of taking over the allotted accommodation.

23. OTHER MATTERS

- 23.1 Allotment made prior to this rule came into force: All allotment of accommodations made prior to this rule shall be deemed to be allotted under this rule, notwithstanding that the prior allotment contravenes some of the provision of this rule. All proceeding provisions of these conditions shall apply in relation to that allotment and that employee, accordingly.
- 23.2 Authority of Competent: The Director shall be Competent Authority to take any action.
- 23.3 Interpretation of Rules: If any question arises as to the interpretation of these regulations, it shall be decided by the Director.
- 23.4 Discretionary power of the Director: Situation not covered by this regulations and in case of anomaly in the allotment process, the final decision will rest with the Director under this discretionary power.

24. ALLOTMENT OF GARAGE

In case, where the number of garages are lesser than the number of houses of a particular type of residence, allotment of garage will be made on the basis of Institute seniority criteria followed for allotment of residences under section 6.

- 25. Recovery of any pending license fee/ penalty/ damage from salary or any other retirement/ terminal benefits: Any pending license fee/ penalty/ damage would be recovered from salary or any other retirement/ terminal benefits of employee concerned.

Appendix-A

SL No	Type of Residence	Nomenclature followed by the Institute	Living Area (Sq. Mtr.)	Eligible (minimum) pay Level	Licence fee (INR) effective from 01/07/2020
1	VI-A	A1, A2	156.66	14/14A/15	1840.00
2	V-B	B1,B2,B3,B4	137.60	13/13A/13A1/13A2	1490.00
3	V-B	C1, C2,C3	123.70	12	1490.00
4	V-A	D1, D2	108.51	9/10/11/12	1400.00
5	IV	E1, E2	77.96	6/7/8	750.00
6	III	F	52.56	2/3/4/5/6	560.00

Appendix-B

SL No.	Nomenclature followed by the Institute	Eligible (minimum) pay Level	Reserved for
1	A1, A2	14/14A/15	Foreign/Visiting/ Emeritus Faculty : 02 Nos
			Transit/Ceremonial House: 02 Nos
			Registrar: 01 No.
2	B1,B2,B3,B4	13/13A/13A1/13A2	Transit/ Ceremonial House: 02 Nos
3	C1, C2,C3	12	Transit/ Ceremonial House: 02 Nos
4	D1, D2	9/10/11/12	Foreign/Visiting/ Emeritus Faculty : 02 Nos
			Transit/ Ceremonial House: 02 Nos
5	E1, E2	6/7/8	Transit/ Ceremonial House: 1 No
6	F	2/3/4/5/6	Transit/ Ceremonial House: 1 No

Appendix-C

Eligibility for type of Accommodation for group of employees mentioned in 3.2, 3.4, 3.5, & 3.6			
Type of Employee	Entitlement of Accommodation	Rent to be paid apart from License fee & other Charges	
		Type of Accommodation	*Rent in INR
Temporary/Re-employee/Contractual employee getting salary from the institute, as per the eligibility mentioned in the letter of appointment	As per Consolidated pay equivalent to the 7 th CPC Pay level Matrix (accordingly type of Entitlement of Accommodation to be mentioned in the letter of appointment)	A	25600
		B	23600
		C	14200
		D	12200
		E	8600
		F	6400
Faculty appointed on visiting capacity			
Emeritus Fellows/ Emeritus Scientists/ Emeritus Professors			
Post-Doctoral Fellow, as per the eligibility scheme & subject to availability			

*****The End*****