

NATIONAL INSTITUTE OF TECHNOLOGY



RAIPUR

N.I.T. House Allotment Rules, 2012

1.0 SHORT TITLE, COMMENCEMENT AND APPLICATION

- 1.1 These rules may be called: “**The N.I.T. Raipur House Allotment Rules 2012**”. They shall come into force from the date of notification and supersede the allotment rules hitherto in force. The circulars/orders issued on the subject earlier shall stand superseded or modified to the extent they are inconsistent with these allotment rules.
- 1.2 These rules shall apply to the employees of this Institute under the Ministry of Human Resource & Development Group.
- 1.3 The Director, National Institute of Technology Raipur may, from time to time, modify these rules which will be applicable from the dates from which the modifications are introduced by him or from the dates as may be specified.



2.0 **DEFINITIONS:**

(As per S.R. 317-B-2)

In these rules, unless the context otherwise requires:

- 2.1 “**Allotment**” means grant of licence to occupy a residence under the provisions of these rules.
- 2.2 “**Allotment Year**” means the year beginning on 1st January or such other period as may be notified by the Director.
- 2.3 “**Institute**” means the National Institute of Technology Raipur.
- 2.4 “**Institute Service**” means service rendered on regular basis whether substantive or temporary in a National Institute of Technology Raipur.
- The Institute Service in respect of C.G. Government employees shall be reckoned with effect from the date they have been absorbed in NIT Raipur.
- 2.5 “**Eligible Office**” means a Registrar or House Allotment Committee which have been declared by the Director as eligible for allotment of residences under these rules falling within the control of the Institute.
- 2.6 “**Eligibility**” the eligibility of an employee for Institute accommodation shall be determined as per the Grade Pay of such employee in his present post held in the Institute.
- 2.7 “**Emoluments**” means the emoluments as defined in FR 9 (21) (a) (i).

EXPLANATION: In case of an officer who is under suspension, the emoluments drawn by him on the first day of the allotment year in which he is placed under suspension, or, if he is placed under suspension on the

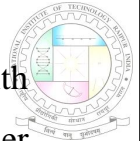


first day of the allotment year, the emolument drawn by him immediately before that date shall be taken as emoluments.

- 2.8 “**Family**” means the wife or husband, as the case may be, and children, stepchildren, legally adopted children, parents, brothers or sisters as ordinarily reside with and are dependent on the officer.
- 2.9 “**Head “of the Institute”**” means the Director of the National Institute of Technology Raipur. Whenever the post of Director is vacant, the officer authorized by the MHRD shall be deemed to be the Head of the Institute.
- 2.10 “**Licence Fee**” means the sum of money payable monthly in accordance with the instructions issued by Director, from time to time, in respect of a residence allotted under these rules.
- 2.11 “**Priority Date**” of an officer in relation to a type of residence to which he is eligible under the provisions of Rule 3.2 means, the earliest date from which he has been continuously drawing emoluments relevant to a particular type or a higher type in a post under the Institute.

Provided that where the priority date of two or more employees is the same, seniority among them shall be determined by the emoluments, the employee in receipt of higher emoluments taking precedence over the employee in receipt of lower emoluments ; where the emoluments are equal ,by the length of service; and where both the emoluments and length of service are equal, on the basis of the scale of pay of the employees, the employee working in a post having higher scale of pay taking precedence over the officer in receipt of lower scale of pay.

- 2.12 “**Residence**” means any residence for the time being under the administrative control of the Director of Institute.



2.13 “**Subletting**” includes sharing of accommodation by an allottee with another person with or without payment of licence fee by such other person.

EXPLANATION: Any sharing of accommodation by an allottee with close relations shall not be deemed to be subletting. Intimation, however, to this effect shall be given in writing to the Office of Registrar.

2.14 “**Close Relations**” The following are to be treated as close relations:

- I. Father, Mother, Brother, Sister, Grand Father and Grand Mother and Grand Son and Grand Daughter.
- II Uncle, Aunt, First Cousin, Nephew, Niece, directly related by blood to allottee.
- III Father-in-law, Mother-in-law, Sister-in-law, Brother-in-law, Son-on-law, Daughter-in-law.
- IV Relationship established by legal adoption.

The concession of sharing accommodation available to the close relations as indicated above will not be admissible when relationship ceases by any order of Court or under law.

2.15 “**Type of Residence**” in relation to an employee means the type of residence to which he is eligible under these rules.



3.0 CLASSIFICATION OF RESIDENCE AND ENTITLEMENT THEREOF

(AS PER S.R. 317-B-5)

3.1 Save as otherwise provided by these rules, an officer shall be eligible for allotment of residence of the type shown in Column (1) of the Table below:-

ENTITLED FOR GOVT ACCOMMODATION AS PER G.O.I. RULES & REGULATION	
Type of Residences	Grade Pay / Basic Pay
I	Rs. 1300, Rs. 1400, Rs 1600, Rs. 1650 And Rs. 1800.
II	Rs. 1900, Rs. 2000 and Rs. 2800.
III	Rs. 4200, Rs. 4600 and Rs. 4800.
IV	Rs. 5400 to Rs. 6600.
IV(Spl.)	Rs. 6600
V-A (D-II)	Rs. 7600 and Rs. 8000
V-B(D-I)	Rs. 8700 and Rs. 8900
VI-A(C-II)	Rs. 10000
VI-B(C-I)	Rs. 67000 to 74999
VII	Rs. 75000 to 79999
VIII	Rs. 80000 and above



EXPLANATION:

For the removal of doubt it is, hereby, clarified that-

The eligibility list of Non-teaching and Teaching will be prepared separately as per their joining the Institute.

If the person from Non-Teaching and Teaching both are senior in their respective list, then the allotment of residence will done on 1:1 basis.

The first residence will be allotted to Teaching Staff and next residence will be allotted to the Non-Teaching Staff.

If in the particular year, only one House is vacant or available for allotment in any of the type, then the same will be allotted to the person from the Teaching Staff.

If the same situation will be arise in the next year for the same type of House then the same will be allotted to the person from the Non-Teaching Staff.

If in the particular year, employee of Teaching Staff is not eligible for the particular type of House then the residence will be allotted to the Non-Teaching Staff vice-a-versa.

The eligibility of an employee for Institute accommodation shall be determined as per the Grade Pay of such employee in his present post held in the Institute.

The date of priority in respect of lower type accommodation, i.e. Type-I to Type-IV shall be the date of joining in the service of the Institute.



The inter se seniority for the higher type of accommodation shall be considered on the basis of following principles, namely:-

- (i) Firstly, the Grade Pay of the employee;
- (ii) Secondly, the priority dates within the same Grade Pay. In this case, the priority date shall be the date from which the applicant continuously drawing his existing Grade pay;
- (iii) Where the priority date of two or more employees is the same, the inter se seniority of the officers shall be determined on the basis of the basic pay, i.e., the employees who have a higher pay shall be senior in the waiting list.
- (iv) Where the priority date and the basic pay of two or more employees are the same, the earlier date of joining in the service of the Institute shall be the next determining principle of inter se seniority;
- (v) Where the priority date, basic pay and date of joining in the service of the Institute of two or more employees are the same, the employee retiring earlier may be accorded higher priority over the officer retiring later;



3.2 ENTITLEMENT OF RESIDENTIAL ACCOMMODATION WITH REFERENCE TO G.P. & LIVING AREA (AS PER G.O.I. RULES & REGULATIONS)

Grade Pay (Rs.)	Entitled Type	Living Area (Sq. Mts.)	Existing Flat rates of Licence Fee per month w.e.f. (01.07.2007) (Rs.)	Revised Flat rates of Licence Fee per month w.e.f. (01.07.2010) (Rs.)
1300 to 1400	I 'A'	Up to 30	28	40
1600,1650 and 1800	I 'A'	Up to 30	36	50
1300 to 1400	I 'A'	Up to 30	65	95
1600,1650 and 1800	I 'A'	Up to 30	81	115
1900 to 2000	II 'B'	26.5 to 40	144	205
2400 to 2800	II 'B'	41 to 45	185	260
4200 to 4600	III 'C'	34.5 to 55	219	310
4800	III 'C'	56 to 65	268	380
5400 to 6600	IV 'D'	59 to 75	297	420
6600	IV 'D' Spl.	76 to 91.5	371	525
7600	V-A D-II	Up to 106	526	740
8700 to 8900	V-B D-II	Beyond 106	639	900
10000	VI-A C-II	Up to 159.5	782	1100
12000	VI-B-C-I	Beyond 159.5	935	1320

An officer of in the Grade Pay of Rs. 12000 is eligible for Type VII accommodation, if his pay plus grade pay reaches Rs. 75000 or more.



3.3 ENTITLEMENT OF RESIDENTIAL ACCOMMODATION WITH REFERENCE TO G.P. & LIVING AREA (AS PER INSTITUTE ACCOMMODATION)

The entitlements of Academic Officials have been defined on the basis of their A.G.P. Equivalent to G.P. with reference to the Govt. of India, Ministry of Human Resource Development Order No. F-23-2/2009-TS-III dated 09.03.2010.

S.NO.	Grade Pay (Rs.)	Entitled Type	Living Area (Sq. Mts.)
1	1300 to 2800	Type "H" Qrs.	39.27
2	4200,4600 and 4800	Type "G" Qrs.	52.31
3	5400 to 6000	Type "F" Qrs. Old	73.52
4	6600 to 7000	Type "F" Qrs. New	78.30
5	7600 to 8000	Type "E" Qrs. New	89.19
6	7600 to 8000	Type "E" Qrs. Old	97.00
7	7600 to 8000	Hostel Warden Qrs.	100.85
8	8700, 8900, 9000,9500 and 10000	Type "D" Qrs.	132.18



4.0 ALLOTMENT PROCEDURE

4.1 Constitution of House Allotment Committee.

The Director of the Institute shall constitute a House Allotment Committee under the Chairmanship of a Registrar with Deputy Registrar (Admn.) functioning as head of administration and Deputy Registrar (Finance) functioning as head of Finance as one of the as ex-officio members.

One Member From Teaching Employees (Assistant Professor or Associate Professor.

One Member (Female) From Teaching Employees (Assistant Professor or Associate Professor.

One Member From Non-Teaching

One Member From Institute of Association

One Member From SC/ST community either Non-Teaching

4.2 Functions of the House Allotment Committee

The House Allotment Committees shall:

- i) Scrutinize and certify the priority lists before notification;
- ii) Examine all cases involving departure from the normal Allotment Rules ;

And



- iii) Consider any other matter referred to by the Director of Institute and give its recommendations to the Director of the Institute whose decision shall be final and binding.

4.3 Tenure of the House Allotment Committee

The tenure of the House Allotment Committee shall be three years from the date of notification. Except Chairman and ex-officio members, the term of the members of the House Allotment Committee shall not be more than three years from the date of the said notification.

4.4 Application for Allotment

An employee seeking allotment of residence shall apply for the same in the prescribed form and in such number and within such date as may be prescribed by the House Allotment Committee, as the case may be.

The applications received by the prescribed date shall be scrutinized to determine eligibility of the applicants for inclusion of their names in the priority list. For each type of residence separate priority list shall be drawn on the basis of the priority date of the applicants as on the first day of the Allotment Year. The priority lists so drawn and certified by the House Allotment Committee shall be displayed at appropriate places in the Institute.

Save as otherwise provided in these rules, the residences shall be allotted by the Director of the Institute in accordance with the priority lists.



A higher type of accommodation may be allotted to an employee on his request as a purely temporary measure, in case all the employees entitled to that type of accommodation have been provided with residence subject to the condition that the employee (such allottee) shall vacate the residence at one month's notice as soon as the entitled employee asks for residential accommodation failing which the allotment may be cancelled

No employee shall be compelled to accept a residence of a type lower than that to which he is entitled under these rules. However, the Head of the Institute may, on request from an employee, allot a residence next below the type to which he is otherwise entitled.

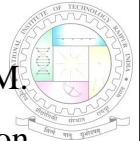
The Head of the Institute may on the recommendation of the House Allotment Committee cancel the existing allotment of an employee and allot an alternative residence of the same type or in emergent circumstances an alternative residence of the lower type, if the residence in occupation of the employee is required to be vacated for some bonafide public purpose.

An employee under suspension shall be entitled to allotment of a residence of the entitled type. To determine entitlement of the suspended employee, his emoluments shall be as per the Explanation under Rule 2.7.

5.0 OUT OF TURN ALLOTMENT

Notwithstanding the accommodation of one type below the entitled category may be allotted immediately on out-of-turn basis, if the exigencies of duties so demand. (As per Rule S.R. 317-B-8A)

5.1 ON Medical Grounds



According to the guidelines of G.O.I. Directorate of Estate vide O.M. No. 12035/2/97-Pol.II (Pt.II) dated 17.11.1997. The allotment /change, on medical grounds including central area/ground floor shall be made in the case of the employee and their spouses, dependent children and dependent parents, suffering from any of the following diseases on priority bases under 5% quota.

- a. Tuberculosis: Pulmonary tuberculosis (serious cases only);
- b. Cancer Cases: Malignant neoplasm;
- c. Heart ailments: Of an exceptionally serious nature and in need of urgent treatment. (Class III or IV, angina or heart failure symptoms)
- d. Disabled Persons:

Blind : Those who suffer from either of the following conditions:

- (1) Total absence of sight:
- (2) Visual Acuity not exceeding 6/90 or 20/200 (snellen) in the better eye with correcting lenses;
- (3) Impression of the field of vision subtending an angle of 20 degrees or worse.

Deaf: Those having hearing loss of more than 90 decibels in the better ear (profound impairment) or total loss of hearing in both ears.



Orthopedically Handicapped: To the extent of 40% and above disability.

Mentally Handicapped / spastic dependents.

For this purpose the applicant is required to submit the following documents.

1. Medical Certificate in respect of the patient from a Medical Board consisting of at least three doctors duly countersigned by the Medical Superintendent from Government Hospital.
2. In the case of physical disability /deformity, the employee / dependent parents children are suffering, the certificate should be from a Medical Board consisting of at least 3 doctors. Viz Ortho Surgeon, Specialist, Head of Ortho and should be countersigned by the Medical Superintendent of the Government Hospital. Full Photograph showing the extent of disability/deformity duly attested by the doctor concerned may also be enclosed.
3. The Medical Certificate may clearly state the relationship between the applicant and the patient, and his/her photograph pasted on it duly attested by the authority issuing the Medical Certificate. The name, designation, office address of the official who is applying for allotment on medical grounds should also be indicated.
4. In case of T.B. and other related diseases. X-Ray taken not more than a month prior to the date of applications. The X-Ray should contain the name of the patient duly attested by the Medical Officer Concerned with his rubber stamp.



5. House Allotment Form for the current allotment year dully filled in by the applicant, forwarded by the Head of the Division, verified and endorsed by the Deputy Registrar (Admn.)
6. Full particulars of present accommodation and details of family members living with the applicant along with an attested copy of ration card, Aadhar Card or Voter ID Card.
7. The self-contained request of the applicant giving the reasons for seeking discretionary allotment.
8. A certificate showing the father/mother/children are fully dependent on the applicant.

RECOMMENDATION OF THE HEAD OF THE DEPARTMENT

Shri. _____

S/o, D/o. _____ is working in this

Department as _____. His / Her request

for Allotment of Institute accommodation is specifically recommended

for consideration.

Date:

Signature

Seal with name
Head of the Department



Note (1) the list of diseases, on the basis of which discretionary allotment may be considered as above, is not an exhaustive one. The Committees may consider any other life threatening diseases or other serious disabilities causing permanent impairment, for this purpose.

Note (2) In cases where disability of dependent parents is the sole ground for asking for discretionary allotment, the Committees should consider the facts and circumstances along with merits of each case carefully, before making their recommendations.



5.3 Rate of Licence Fee in case of Out of Turn Allotment

As per Govt of India Order No. 12035/11/97-Policy-II (pt) dated 12.01.2012, in which, it has been decided three times of normal licence fee for out of turn allotment from the date of occupation of Government residence till the day allottee's turn matures as per his/her seniority/priority in waiting list for allotment of that type of Government accommodation.

6.0 ALLOTMENT OF NEXT BELOW TYPE OR LOWER TYPE.

6.1 Employees who are eligible for residence of types 'H' shall not be entitled to allotment of residence of the next below or the lower type.

6.2 Employees who are eligible for residences of "G" type and above can be considered for allotment of next below type of residence on application.

EXPLANATION: When an employee, who is eligible for "G" type Residence, applies for "H" residence, his priority date for "H" type residence shall be determined with reference to the date he has been in continuous service of the Institute.

7.0 INELIGIBILITY TO INSTITUTE RESIDENCE.

7.1 When both husband and wife are in Institute service, only one of them shall be entitled to allotment of residence. However, both of them shall be eligible to apply for allotment separately on the basis of their entitlement. The eligibility of each shall be determined separately for allotment purposes.



Provided that this rule shall not apply in cases where husband and wife are residing separately in pursuance of a Court order for judicial separation.

- 7.2 When two Institute employees in occupation of residences allotted to them individually, marry each other, they shall be entitled to retain only one of the residences after such marriage and will be required to surrender the other within one month from the date of marriage. On failure to surrender a residence as above, the allotment of residence of the lower type shall be deemed to have been cancelled on expiry of the prescribed period of one month. If both the residences are of the same type, allotment of any one of them shall be deemed to have been cancelled as the Director of the Institute may decide on the expiry of such period.
- 7.3 When one of the spouses has been allotted or is in occupation of accommodation from any other organization in the same station, he shall have to surrender wither the Institute residence or the other organization residence within one month of occurrence of such event. If he fails to surrender one of the residences within the specified period of one month, the allotment of Institute residence shall be deemed to have been cancelled.

8.0 Change of Residence

- 8.1 An employee to whom a residence has been allotted may apply for a change to another residence of the same type or a residence of the type to which he is eligible as per his entitlement, whichever is lower. Not more than one change shall be allowed in respect of one type of residence allotted to the employee. (SR-317-B)



8.2 Change of residence shall not be permitted under the following circumstances:

- i No employee/dignitary due for retirement within a period of six months and in occupation of accommodation shall be considered for change or allotment of a higher type of accommodation.
- ii If an inquiry is in progress against an allottee about sub-letting of his residence.

Notwithstanding anything contained in these rules, an employee may be allowed change of residence on the death of a member of his family, if he applies for change within three months of such occurrence provided that the change will be permitted within the same/similar type of residence.

8.3 Not more than one change shall be allowed within the same/similar type of residences.

Provided that more than one change of residence within the same/similar type may be allowed on medical grounds subject to the condition that the allottee or a member of his family living with him, has after the allotment of the residence, developed a serious illness such as Asthma, Heart Trouble or T.B. or developed physical defect or deformity. The application in these cases shall have to be supported by a medical certificate from the Government Hospital or Recognized Hospital.

8.4 Change of residence shall be offered in the order of date of receipt of applications for respective type of residences in the office of the Registrar of the Institute or an officer authorized by him.

8.5 If any employee submits fresh application for change of residence cancelling his previous registered application, his request may be



accepted but his priority shall be counted from the date of his fresh application.

- 8.6 If an employee fails to accept the change of residence offered to him within five days of the issue of such offer of allotment he shall not be considered again for a change of residence of that type during the same and next allotment year.
- 8.7 If an employee after accepting the change of residence fails to take possession of the same within 15 days, the allotment of changed residence deemed to cancel and he shall not be considered again for a change of residence during the same and next allotment year.

9.0 SUB-LETTING AND SHARING OF ACCOMMODATION

(SR-317-B-2)

- 9.1 The allottee shall not sublet part or whole of the residence allotted to him.

An allottee who sublets part or whole of the residence allotted to him shall do so at his own risk and shall remain personally responsible for the licence fee payable in respect of the residence and for any damage caused to the residence or its precincts or grounds or services provided therein by the Institute.

An allottee who sublets part or whole of the residence allotted to him shall render him liable to cancellation of the allotment and eviction from the allotted residence. He shall also, render himself liable to disciplinary proceedings under the CCS (CCA) Rules as made applicable to the Institute employees.



An allottee while proceeding on leave may allow any other Institute employee to stay in a portion of his residence as a caretaker for security purposes for a period not exceeding six months, with the prior written permission of the Director of the Institute.

An allottee may share part of his allotted residence including out-houses or garage appurtenant thereto with another employee of the Institute with prior written permission of the Director of the Institute on the following conditions:

- a. A portion of residence, out-house and garage permitted to be shared shall be used only for the bon-fide residential purposes;
- b. Where the allotment of an allottee, which has been granted permission to share the accommodation under his occupation, is cancelled or the allottee himself surrenders the accommodation allotted to him, the co-sharer shall be liable to vacate the residence along with the allottee on such cancellation or surrender. If the Co-sharer fails to vacate the residence both the allottee and the Co-sharer shall be liable to pay panel licence fee/damages and render themselves liable to disciplinary action for violation of this rule read with the relevant general clause(s) of CCS (Conduct) Rules in force and for any other action under the law.

9.2 Subletting and Vacation of Institute Accommodation

1. Save as otherwise provided in any other law for the time being in force, no Government Servant shall sublet, lease or otherwise allow



occupation by any other person of the Government accommodation which has been allotted to him.

2. A Government servant shall, after the cancellation of his allotment of Government accommodation vacate the same within the time-limit prescribed by the allotting authority.
3. As per Govt of India, Dept. of Per & Trg., O.M. No. F.11012/02/97-Estt. (A) dated 31.12.1997 “It is thus obvious that a Government servant who sublets the Government accommodation or otherwise allows occupation by any other person of the said accommodation, that would *per se* amount to misconduct. Even otherwise, keeping in view the shortage of accommodation and other employees on wait list for years together. The subletting of the Government accommodation by the Government servant for pecuniary gain is a grave misconduct. It is, therefore, obligatory for the disciplinary authority of the department concerned to initiate disciplinary proceedings against concerned Government servant under Rule 14 of the CCS (CCS) Rules, 1965. As soon as the allotment is cancelled by the competent authority on ground of subletting, the disciplinary authority of the Department concerned shall initiate disciplinary proceedings against the Government servant concerned.

9.3 It is requested to bring the above ruling of the Supreme Court to the notice of all concerned under their control and to ensure that disciplinary proceedings are initiated against the Government servants, in whose cases subletting of allotted Government residential accommodation has been established by the competent authority. It may be ensured that charge-sheets are issued immediately in cases where persons are likely to retire



shortly or those cases which are likely to become time-barred by virtue of the misconduct being more than four years old.

- 9.4 It has further been decided that if an officer sublets a residence allotted to him or any portion thereof in contravention of the rules, he will be charged enhanced licence fee of ten times of the normal licence fee during the notice period. The Government servant will be declared ineligible for allotment of residential accommodation for the remaining period of his service and the Ministry / Department of the officer concerned will be intimated for initiating disciplinary proceedings for major penalty under the relevant rules. {G.I. Dte. Of Estate, O.M. No. 12032/2/83-Pol.II dated 26.08.1999}

10.0 NON-ACCEPTANCE OF ALLOTMENT OFFER OR FAILURE TO OCCUPY ALLOTTED RESIENCE AFTER ACCEPTANCE.

- 10.1 If an employee on receipt of an allotment order falls to accept the allotment of residence within five days or take possession within fifteen days of the date of acceptance of the allotment order, the allotment order shall stand cancelled and the concerned employee shall be debarred for allotment for a period of one year from the date of such cancellation.
- 10.2 If an employee, in occupation of a residence of a lower type than his entitlement applies for a residence of his eligible type and on allotment of such eligible type of residence fails to accept the allotment, he may be permitted to stay in the residence already in his occupation provided that he shall not be eligible for another allotment for the remaining period of the same and the next allotment year.



11.0 PERIOD FOR WHICH ALLOTMENT SUBSISTS AND THE CONCESSIONAL PERIOD FOR FURTHER RETENTION.

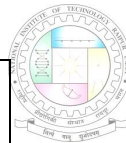
(As per S.R. 317-B-11)

11.1 An allotment shall be effective from the date on which it is accepted by the officer and shall continue in force until:-

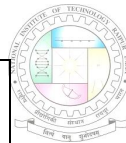
- (a) the expiry of the concessional period permissible under sub-clause
- (b) it is cancelled by the Director of the Institute or deemed cancellation under any provision of these rules;
- (c) surrendered by the allottee; or
- (d) the allottee ceases to occupy the residence.

11.2 A residence allotted to an employee may be allowed to be retained on the occurrence of any of the events mentioned below for the period specified against each from the date such occurrence subject to the condition that the residence is required for the bonafide use of the employee or the members of his family:

S. NO.	EVENTS	PERMISSIBLE PERIOD FOR RETENTION OF THE RESIDENCE
1	Resignation, dismissal or removal from service, termination of service or unauthorized absence without permission	1 month



2	Retirement or terminal leave	4 months
3	Death of the allottee	12 months
4	Transfer to a place outside the station or to an ineligible office	2 months
5	Transfer to an ineligible office	2 months
6	On proceeding on foreign service in India	2 months
7	Temporary transfer in India or transfer to a place outside India	4 months
8	Leave (other than leave preparatory to retirement, medical leave, maternity leave or study leave)	For the period of leave but not exceeding four months.
9	Maternity Leave	For the period of maternity leave plus leave granted in continuation subject to a maximum of five months.
10	Leave preparatory to retirement	For the full period of leave on full average pay subject to a maximum 180 days in the case of leave preparatory to retirement inclusive



		of the period permissible in the case of retirement.
11	Study leave in or outside India	<p>(a) In case the officer is in occupation of accommodation below his entitlement, for the entire period of study leave.</p> <p>(b) In case the officer is in occupation of his entitled type accommodation, for the period of study leave but not exceeding six months: Provided that where the study leave extends beyond six months, he may be allotted alternative accommodation, one type below his entitlement, on the expiry of six months or from the date of commencement of the study leave, if he so desires.</p>
12	Deputation outside India	For the period of deputation but not exceeding six months
13	Leave on medical grounds	Full period of leave
14	On proceeding on training	For full period of training



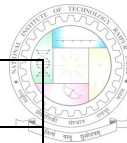
- 11.3. Where an officer on transfer or Foreign Service in India is sanctioned leave and avails of it before joining duty at the new office, he may be permitted to retain the residence for the period mentioned against Items D,E,F &G or for the period of leave, whichever is more.
- 11.4 Where an order of transfer or Foreign Service in India is issued to an officer while he is already on leave, the period permissible mentioned in Rule
- 11.5 shall count from the date of issue of such order.
- 11.6 On expiry of the permissible concessional period the allotment shall be deemed to have been cancelled unless immediately before expiry of such concessional period the employees resume duty.
- 11.7 The employee, who has retained the residence in accordance with the provisions of Rule 11.2, on re-employment in an eligible office within the concessional period specified therein shall be entitled to retain that residence for the period of re-employment if the pay of the employee on such re-employment entitles him to that type of residence. If on re-employment, he does not remain entitled to the type of residence in his occupation, he shall be entitled to retain the same residence will the entitled type of residence is allotted to him.
- 11.8 Notwithstanding anything contained in Rules 11.2 to 11.6, when an employee is dismissed or removed from service or his services have been terminated and the Director of the Institute where such employee was in service immediately before such dismissal, removal or termination is satisfied that it is necessary or expedient in public interest to do so, he may cancel the allotment of Institute residence of such employee either forthwith or with effect from such date prior to expiry of concessional period referred to in Rule 11.2



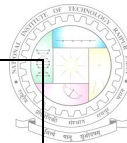
11.9 When an employee is transferred to North-Eastern Region who desires to keep his family at the last station of his posting and applies within two months of such transfer for retention of the accommodation in his occupation, he may be allowed to retain the same if the accommodation in his occupation is below his entitled type on the basis of emoluments prescribed on the crucial date of relevant allotment year. If he is in occupation of entitled type of accommodation he shall be allotted accommodation one type below the type of accommodation under his occupation.

11.10 LICENCE FEE DURING THE PERMISSIBLE PERIOD OF RETENTION

S. NO.	EVENTS	PERIOD OF RETENTION OF THE RESIDENCE & LICENCE FEE PAYABLE	
		PERIOD	LICENCE FEE
A	Resignation, dismissal or removal from service, termination of service or unauthorized absence without permission	1 month	Normal
B	Retirement or terminal leave	2 months	Normal
		2 months	Double
C	Death of the allottee	12 months	Normal
D	Transfer to a place outside the station or to an ineligible office	2 months	Normal
E	Transfer to an ineligible	2 months	Normal



	office		
F	On proceeding on foreign service in India	2 months	Normal
G	Temporary transfer in India or transfer to a place outside India	4 months	Normal
H	Leave (other than leave preparatory to retirement, medical leave, maternity leave or study leave)	For the period of leave but not exceeding four months.	Normal
I	Maternity Leave	For the period of maternity leave plus leave granted in continuation subject to a maximum of five months.	
J	Leave preparatory to retirement	For the full period of leave on full average pay subject to a maximum 180 days in the case of leave preparatory to retirement inclusive of the period permissible in the case of retirement.	
K	Study leave in or outside India	(a) In case the officer is in occupation of accommodation below his entitlement, for the entire period of study leave. Normal (b) In case the officer is in occupation of his entitled type accommodation, for the period of study leave but not exceeding six	

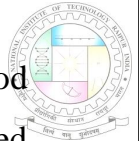


		months: Normal Provided that where the study leave extends beyond six months, he may be allotted alternative accommodation, one type below his entitlement, on the expiry of six months or from the date of commencement of the study leave, if he so desires.	
L	Deputation outside India	For the period of deputation but not exceeding six months	Normal
M	Leave on medical grounds	Full period of leave	Normal
N	On proceeding on training	For full period of training	Normal

12.0 RETENTION BEYOND PERMISSIBLE PERIOD

12.1 The Director of the Institute may, for reasons to be recorded in writing, allow retention of Institute residence for a period not exceeding six months beyond the permissible concessional period under Rule 11.2, if he is satisfied that the retention of the residence is justified for any of the following reasons:

- a) Education of children of the employee;
- b) Serious or Chronic illness in the family of the employee;
- c) Any other reason considered to be beyond the control of the employee.



Provided that in the event of retirement or terminal leave the period of retention to be allowed by the Director of the Institute shall be limited to 4 months.

- 12.2 The allottee shall be require to pay twice the normal licence fee for the period of retention mentioned in Rule.



13.0 OVERSTAYAL IN RESIDENCE AFTER CANCELLATION OF ALLOTMENT

(As per Rule S.R. 317-B-22)

13.1 Where, after the allotment has been cancelled or is deemed to have been cancelled under any provisions of these rules, the residence remains or has remained in occupation of the employee to whom it was allotted or of any person claiming through him, the allottee or such other person shall render himself liable to pay damages for use and occupation of the residence, services, furniture and garden charges as may be determined by Government from time to time, or twice the licence fee he was paying, whichever is higher.

- a) Payment of penal licence fee for use and occupation of the residence and damages equivalent to twice the normal charges for furniture, services, garden etc.;
- b) Disciplinary proceedings for violation of CCS (Conduct) Rules, 1964, and /or any other rules in this regard applicable to the Institute employees;
- c) Any other proceedings that may be taken up at the discretion of the Director of the Institute for getting the residence vacated.





14.0 PERSONAL LIABILITY OF THE EMPLOYEE TILL THE RESIDENCE IS VACATED

- 14.1 The allottee shall be personally liable for payment of the licence fee and other charges for the accommodation and for any damage, beyond reasonable wear and tear, caused thereto or to the furniture or fittings or services provided therein by the Institute during the period of occupation and until full vacant possession thereof has been restored to the Director of the Institute.
- 14.2 Non payment of license fee and other charges for the accommodation shall constitute breach of these allotment rules.
- 14.3 If the allottee fails to make payment of prescribed licence fee and other charges the allotment may be cancelled.

15.0 SURRENDER OF ALLOTMENT AND PERIOD OF NOTICE

- 15.1 An allottee may at any time surrender the allotment by giving notice to the Head of the Institute at least seven days prior to the date of vacation of the residence. The allotment of the residence shall be deemed to be cancelled with effect from the 8th day after the date on which the notice is received by the Director of the Institute or the date specified in the notice, whichever is later.

Provided that the Head of the Institute may accept a notice for shorter period.

- 15.2 An employee who surrenders the residence under Rule 15.1 shall not be considered again for allotment of Institute residence for a period of one year from the date of such surrender.



15.3 Notice of surrender will not be necessary in the following cases:

- a. When an employee in occupation of a lower type of residence than his entitlement is allotted a residence of the type to which he is entitled;
- b. When an employee is permitted to change of residence;
- c. When the residence in occupation of an employee is required to be vacated in public interest or for repairs or demolition and the employee is allotted alternative accommodation;
- d. When the allotment of the residence in occupation of an employee is cancelled or is deemed to be cancelled under the provisions of these rules;
- e. When eligible family members of the retired/deceased allottee/employee get alternative residence on ad-hoc basis;

15.4 Where the family of a deceased allottee vacates the residence within the permissible period, cases of waiving off the period of notice or surrender may be considered with compassion and each case decided on merit and orders obtained from the Director of the Institute.

16.0 PROVISION RELATING TO LICENCE FEE

16.1 The rates of licence fee payable by the allottees for different types of residences shall be as per the notification and/or instructions issued by Government of India from time to time.

16.2 Where the allotment of residence or alternative residence has been accepted, the liability for licence fee shall commence from the date



occupation or the 16th day of the date of allotment letter, whichever is earlier.

- 16.3 Where an employee after accepting the allotment fails to take possession of the accommodation within 15 days from the date of the allotment letter, he shall be charged licence fee from such date for one month.

Provided that nothing contained in this rule shall apply where it is certified that the allotted residence is unfit for occupation and as a result thereof the employee is unable to occupy the residence within the aforesaid period.

- 16.4 If on allotment of an alternative or entitled residence the former residence is not vacated by the date already mentioned in the preceding rules the allottee shall be liable to pay penal licence fee and damages for continued occupation of the former residence with effect from the date he takes possession of the newly allotted residence. In the cancellation letter the exact amount of damages which the unauthorized occupant will be required to pay for overstayed will be mentioned.

- 16.5 When at the request of an employee a residence of higher than the entitled type is allotted, the employee concerned shall be charged three times the normal licence fee for such a residence.



17.0 PENAL LICENCE FEE

17.1 The rates of penal licence fee shall be as follows:

S.NO.	TYPE OF RESIDENCE	AMOUNT
1	Type "H" Qrs.	Rs. 1000/-p.m.
2	Type "G" Qrs.	Rs. 1500/-p.m.
3	Type "F" Qrs. Old	Rs. 2000/-p.m.
4	Type "F" Qrs. New	Rs. 2500/-p.m.
5	Type "E" Qrs. New	Rs. 4000/-p.m.
6	Type "E" Qrs. Old	Rs. 4500/-p.m.
7	Hostel Warden Qrs.	Rs. 5000/-p.m.
8	Type "D" Qrs.	Rs. 6000/-p.m.

18.0 UNDERTAKING FROM THE ALLOTTEE

18.1 Each employee shall give an undertaking at the time of allotment of residence that he shall vacate the residence on cancellation or deemed cancellation of allotment failing which he shall be liable to pay penal licence fee and that the Institute shall have authority to withhold his Gratuity and Encashment of Leave etc.

18.2 Provided that Gratuity and Encashment of Leave etc., may be released on furnishing of bank guarantee by the employee for an equivalent amount.



Bank Guarantee shall be discharged after vacant possession of the residence is surrendered to the Institute and all the dues relating to the residence have been settled, failing which the Bank guarantee shall be invoked.

18.3 I agree to abide by the Allotment of Institute Residence Rules, 2012 as amended from time to time or relevant allotment rules as applicable.

18.4 I am aware of the penalties, which can be imposed in the event of refusal of acceptance of allotment of accommodation of the entitled type under SR-317-B-10 or furnishing information, subletting /misuse of the premises under SR-317-B-21.

19.0 CONSEQUENCES OF BREACH OF RULES AND CONDITIONS

19.1 As per S.R. 317-B-21 of Govt of India, Rules & Regulation:

If an officer to whom a residence has been allotted unauthorizely sublets the residence or charges licence fee from the sharer at a rate, which the Director, NIT considers excessive or erects any unauthorized structure in any part of the residence or uses the residence or any portion thereof for any purposes, other than that for which it is meant or tampers with the electric or water connection or commits any other breach of the rules or of the terms and conditions of the allotment or uses the residence for commercial purpose or premises or permits or suffers the residence or premises to be used for any purposes, which the Director considers to be improper or conducts himself in a manner or conducts himself in a manner which, in his opinion, is prejudicial to the maintenance of harmonious relations with his neighbors or 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.

EXPLANATION : In this sub-rule, the expression “officer” includes, unless the context otherwise requires, a member of his family and any person claiming through the officer.

19.2 If an officer sublets a residence allotted to him or any portion thereof or any of the outhouses or garages appurtenant thereto, in contravention of these rules, he may without prejudice to any other action that may be taken against him be charged such damages from the date of cancellation of allotment as may be fixed by the Director from time to time in this respect.

19.3 Where action to cancel the allotment is taken on account of unauthorized subletting of the premises, the allotment shall be cancelled with effect from the date of issue of the orders for the cancellation of the allotment.

19.4 Where the allotment of a residence is cancelled for conduct prejudicial to the maintenance of harmonious relations with neighbors, the officer at the discretion of the Director may be allotted another residence in the same class at any other place.

19.5 The Director shall be competent to:

19.6 Take all or any of the actions provided under sub-rules 1 to 4 above;

19.7 Declare the officer to be ineligible for allotment of residential accommodation for the remaining period of his service;

19.8 Intimate Chairman for initiating disciplinary proceedings for major penalty under the relevant rules”.



19.9 Where any penalty under this is imposed by the Director, the aggrieved person may within thirty days of the receipt of the orders by him, imposing the penalty, prefer an appeal to the Director or to the Registrar and such persons shall be heard in person on the date intimated by office in such order.

19.10 The original order imposing the penalty shall stand unless it is modified or rescinded as a result of the representation.

20.0 MAINTENANCE OF RESIDENCE

20.1 The allottee shall maintain the residence and premises in a clean condition to the satisfaction of the Director of the Institute. He shall not grow any tree, shrubs or plants contrary to the instruction of the Director of the Institute nor cut or lop off any existing trees or shrubs in any ground, courtyard or compound attached to the residence save with the prior permission in writing of the Director of the Institute. Any plantation or vegetation grown in contravention of the instructions may be got removed by the Director of Institute at the risk and cost of the allottee.

21.0 RESERVATION OF RESIDENTIAL ACCOMMODATION TO SC/ST EMPLOYEES

21.1 Reservation of residential accommodation in favour of SC/ST employees will be as per the instructions issued by the Government of India from time to time.



22.0 INTERPRETATION OF RULES

22.1 If a question as to the interpretation of these rules arises, the Director of the Institute shall be competent to decide the same in consultation with the House Allotment Committee, if required.

23.0 APPEAL

23.1 An employee aggrieved by the decision or order of the Director of the Institute under Rules may appeal in writing to the Chairman, N.I.T. within 15 days of receipt of such decision or order. However, the decision or order of the Director of the Institute shall stand unless it is modified or rescinded as a result of such appeal of the employee.

24.0 RELAXATION OF RULES

24.1 The Director of the Institute, on the recommendation of the House Allotment Committee, may, for reasons to be recorded in writing, recommend relaxation of any of the provisions of these rules in case of any employee or class of employees or residence or type of residences including cases where waiving off the penal licence fee is involved, to the Chairman, NIT who shall have the power to relax. The Chairman, NIT may at his own discretion relax any of the rules in any case.