

## **House Allotment Rules**

### **1.0 ELIGIBILITY**

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

- (a) Regular/Temporary/Re-employed/ Contract Staff of the Institute.
- (b) Visiting faculty.
- (c) Emeritus Fellows/ Emeritus Scientists/ Emeritus Professors & Post Doctral Fellow under MHRD Scheme.
- (d) Staff on Deputation.
- (e) Staff under research schemes/ Projects/ Centres as per the MOU's signed between the Institute and the agencies.
- (f) Staff employed in research schemes/ Projects of the Institute approved by various funding agencies and Pool Officers.
- (g) Persons eligible under terms & conditions of the MOU with the Institute.
- (h) Group "C" Mess staff

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

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

1.4 A member of staff serving at Roorkee campus shall be eligible for a residence in the Roorkee Campus. Similarly, a member of staff serving at Saharanpur campus shall be eligible for a residence in the Saharanpur Campus.

### **2.0 CATEGORIES OF RESIDENCES**

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

2.1 Further sub-categorization shall be according to the basic pay of respective Group of Staff. This will, however, be revised as per Pay Revision recommendations from time to time., The current sub- categorization is as given below:

<b>Group of Staff</b>	<b>Category of House</b>	<b>Basic Pay</b>
A	A-1 A-2 AT AT	Rs. 16,400 and above Rs. Rs. 8000-16399/- Any basic pay Transit Accommodation
B&C	B-1 B-2	4500 pm and above 3050 –4499 pm
D	D	Any Basic pay

- 2.2 The allotment of Transit Accommodation will be made with the approval of the Director for a specific period to group A Staff.

If an extension is required beyond the specified period, an application must be made to the Chairman, HAC in the prescribed Performa, at least two weeks in advance

HAC may, from time to time, notify the status of transit accommodation

- 2.3 The following officers/staff of the Institute are entitled to houses earmarked for them.

- 1 Director
2. Chief Medical Officer
3. Medical Officers.

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

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

There shall be a House allotment Committee (HAC) appointed by the Director for all the Staff serving at Roorkee. Similarly, the Director shall appoint an HAC for the staff serving at Saharanpur Campus .The nominated members of HAC shall normally have tenure of 3 years and shall be responsible for considering the applications and recommending to the Director the allotment of residences to different groups of Staff.

### **4.0 ALLOTMENT PROCEDURE**

- 4.1 Announcement of vacant residence will be made in the middle of odd numbered (e.g.1 ,3.....) months and the last date for receipt of applications for the advertised houses shall be fixed by the Chairman of the House Allotment Committee(HAC). Application, once made, can also be withdrawn upto the last date for receipt of application.
- 4.2 The Superintendent Institute Estate (SIE) will inspect each vacant residence and will arrange necessary repairs and white washing etc. He will also certify that the vacant residence is safe and livable and will inform the Chairman, HAC that the House is available for allotment.
- 4.3 The applications shall be screened and a seniority list shall be prepared for the various residences and displayed in the office of the Superintendent Institute Estate and also on the electronic Notice Board of the Institute for scrutiny by all concerned persons who may point out discrepancies, if any.

#### 4.4 SENIORITY:

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

- (a) For Group A Staff : Full length of continuous service in the Institute from the date of entering the pay slab of the Sub-category of his/her group of the residence for which application has been made plus 50% of duration of service, if any, in a lower sub-category of Group 'A' in the Institute.

NOTE 1:- For an outside person joining a Group A post in the Institute, 50% of his total length of Group A service will be added to his service in the Institute till he gets a regular accommodation in his/her proper sub-category as it obtained at the time joining. This shall, however, not be applicable to allotment of transit accommodation.

NOTE 2:- A faculty member of the Institute joining as Emeritus Fellows/ Emeritus Scientist/ Emeritus Professors or re-employed immediately after retirement will continue to occupy the same house as before.

NOTE 3:- A person from outside joining any post even after retirement will enjoy the benefit of past service as provided in Note -1

- (b) For Category "B" houses full continuous service from the date of entering pay slab of the sub-category of the house for which application has been made plus 50% of the length of service, if any, in lower sub categories (including D Class Service) in Institute Service.
- (c) For Category "D" house: Full Continuous service from the date of joining the Institute service.
- (d) On the death of a staff member who has been occupying an Institute accommodation priority allotment maybe made to the son, daughter or wife of the staff member if either of them is a staff member of the institute and has been residing with deceased staff.

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

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

Provided that this benefit shall be availed of only for the first allotment of a regular residence even after the retired staff retains his/ her house for the full authorize duration. The house will be advertised in the immediate preceding advertisement before the full authorize duration is over and the spouse will also apply for the house in which the couple was staying.

#### 4.5 LICENSE FEE:-

Each allottee of an Institute residence shall be charged a license fee. The license fee will be as fixed by the Board from time to time for the different categories of residences. It will be subject to a maximum ceiling of 10% of monthly emoluments of the allottee.

- 4.6 (a) A staff member of the institute applying ab-initio for a house, can apply for a house of lower sub-category, provided that no house of his sub-category is available.
- (b) A staff member of the institute in a house of a sub-category lower than his entitled residing sub-category, may apply for a house of the same sub-category in which he is currently residing.
- (c) A staff member of the institute living in a house of his entitled sub-category will not be permitted to apply for a house of a lower sub category.

NOTE:- A House advertised thrice and yet not occupied, can be allotted to a staff member of the next lower sub-category by the House Allotment Committee.

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

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

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

#### 5.0 FORFEITURE OF ALLOTMENT OF A RESIDENCE

The residence once allotted must be occupied in the condition as it is within 15 days from the date of receipt of the allotment order by the allottee after vacating the previous Institute residence in which he/she might have been residing,. Failure to do so within the stipulated time will result in the automatic cancellation of the allotment. Further, the allottee will be debarred from applying for any Institute residence for the next two years, excepting for transit accommodation.

**Note:** Only petty repairs, white washing & painting (if due), and security related repairs will be carried out before occupation.

## **6.0 OUT OF TURN ALLOTMENT**

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

- (a) Visiting faculty.
- (b) Persons on Deputation (including NCC Staff)
- (c) Persons declared as belonging to essential services.
- (d) Persons on medical grounds certified by a Medical Committee appointed by the Director.

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

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

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

## **7.0 ALLOTMENT ON TEMPORARY BASIS**

7.1 In special cases temporary allotment of residence to a institute staff may be made for a period not exceeding six months under discretion and direct orders of the Director. The allottees in such cases must.

- (a) Deposit one month's license fee as a security, which shall be refunded at the time of vacation of the residence.
- (b) Pay license fee of the current month latest by 5<sup>th</sup> day of the month.
- (c) Vacate the residence on one month's notice or on the expiry of the six months period whichever is earlier.

Cases of default and violation of (a), (b) & (c) above, shall be liable to notice of immediate vacation and charging of penal license fee.

7.2 Request for temporary allotment on medical grounds may be considered by the Director, on the recommendation of the Medical Committee as per provision in 6.1(d).

7.3 If an occupant of a residence has some special and serious difficulties in connection with his residence, he may appeal for a change of house. The HAC may it self take

decision in the matter, or request the Director to appoint a Committee to investigate the matter and give its recommendations.

**8.0 RETENTION OF RESIDENCE.**

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

<b>Condition</b>	<b>Maximum Duration permitted</b>	<b>license fee payable</b>
(a) After retirement/expiry of the re-employment period/ expiry of the contact period for contract employees		
	4 months on normal license fee	
	Next 4 Months Double the normal License fee on the approval of Director.	
	Beyond 8 months, License Fee shall be charged as per provision of Clause 9.	
(b) After death of a Staff member: who was an authorized occupant of the house, the dependents residing with the deceased will be allowed retention of the house as under:		
	6 months on normal license fee:	
	Next 6 months Double the normal License fee on the approval of Director.	
	Provided the deceased employee or his/her dependent does not own a house at the place of work of the deceased.	
(c) Staff proceeding on EOL/ Study Leave/ Training/ Sabbatical/ PDL/ LFS, etc (Excluding Medical and duty Leave)		
	1 year	Normal license fee
(d) Staff proceeding On deputation	1 year	Normal license Fee
(e) Resignation, Compulsory retirement, dismissal or termination from service	1 month	Normal License fee
(f) Official on deputation	1 month for every year of service, maximum duration as per 8.1(a)	
(g) Earmarked residences	1 month	Normal license fee

**Note-1** Request for permission to retain an Institute residence for the specific duration should be made to the Chairman, 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 staff, in case of condition (f) request should be made within a week of the letter of dismissal or termination received by the concerned person.

**Note-2** A residence retained under this clause must be vacated within the period as specified under Rule 8.1 or the date upto which permitted, whichever, is earlier. Permission to retain the house beyond the maximum period specified in Rule 8.1 will be at the enhanced license fee specified in Rule 9.1 and shall in no case exceed six months.

**Note-3** In case of those staff who would be drawing pension from the Institute the license fee and other charges (Electricity/water) of the residence will be deducted from their pension every month. In other cases license fee must be paid in advance in quarterly installments. First installment should be deposited in the Institute within a week of grant of such permission. The permission, so granted shall terminate automatically, if the license fee for any quarter is not paid, as stipulated above and such occupation will amount to unauthorized occupation and action shall be taken as per Rule 12.

## **9.0 ENHANCED LICENSE FEE**

- 9.1 Enhanced license fee at the rate of 50 (fifty) times of the monthly normal license fee for the Institute residences shall be charged per month from the occupants of the residences. This may, however, be reviewed by the Board from time to time.
- 9.2 The Enhanced license fee may be deemed to be a charge on the salary, pension, or any other amount due to the employee and the Institute shall be entitled to deduct/set-off such License fee from such amount due to the employee.

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

- 10.1 The Institute residences are allotted for living for the allottee and his/her family and relatives. Any other person is not allowed to reside in the residence. If an allottee or his/her family is not staying in the house it must be vacated, except under Rule 8.1(c)(d) and (e) where the residence may be locked under intimation to the Institute.
- 10.2 No allottee is permitted to sublet the residence allotted to him partly or fully or use it for any trade or business. If a complaint is received to this effect, appropriate action will be taken by the Institute authorities.
- 10.3 Sharing of the residence by the allottee with any one else, other than those permitted under Rule 10.1 is not permitted.
- 10.4 Mutual exchange of residence by allottees without permission from the Institute is strictly prohibited.

- 10.5 The allottees will pay regularly license fee, electricity and water charges for the residence as prescribed by the Institute from time to time.
- 10.6 Any alteration or addition in the Institute residence shall not be allowed by the residents. However, the Institute may decide for identical alteration or addition in a group of identical houses.
- 10.7 Milk cattle or any other cattle will not be kept in a Institute residence or its out-house.
- 10.8 The allottees will not temper with the electricity installation, water supply and sanitary fittings or other fixtures in the residence provided by the Institute.
- 10.9 Unauthorised use of electricity or water supply in any manner will be treated as a serious offense and render the allottee liable to disciplinary action.
- 10.10 The allottee will immediately report to the concerned authority about any defects in installations leading to wastage of water or leakage of electricity, etc.
- 10.11 The allottees may maintain collared doges or any other pets provided that they take extra care/responsibility so as not to cause any danger or nuisance to neighbors in any way.
- 10.12 The allottees are expected to conduct themselves in a courteous and polite manner with the neighbours. If any complaints are received about any resident being quarrel some or indulging in objectionable activities like entertaining undesirable characters, disorderly behavior, getting intoxicated outside the house, etc., appropriate disciplinary action including cancellation of allotment of such residence shall be taken by the Institute authorities.
- 10.13 The allottee will not encroach upon the Institute land or the land of the neighboring residences for gardening or for any other purpose.
- 10.14 The allottee will not undertake cutting or lopping of the trees in the compound of their residences or nearby areas on his own.
- 10.15 Any fruit bearing tree(s) in the compound of the residence shall be the property of the Institute. The allottee may use the fruits for his own eating purposes. In case the resident sells the crops he will have to deposit 75% of the sale proceeds with the Institute.
- 10.16 Any timber yield from the tree(s) in the campus of the residences will be deposited by the allottee with the Superintendent Institute Estate(SIE) as the Institute property.
- 10.17 If an out house is attached to a residence, the allottee shall furnish the name and age of the person staying in the out house to the SIE Office. The allottee shall be fully responsible for the conduct of the person residing in the out house.

No commercial activities will be allowed from the out houses. Only the person, spouse and their children can stay in the out house. Violation of this rule will invite a penalty to the allottee @ 50 times of the normal license fee.



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

- 11.1 Vacant Institute Community Garages will be notified from time to time for the purpose of allotment. Applications will be invited from all such staff as are eligible for A and B category houses for allotment of garages built for the respective categories of houses. They should be satisfying the following conditions.
  - (a) That the applicant for the allotment of community garage should own a car in his own/spouse name for which documentary proof will have to be attached with the application.
  - (b) That the allotment of Community garage will be made as per the seniority for house allotment. The garage inside a residential campus shall be allotted to the allottee of that residence irrespective of whether he/she owns a car or not.
- 11.2 Only one garage can be allotted to the allottee of a Institute residence. Staff member living in residences which have attached garages are not eligible to apply for allotment of a community garage.
- 11.3 The Institute will be divided into Zones for the above purpose and allotment of garages will be made zone-wise to a group A staff. The Zones will be notified time to time by the HAC.
- 11.4 The Community Garages are divided into groups on the basis of their physical proximity. Requests for change will be entertained only from one group of garages to the other.
- 11.5 Preference for a garage in a zone will be given to the residence of that zone.
- 11.6 Mutual exchange will be permitted within a zone with the permission of HAC so that one can get the garage nearest to his place of residence.
- 11.7 If an allottee shifts from one zone to another zone, he/ she must vacate the garage under his possession and will be given a garage in new zone, if available. In case the new allotted residence has an attached garage then there will be not need of fresh allotment.
- 11.8 In case of refusal to take possession of the allotted garage by the specified date, the concerned staff shall be debarred from applying for a fresh allotment for the next one year.
- 11.9 If at any stage during the occupancy of a garage, the allottee ceases to own a car, he/she must inform the Institute authorities and surrender the garage within one month.
- 11.10 Any misuse of the garage for any purpose other than parking personal vehicle will be a violation of the Code of Conduct.
- 11.11 Any other garages, which become available later, shall be added to the appropriate zone/group by the Institute Engineer with the approval of the HAC.

11.12 Persons living outside the Institute Campus can also apply for and be allotted Community Garages.

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

**12.1** A person residing in a Institute residence or occupying a garage shall be deemed to be unauthorized occupant, under any one, or the following circumstances:

- (a) the residence or the garage(or both is occupied without allotment.
- (b) Violation of or Rules(s) 10.1 to 10.7 of the Code of Conduct for the allottees of Institute residences.
- (c) Under the conditions specified in Rule 8.1, a duly allotted residence is retained:
  - (i) Beyond the allotted period without prior permission or if the permission is refused.
  - (ii) without making advance payment of licence fee as specified in the Note-3 of Rules 8.1.
  - (iii) in Violation of any term or condition as prescribed in the Rules for retaining the residence.
- (d) An out of turn allottee, excepting persons on deputation to the Institute , three years after the date of out of turn allotment.

12.2 (a) An Institute staff declared to be an unauthorised occupant by the Institute shall be liable to punitive action specified under Rule 12.6,Besides any disciplinary action as per Institute Statutes/Rules.

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

12.3 If the person, to whom the residence(or a part of it) is sublet, were also an Institute staff,he/she would also be liable to disciplinary action as per Rules. In addition, Punitive action as per Rule 12.6 may also be taken against such persons.

12.4 On a complaint received against a staff regarding violation under Rule 12.1, the staff will be served a notice to offer his comments in Writing on the complaint within ten days from the receipt of such notice, for violation under Rules 12.1(a),(b) & (c) punitive actions as per Rule 12.6 may be taken after serving a show-cause notice to be replied within ten days from the receipt of such notice.

Note:

- (a) For the purposes of this Rule, the service of notice shall be deemed to be sufficient for all purposes, if it is sent once under registered post on the address of the premises concerned
- (b) Such complaint along with the comments or replies, if any, made by the concerned Staff shall be referred to the HAC. After considering the complaints and the comments, if any, the HAC may drop the complaint

if satisfied with the comments or replies. However, if the HAC is not satisfied with such comments or replies, then it shall refer the same to the House standing Committee(HSC) for an enquiry. If the HSC finds the complaint to be correct and the comments unconvincing for reasons to be recorded, then the staff concerned shall be given a notice to vacate the premises within 15(fifteen) days from the date of such notice. In such a case, the staff shall be liable to all punitive action as provided for under unauthorized occupation under Rule 12.5 and 12.6

- (c) The House Standing Committees shall be constituted by the Director. The term of the members of the HSC shall be three years from the date of their appointment

12.5 For violating Rules 10.7 to 10.17 of the Code of Conduct and / or Rules 11.9,11.10 if applicable, the allottee will tender him self/ liable to disciplinary action as per Rules in addition to other punitive actions provide under Rule 12.6.

#### 12.6 PUNITIVE ACTION FOR UNAUTHORISED OCCUPATION

12.6.1 An unauthorized occupant will be liable to eviction by the Estate Officer under section 3 of the public premises(Eviction of unauthorized occupants) Act 1971(act No. 49 of 1971).

12.6.2 For the period of unauthorized occupation a person will be charged PENAL LICENCE FEE Which will be double of the ENHANCED LICENCE FEE as specified in rules.

Such penal license fee shall, for all purposes, be deemed to be a charge on the salary. Pension, or any other amount due to the staff and the Institute shall be entitled to deduct or set-off such penal license fee from such amount due to him/her.

12.6.3 The Institute may disconnect the electricity, water and/ or Institute telephone,(if any provided in the concerned premises) at any time after the service of fifteen days' notice as provided under rules. 11.4.

12.6.4 In addition to the provisions in rules 12.6.1 to 12.6.3, the competent Authority may taken disciplinary action in accordance with the relevant statues/ rules.

**13.0 APPLICABLE w.e.f. from the date of approval of Board of Governors, i.e. 16<sup>th</sup> July 2007.**

