



Indian Institute of Technology Mandi

HOUSE ALLOTMENT POLICY/RULES

1.0 SHORT TITLE AND DEFINITIONS:

- (a) These rules may be called the Rules for Allotment of Residences in IIT Mandi.
- (b) These shall come into force on the date of approval by the BOG/competent authority.
- (c) Additions/Amendments approved by the BOG/competent authority from time to time shall take effect from the date these are approved unless otherwise specified.

2.0 DEFINITIONS:

2.1 “Allotment” means grant of a license to IIT Mandi employee to occupy a residence or a portion thereof, owned by the Institute for use by him/her as a residence, as per the terms of the license.

2.2 “License Fee” means the sum of money payable monthly in respect of any type of residence allotted to an employee under these rules and shall be such as may be decided from time to time by the Competent Authority on the basis of the Institute norms in this regard.

2.3 “Residence” means any residence for the time being under the administrative control of the Institute.

2.4 “Family” means the wife or husband, as the case may be and children, step children, legally adopted children, parents, brothers and sisters.

2.4 “Subletting” includes sharing of a residence by the allottee with another employee of the Institute with or without payment of rent by such other employee with the authorization of institute. Any sharing of a residence by an allottee with his/her family members shall not be deemed to be subletting.

(Provided that an officer/official of the institute eligible for allotment of institute residence can share the accommodation with the permission of the competent authority/ Director who shall permit such officer/official sharing of accommodation on his/her surrendering house rent allowance payable to him/her, but in no case such sharing shall entitled the shares to claim any right over the residence).

2.5 **“Competent Authority”** - Director of the Institute will be the competent Authority.

3.0 **HOUSE ALLOTMENT COMMITTEES (HAC)**

3.1 There shall be a House Allotment Committee (HAC) constituted by Director of IIT Mandi for all the Staff serving at IIT Mandi from time to time to carry out the functions assigned to it in these rules.

3.2 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 for the allotment of residences to all groups of employees.

3.3 Composition of House Allotment Committee (HAC)

- a) Senior Faculty Member (**Chairperson**)
- b) Representative of Academic (**Nominated by Director**)
- c) Representative of Non-Academic (**Nominated by Director**)
- d) Estate officer/Member Secretary/ **Convener (HAC)**

4.0 **ALLOTMENT PROCEDURE**

4.1 The Estate officer/Member Secretary (HAC) will inspect each vacant residence and will arrange necessary repair of Civil and electrical fixtures installed in the flat. He/ She will inform the Chairman, HAC that the House is available for allotment.

4.2 Announcement of vacant residence shall be made by the Chairman of the House Allotment Committee (HAC) with last date applying mentioned by him/her.

4.3 The applications received against the allotment call shall be screened, a seniority list shall be prepared for the various residences and put to component authority for approval.

4.4 After the approval of component authority, the allotment letters will be issued to the applicants through Estate Office.

5.0 **ELIGIBILITY**

5.1 The Institute residences shall be allotted on license only under following categories of officials/ faculties/staff or equivalent, as per the entitlement/ desecration of competent authority for allotment of Institute residence as per institute norms.

- (a) Regular/ Re-employed/ Contract/ Temporary Staff of the Institute.
- (b) Emeritus Fellows/ Emeritus Scientists/ Emeritus Professors/ Visiting faculty & Post-Doctoral Fellow or equivalent under MHRD/DST/UGC or any authorized agency or subject to any internal/ external scheme.
- (c) Staff on Deputation.
- (d) Persons eligible under terms & conditions of the MOU with any public/private organization.

5.2 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, provided that this rule shall not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by a Court.

5.3 Where two officers/officials in occupation of separate residences allotted under these rules marry each other, they shall within one month of marriage surrender one of the residences. If a residence is not surrendered as stated, the allotment of the residence in the general pool shall be deemed to have been cancelled on the expiry of such period.

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

6.0 CATEGORIES OF RESIDENCES

All the residences of the Institute shall be categorized by the IIT Mandi Establishment & Recruitment section for Group A, B, C and D or equivalent employee, which will accordingly determine their entitlement.

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

a. Director

b. Any other officer/official/faculty member/equivalent as per the decision /discretion power of Competent Authority.

HAC 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/her 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.

7.0 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/her total length of Group A service will be added to his/her service in the Institute till he/she gets a regular accommodation in his/her proper sub-category as it obtained at the time of joining. This shall, however, not be applicable to allotment of transit accommodation.

NOTE 2: A faculty member/ officer/official of the Institute joining as Emeritus Fellows/ Emeritus

Scientist/ Emeritus Professors/ officer/official on special duty 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 “C” house: Full Continuous service from the date of joining the Institute service.

(d) On the death of an institute employee /staff member who has been occupying an Institute accommodation priority allotment may be 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 employee/staff.

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

NOTE:-

A) The preference for the allotment of accommodation will be given to Regular Employee over the Contractual/temporary/on deputation employee. However as per the institute requirements competent authority may decide preference on any allotment.

B) Seniority for allotment of a particular class of accommodation will be determined by Date of joining. In case the Date of joining of two or more employees is the same, seniority amongst them shall be determined by the Level/scale of pay. Employees in higher Level/scale of pay will be senior to the employees in lower scale of pay. In case the Level/scale is also the same, employee getting higher basic in the same scale will be senior. Where the Level/Scale/Basic is equal, the seniority will be determined by the date of birth, that the older employee will be getting precedence over the younger employee. And where all the above factors are equal, seniority will be decided by a draw of lots.

C) Benefit of 1/3rd of the length of service of a retired employee/staff up to 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 immediately preceding advertisement before the full authorize duration is over and the spouse will also apply for the house in which the couple was staying.

8.0 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.

- 8.1 (a) An employee/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/her sub-category is available.
(b) An employee/staff member of the institute in a house of a sub-category lower than his/her entitled residing sub-category, may apply for a house of the same sub- category in which he/she is currently residing.
(c) An employee/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.

8.2 When an accommodation is allotted to an applicant, she/he cannot apply for accommodation of the same type in the same campus (North/South/Gharpa) for a period of 3 years. However, they can apply for same type of accommodation in other campus after a period of one year. In addition, if applicants entitlement permits, they are eligible for applying another (other than allotted) category (1BHK/2 BHKs/3 BHKs) of apartments without any time period restriction. This clause may not be applicable if the allotment is beyond preference.

8.3 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.

8.4 After allotment of a residence the allottee will be issued a formal order of allotment.

9.0 FORFEITURE OF ALLOTMENT OF A RESIDENCE

The residence once allotted must be occupied in the condition as it is within **7 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 one year (However this penalty clause will not be applicable if the allotment is beyond preference.)

10.0 OUT OF TURN/Ad hoc Allotment

10.1 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: Physically handicapped/ Blind/ Deaf/ orthopedically handicapped or equivalent as 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.

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

10.3 Temporary/ Ad hoc 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/ Ad hoc 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.

11.0 ALLOTMENT ON Ad hoc/TEMPORARY BASIS

11.1 In special cases temporary allotment of residence to an institute employee 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 5th 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.

11.2 Request for temporary allotment on medical grounds may be considered by the Director, on the recommendation of the Medical Committee as per provision in 10.1(d).

11.3 If an occupant of a residence has some special and serious difficulties in connection with his/her residence, he/she may appeal for a change of house. The HAC may give decision in this

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

12.0 RETENTION OF RESIDENCE

12.1 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:

Sr. No	Condition	Permitted Duration	License Fee
1.	After death of an employee/staff member; who was an authorized occupant of the house, the dependents residing with the deceased will be allowed retention of the house. <i>*Provided the deceased employee or his/her dependent does not own a house at the place of work of the deceased.</i>	a) 12 months	a) On normal license fee
2.	Employee/ Staff proceeding on EOL/ Study Leave/ Sabbatical/ Other long leave etc (Excluding Medical, maternity and CCL etc.) <i>* (May be extended on approval of competent authority)</i>	a) 3 months b) Next 6 months c) Max.2 years <i>(May be extended, subject to the program/scheme terms/ ordinary/ extraordinary circumstances with the subsequent approval of competent authority)</i>	a) Normal license fee b) Double the normal license fee c) Enhanced license fee as decided by the competent authority. <i>(If the applicant is residing in the campus during such leave only the normal license fee with the subsequent approval of competent authority will be applicable)</i>
3.	Employee/ Staff proceeding On deputation, secondment /foreign services	a) 6 months b) Next Six months c) After 1 Year d) After 2 Years <i>(May be extended, subject to the program/scheme terms/ extraordinary circumstances with the subsequent approval of competent authority)</i>	a) Normal license Fee b) Double License Fee c) Enhanced License Fee @ 15 to 25 times as decided by the competent authority. d) Enhanced License fee @ 25 to 50 times as decided by the competent authority. <i>(One residence at either place. Certificate/declaration to be furnished for not having/owning a legal house at another place in his/her name)</i>

4.	Resignation <i>(Although the lien is granted)</i>	a) 15 Days from the date of relieving. b) Next 15 Days	a) Normal License fee b) Double License fee
5.	Compulsory retirement	a) 1 month b) Next 2 Months	a) Normal License fee b) Double License fee
6.	Dismissal or termination from service/any assigned duty from institute end to the employee	1 month	Normal License fee
7.	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 (6) 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 12.1 or the date upto which permitted, whichever, is earlier. Permission to retain the house beyond the maximum period specified in Rule 12.1 will be at the enhanced license fee specified in Rule 13.1.

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 17.

13.0 ENHANCED LICENSE FEE

13.1 Enhanced license fee at the rate of 25 to 50 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 decided by the competent authority of the institute.

13.2 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.

14.0 ALLOTMENT OF ACCOMMODATION HIGHER THAN ENTITLEMENT

14.1 An employee shall be allotted higher accommodation in exceptional case after approval

from the competent Authority subject to charging license fee @3 times the normal license fee.

15.0 CODE OF CONDUCT FOR ALLOTTEES OF INSTITUTE RESIDENCES.

15.1 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.

15.2 No allottee is permitted to sublet the residence allotted to him/her 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.

15.3 Sharing of the residence by the allottee with anyone else, other than those permitted under Rule 16.1 is not permitted.

15.4 Mutual exchange of residence by allottees without permission from the Institute is strictly prohibited.

15.5 The allottees will pay regularly license fee, electricity and water charges for the residence as prescribed by the Institute from time to time.

15.6 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.

15.7 Milk cattle or any other cattle will not be kept in a Institute residence or its out-house.

15.8 The allottees will not temper with the electricity installation, water supply and sanitary fittings or other fixtures in the residence provided by the Institute.

15.9 Unauthorized use of electricity or water supply in any manner will be treated as a serious offense and render the allottee liable to disciplinary action.

15.10 The allottee will immediately report to the concerned authority about any defects in installations leading to wastage of water or leakage of electricity, etc.

15.11 The allottee may maintain collared dogs or any other pets provided that they take extra care/responsibility so as not to cause any danger or nuisance to neighbors in any way.

15.12 The allottees are expected to conduct themselves in a courteous and polite manner with the neighbors. If any complaints are received about any resident being quarrelsome or indulging in objectionable activities like entertaining undesirable characters, disorderly behavior, getting intoxicated outside the house, etc., appropriate disciplinary action including cancellation of allotment of such residence shall be taken by the Institute authorities.

15.13 The allottee will not encroach upon the Institute land or the land of the neighboring

residences for gardening or for any other purpose.

15.14 The allottee will not undertake cutting or lopping of the trees in the compound of their residences or nearby areas on his own.

15.15 Any timber yield from the tree(s) in the campus of the residences will be deposited by the allottee with the Estate office as the Institute property.

15.16 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 a penalty to the allottee @ 50 times of the normal license fee.

16.0 UNAUTHORIZED OCCUPATION AND PUNITIVE ACTIONS.

16.1 A person residing in an Institute residence shall be deemed to be unauthorized occupant, under any one, or the following circumstances:

- a) The residence is occupied without allotment.
- b) Violation of or Rules(s) 16.1 to 16.17 of the Code of Conduct for the allottees of Institute residences.
- c) Under the conditions specified in Rule 12.1, a duly allotted residence is retained:
 - I. Beyond the allotted period without prior permission or if the permission is refused.
 - II. Without making advance payment of license fee as specified in the Note-3 of Rule 12.1.
 - 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.

16.2 a) An Institute staff declared to be an unauthorized occupant by the Institute shall be liable to punitive action specified under Rule 17.0, Besides any disciplinary action as per Institute Statutes/Rules.

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

16.3 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 17.0 may also be taken against such persons.

16.4 On a complaint received against a staff regarding violation under Rule 17.1, 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 17.1(a),(b) & (c) punitive actions as per Rule 17.0 may be taken after serving a show-cause notice to be replied within fifteen 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 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 17.0.

17.0 PUNITIVE ACTION FOR UNAUTHORIZED OCCUPATION

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

17.2. (b) For the period of unauthorized occupation a person will be charged PENAL LICENCE FEE Which will be double of the ENHANCED LICENSE 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.

17.3. (c) 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 day's notice as provided under rule 17.4.

17.4 (d) In addition to the provisions in rules 17.1.(a) to 17.3.(c), the competent Authority may take disciplinary action in accordance with the relevant statutes/ rules.

18.0 APPLICABLE w.e.f. from the date of approval of Board of Governors.

19.0 OTHER MATTERS

19.1 Authority competent to take action under these rules:

The Director shall be Competent Authority to take any action under these rules. He/she may delegate any or all of the powers vested in him/her to any officer of the Institute.

19.2 Interpretation of Rules:

If any question arises as to the interpretation of these rules, it shall be decided by the Competent Authority based on the discussion with the HAC.

19.3 Relaxation of the Rules:

The competent authority “Director, IIT Mandi” may for reasons to be recorded relax/waiver any or all the provisions of these rules in the case of any employee or class of officers or any type of accommodation/any applicable charges or any kind not included here, if desired/required.

19.4 Matters not covered:

Matters further not covered by these rules shall be referred to the Competent Authority for decision. IIT Mandi will follow the other sisters IIT’s/Govt. of India accommodation policy and guidelines, in all issues wherever, IIT Mandi policy is silent.