



भारतीय प्रौद्योगिकी संस्थान इन्दौर

सिमरोल, खण्डवा रोड, इन्दौर, भारत पिन - 453 552

Indian Institute of Technology Indore

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IIT Indore

IITI/Admin/IC/2018/1259

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परिपत्र (CIRCULAR)

विषय: आई. आई. टी. इंदौर आवास आवंटन नियम

Sub: - IIT Indore Residential Accommodation Allotment Rules

यह सूचित किया जाता है कि संस्थान के आवास आवंटन नियम (संकाय-सदस्य एवं गैर-शैक्षणिक सदस्यों हेतु) कार्यान्वयन के लिए बोर्ड द्वारा अनुमोदित किया गया है।

This is to notify that the Residential Accommodation Allotment Rules of the Institute (for both faculty and non-faculty staff members) has been approved by the Board for implementation.


कुलसचिव प्रभारी
(Registrar In-Charge)

संलग्नक: यथोपरि

Encl: As above

प्रति,

समस्त संकाय एवं गैर-शैक्षणिक सदस्य

To,

All faculty and staff members

प्रतिलिपि

Copy to:-

- 1) समस्त अधिष्ठाता (All Deans)
- 2) समस्त विभागों के प्रमुख (Heads of School/Discipline/Centre)
- 3) अनुभाग अधिकारी निदेशक कार्यालय (SO, Director Office)
- 4) कुलसचिव कार्यालय (Registrar Office)



Indian Institute of Technology Indore

Residential Accommodation Allotment Rules

1. 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/ Contractual Staff of the Institute.
- b) Visiting faculty.
- c) Emeritus Fellows/ Emeritus Scientists/ Emeritus Professors & Post-Doctoral Fellows under MHRD /Other GOI Schemes/Scientists under various Government Schemes.
- 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.
- g) Persons eligible under terms & conditions of the MOU with the Institute
- h) Married Phd Scholars
- i) Any other category as decided by the Board

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 HRA /accommodation charges will be deducted as per appointment /engagement terms/Rules applicable.

1.4 Cases, where consolidated salary does not specify HRA, rent will be charged as follows:

$$= \frac{\text{Gross Salary}}{100+\text{HRA}\%} \times \text{HRA}\%$$

1.5 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.

1.6 House rent for all Emeritus Fellows/ Emeritus Scientists like Ramanujan, Ramalingaswami fellows will be dealt with strictly as per guidelines of funding agency. Institute will not bear any cost to this effect.

2. CATEGORIES OF RESIDENCES:

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

Pay Level of employees as per 7 th CPC	Category of Residence	Bedrooms
Equivalent or below level 8	Type B	01
Equivalent to Level 09 to 12	Type C	02
Equivalent or above Level 13	Type D	03

2.2 The following officers/staff of the Institute are entitled to residences earmarked for them.

1. Director
2. Chief Medical Officer/Medical Officer

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 shall vacate the earmarked residence 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 Institute Accommodation Allotment Committee (IAAC) constituted as per clause 3, for the period of his/her entitlement after retirement. Such an allotment can be made by the IAAC up to two months before the date of retirement of the concerned employee.

3. INSTITUTE ACCOMMODATION ALLOTMENT COMMITTEE (IAAC):

There shall be an Institute Accommodation Allotment Committee (IAAC) appointed by the Competent Authority, IITI. The nominated members of the IAAC shall have tenure of 3 years and shall be responsible for considering the applications. The committee will make recommendations to the Competent Authority for the allotment of residences to different groups of employees.

4. ALLOTMENT PROCEDURE:

4.1 Application for the residence can be submitted any time round the year in the prescribed format to the Chairperson, IAAC. The date of application would be considered for the preference for the allotment of the residence in a particular group. Application, once made, can also be withdrawn, before it is considered.

4.2 In case of same day submission of applications, the full length of continuous service in the Institute from the date of entering the pay slab will be considered for allotment of the residence.

4.3 In case of a new regular employee, joining the Institute, 50% of the total length of his previous service in a substantive post, will be added to his tenure at IITI till he gets a regular accommodation. This shall, however, not be applicable to out of turn/ temporary allotment of accommodation.

4.4 The applications shall be screened and a seniority list shall be prepared for the various residences and displayed in the Estate office and also on the electronic Notice Board of the Institute for scrutiny by all concerned persons who may point out discrepancies, if any.

4.5 After having approval for allotment of a residence, the allottee will be issued a formal order of allotment through mail. An allottee shall give in writing his acceptance of the allotment as early as possible on receipt of the letter of allotment.

4.6 Allottee who accepts the allotment shall take possession of the allotted accommodation within 15 days from the date of receipt of the allotment letter, failing which the allotment shall stand cancelled on the end of 15th day and s/he shall be charged rent @ Rs 4 per Sq. Meter per day for a period of 15 days.

4.7 In exceptional cases, extension to take possession beyond 15 days can be considered, however, license fee will be applicable from 15th day of allotment letter issued.

4.8 An employee of the Institute, eligible for higher entitled accommodation will have option to apply for a lower entitlement, in case the former is not available. S/he can continue in lower entitled accommodation but could switch to higher entitled accommodation in case any availability arises.

4.9 An employee will have option to apply for a higher entitled accommodation, provided that no entitled accommodation is available. S/he can continue in higher entitled accommodation but has to move to entitled accommodation if entitled accommodation is available and the claimant of higher entitled accommodation has applied for the residence. However, if the present occupant has more number of dependents residing permanently with the occupant, the Competent Authority may take a decision upon request made by the occupant to allot house higher than his/her entitlement.

4.10 If an employee gets promoted then s/he will be eligible for the upgradation of the residence but has to file a fresh application. Again, the date of submission of fresh application would be considered for the preference for the allotment of the residence though s/he will continue in the lower entitled accommodation till s/he gets the higher entitled accommodation.

4.11 In case one of the two files a divorce petition against the other and request for a separate residence, a written request to be submitted by both of them to the Institute Accommodation Allotment Committee (IAAC). In this case, whoever has submitted the application first would be eligible for the current residence (no matter who was the allottee in the previous allotment). If both of them have submitted the application together, then seniority will be the criteria for the allotment of the current residence. The other person might get "out of turn allotment" after the recommendation of the Institute Accommodation Allotment Committee (IAAC) and approval from the Competent Authority.

4.12 Allottees are not entitled to any Travelling Allowance or assistance from Institute in shifting.

4.13 Estate office will inspect each vacant residence and will arrange necessary repairs and white washing etc. Estate officer will certify that the vacant residence is safe, livable and will inform the Chairman, IAAC that the Residence is available for allotment.

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

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

4.15 If an occupant of a residence has some special and serious difficulties in connection with his residence, he may appeal for a change of residence. The IAAC may itself take decision in the matter, or request the Competent Authority to appoint a Committee to investigate the matter and give its recommendations.

4.16 A faculty member/staff of the Institute joining as Emeritus Fellows/Emeritus Scientist/Emeritus Professors or re-employed immediately after retirement will continue to occupy the same residence as before.

5. OUT OF TURN ALLOTMENT/ TEMPORARY ALLOTMENT:

5A. OUT OF TURN ALLOTMENT:

Out of turn allotment shall be made only under the orders and discretion of the Competent Authority 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 Competent Authority.
- (e) Son/daughter/spouse of a deceased employee

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

5.2 The son/daughter/spouse of a deceased employee, if employed or being given employment in the Institute may be considered for out of turn allotment at the request. The type of residence shall be according to the entitlement of the new incumbent.

5B. TEMPORARY ALLOTMENT:

Temporary allotment shall be made only under the orders and discretion of the Competent Authority for all the categories based on the availability of the residence for a specific period of time but not for more than one year. The allottees in such cases must;

- (a) Deposit one month's license fee as a security, which shall be refunded at the time of the vacation of the residence.
- (b) Pay a license fee for the current month latest by the 5th day of the month.
- (c) Vacate the residence on one month's notice or on the expiry of the specified period, whichever is earlier.
- (d) Request for temporary allotment on medical grounds may be considered by the Competent Authority, on the recommendation of the Medical Committee. Cases of default and violation of (a), (b) & (c) above shall be liable to notice of immediate vacation and charging of penal license fee.

Allotment of Accommodation will be made (if available) with the approval of the Competent Authority for a specific time period, in case eligible staff is engaged for a limited period. If an extension is required beyond the specified period, an application must be made to the Chairman, IAAC in the prescribed Performa, at least two weeks in advance. Re-allotments are based on the availability of the residence and the status of the priority list of employees.

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 (S)he will be required to shift to the regular allotted residence. This provision should be notified in the advertisement.

6. LICENSE FEE:

6.1 Each allottee of the Institute residence shall be charged a license fee as follows:

Type B:	Rs. 500/-p.m.
Type C:	Rs 1200/- p.m.
Type D:	Rs 1500/- p.m.

The license fee will be as fixed by the Board from time to time for the different categories of residences.

6.2 Following will be exempted from payment of License fees:

1. Dy. Director
2. Deans
3. Registrar
4. Senior most Medical Officer
5. Senior most Security Officer
6. Chief Warden & Wardens

6.3 License fee will be deducted directly from the employee's salary/fellowship on the monthly basis in advance. The first installment should be deposited in the Institute before taking the possession.

6.4 Enhanced license fee at the rate of 20 (twenty) 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.

6.5 Enhanced license fee may be deemed to be a charge on the salary 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.

6.6 Expenses on electricity, water, and any other utility charges will be borne by the residents. Utility bills will be deducted directly from the employee's salary/fellowship on monthly basis.



7. RETENTION OF RESIDENCE:

7.1 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	Maximum Duration permitted	license fee payable
(a) After retirement/expiry of the re-employment period	4 months	on the normal license fee
	Next 4 months	Double the normal License fee on the approval of Competent Authority.
	Next 4 months	License Fee shall be charged as per provision of Clause 6 .4 i.e. enhanced license fees
	Beyond 12 months	Twice of enhanced license Fee shall be charged
(b) After death of a Staff member: who was an authorized occupant of the residence, the dependents residing with the deceased will be allowed retention of the residence as under	6 months	on normal license fee
	Next 6 months (Provided the deceased employee or his/her dependent does not own a residence at the place of work of the deceased)	Double the normal License fee on the approval of Competent Authority
(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	Duration of deputation	Normal license fee
(e) Resignation, Compulsory retirement, dismissal or termination from service/expiry of the contract period for contract employees	1 month	Normal license fee
(f) Official on deputation at IIT Indore	1 month for every year of service, maximum duration as per (a) above	as per (a) above
(g) Earmarked residences	2 month	Applicable license fee

Note-1: Request for permission to retain an Institute residence for the specific duration should be made to the Chairman, IAAC on the prescribed form 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 above or the date upto which permitted, whichever, is earlier. Permission to retain the residence beyond the maximum period specified above will be at the enhanced license fee specified in clause 6.4 and shall in no case exceed six months.

8. 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 issuance of the allotment order to the allottee, failure to do so within the stipulated time will result in the automatic cancellation of the allotment and s/he shall be charged rent @ Rs 4 per Sq. Meter per day for a period of 15 days. Further, the allottee will be debarred from applying for any Institute residence for the next one year.

9. ALLOTMENT OF DESIGNATED CAR PARKING:

9.1 Applications will be invited from employees for allotment of designated car parking.

9.2 The applicant for the allotment of parking should own a car in his own/spouse/children name for which documentary proof will have to be attached to the application. Only one designated parking will be allotted to the allottee of an Institute residence. Additional parking might be allotted, if available, after consideration by the IAAC.

9.3 If at any stage during the occupancy of the Parking, the allottee ceases to own a car, s/he must inform the Institute authorities and surrender the parking within one month.

10 CODE OF CONDUCT FOR ALLOTTEES OF INSTITUTE RESIDENCES:

10.1 The Institute residences are allotted only for the accommodation of 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 residence it must be vacated, except when the residence is 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 Mutual exchange of residence by the allottees without permission from the Institute is strictly prohibited.

10.4 The allottees will regularly pay the license fee, electricity and other utility charges for the residence as prescribed by the Institute from time to time, otherwise, the same may be deducted from salary or any amount due to the employee.

10.5 Any alteration or addition in the Institute's residence shall not be allowed by the residents. However, the Institute may decide for any needed changes.

10.6 Cattle will not be kept at Institute premises. However, pets like dogs and cats may be

allowed with permission from the IAAC.

10.7 The allottees will not tamper with the electrical installations/ water supply/ sanitary fittings / other fixtures in the residence provided by the Institute.

10.8 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.

10.9 The allottee will immediately report to the Estate Officer about any defects in installations leading to wastage of water or electricity, etc.

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

10.11 Sharing of the residence by the allottee with anyone else, other than those permitted under these rules is not permitted.

10.12 The allottee will not encroach upon the Institute land or the land of the neighboring residences for gardening or for any other purpose. The allottees will not undertake cutting or lop off the trees in the compound of their residences or nearby areas on their own.

10.13 Any timber yield from the tree(s) in the campus of the residences will be deposited by the allottee to the In charge, Estate Section as the Institute property. 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 own eating purposes. In case the resident sells the crops s/he will have to deposit 80% of the sale proceeds with the Institute.

10.14 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.

10.15 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 @ 20 times of the normal license fee.

10.16 In case of vacation of accommodation, allottee must inform before one month. In case of vacation without adequate notice, s/he will be liable for one month's charges from the date of intimation. In exceptional and genuine cases, the same may be waived with the approval of the Competent Authority.

10.17 Anyone allotted an apartment in faculty housing will, automatically, become a member of the faculty housing society and the housing rules and guidelines set by the faculty housing society will be applicable on all the residents of the faculty housing.

11. UNAUTHORISED OCCUPATION AND PUNITIVE ACTIONS:

11.1 A person will be deemed an unauthorized occupant, under any of the following circumstances:

- a. occupying the residence or the parking lot without allotment.
- b. residing in the residence or occupying the parking lot beyond the allotted period without prior permission or if the permission is refused.
- c. without making an advance payment of license fee as per clause 6.0.
- d. violating any terms or conditions as prescribed in the rules for retaining the residence.

11.2 An Institute staff declared to be an unauthorized occupant by the Institute shall be liable to punitive action as per rules and disciplinary action will be taken according to the Institute Statutes/ Rules.

11.3 If the person, to whom the residence (or a part of it) is sublet, is also an Institute staff, s/he would also be liable to disciplinary action as per the rules. In addition, punitive action may also be taken against such person(s).

11.4 For the period of unauthorized occupation a person will be charged penal license fee i.e. enhanced license fee as specified in rules. Such penal license fee shall, for all purposes, be deemed to be a charge on the salary or any other amount due on the resident and the Institute shall be entitled to deduct or set-off such penal license fee for such amount due on him/her.

11.5 The Institute may disconnect 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. 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).

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

11.7 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 resident concerned or through mail id communicated to IITI authorities by the individuals.

11.8 After any complaint received against an employee regarding the violation as per above, s/he will be served a show-cause notice to offer clarifications in writing within ten days from the receipt of such notice issued by IAAC; punitive actions may be taken if the clarifications are found not satisfactory.

11.9 Such complaint along with the comments or replies, if any, made by the concerned resident shall be referred to the IAAC. After considering the complaints and the comments, if any, the IAAC may decide further action. If the IAAC is not satisfied with any comments or replies, then it shall refer the same to the Accommodation Standing Committee (ASC) as appointed by the Competent Authority for an inquiry. If the Committee finds the complaint to be correct and the comments not convincing enough, then the concerned resident shall be given the notice to vacate the premises within 15(fifteen) days from the date of issue of such notice. In case of a failure to do so, the resident shall be liable to all punitive action as mentioned in unauthorized occupation rules.

12. Other Matters:

1. Authority competent to take action under these rules:

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

2. Interpretation of Rules

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

3. Relaxation of the Rules

The Board may for reasons to be recorded relax any or all the provisions of these rules in the case of any employee or class of officers or type of accommodation.

4. Matters not covered.

Matters further not covered by these rules shall be referred to the Competent Authority for decision. IIT Indore will follow the IIT Bombay accommodation policy and guidelines, in the issues wherever, IIT Indore policy is silent.

