

# **MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY, BHOPAL,**

## **RULES FOR ALLOTMENT OF RESIDENTIAL ACCOMMODATION**

### **1 TITLE AND SCOPE**

- 1.1** These Rules shall be called the “Rules For Allotment of Residential Accommodation”.
- 1.2** These Rules shall come in force with effect from June 2014
- 1.3** With coming into force, these rules shall supersede the earlier ones.
- 1.4** Allotment already made under the provisions of the earlier rules shall continue to be valid
- 1.5** These rules shall apply to the employees of the institute and over all types of residential accommodation of MANIT Bhopal.
- 1.6** It shall not be obligatory on all the part of the institute to provide residential accommodation for all of its staff.
- 1.7** Consistent with the availability of the residential accommodation, allotment will be made to the employees as per the rules given below.
- 1.8** Persons other than the employees of the Institute will not be considered for allotment of residential accommodation of MANIT Bhopal.

### **2 DEFINITIONS :**

- 2.1** Institute : Means Maulana Azad National Institute of Technology, (MANIT) Bhopal.
- 2.2** Director : Means the Director of the Institute.
- 2.3** Employees : Means the employees of the Institute.
- 2.4** Allottee : Means an employee to whom residential accommodation is allotted
- 2.5** Faculty : Means Assistant Professor, Associate professor and Professor.
- 2.6** Family : Means the wife, Husband, Children, Parents, Brother and sisters residing with and dependent of an Allottee.
- 2.7** License Fee : Means the amount payable by the allottee for a house allotted to him under these rules, exclusive of water, electricity other charges.
- 2.8** Pay : Means Pay in pay band (PIPB) plus AGP of the Allottee.
- 2.9** Entitlement : Means the highest type of accommodation that an employee is eligible
- 2.10** Subletting : Includes sharing of accommodation by an allottee with another person With/ without payment of License fee by such other person, but does not include any sharing of accommodation with casual guests or with close relations and personal servants.

### 3 ELIGIBILITY, SENIORITY AND PROCEDURE OF ALLOTMENT :

**3.1 Seniority** : Where more than one designation of employees with designated AGP are eligible for the same type of quarter the allotment will be on the basis of the date of having become eligible for that type of quarter.

**3.2 Eligibility** : For various types of houses is as follows :

| S. No. | Type Of House  | Plinth Area  | Employees Eligible  |
|--------|----------------|--------------|---|
| 1      | Type –I        | 2250 Sq. Ft. | Director  |
| 2      | Type –II       | 2212 Sq. Ft. | Deputy Director/ Professors(HAG scale)  |
| 3      | Type–III       | 1600 Sq. Ft. | i) Professors<br>ii) Employees above the minimum pay of PIPB Plus AGP 9500/9000   |
| 4      | Type–IV        | 1425 Sq. Ft. | i) Associate Professor/Officer<br>ii) Employees in the grade of Associate Professor pay of PIPB plus AGP 9500/-/9000/-<br>iii) Medical Officer (with the consideration of providing additional space for consultation beyond the dispensary working hours.) |
| 5      | Type–VI        | 833 Sq. Ft.  | i) Assistant Professor/officer with PIPB plus AGP 8000/- /7000/- or 6000/-<br>ii) Employees with grade AGP 6000/- and above.  |
| 6      | Type–VII       | 719 Sq. Ft.  | Employee above the grade of AGP 5400/-  |
| 7      | Type–VIII      | 358 Sq. Ft.  | Group C Employees   |
| 8      | Type–IX        | 300 Sq. Ft.  | Group D Employees   |
| 9      | Dormitories    | 200 Sq. Ft.  | Group D Employees   |
| 10     | Bachelor Flats | 650 Sq. Ft.  | For Fresh faculty/Officer as a transitory accommodation   |

*Note :*

- a) *Employees who do not get accommodation for which they are eligible will be considered for allotment of lower category of accommodation on the basis for their seniority in the Institute.*
- b) *When the grades of same designations are revised and for other designations the grades are not revised. The un-revised grades will be considered for the purpose of house allotment.*

3.2.1 In case, where both the husband and wife are working in the Institute, only one of them shall be eligible for accommodation.

- 3.2.2 If the Allottees marry each other, they shall surrender one of the two houses within one month of the marriage, failing which allotment of the lower type of house shall be deemed to have been cancelled on expiry of the afforeside period of one month. Where both of the houses are of the same type, the allotment of one of them shall be deemed to have been cancelled.
- 3.2.3 If no application is received for allotment of a vacant quarter/garage from any eligible employee, applications can be invited from employees, who are eligible for one type lower (after the approval of the director) and allotment be made as per seniority.

### **3.3 Basic of Allotment & Procedure:**

- 3.3.1 The Powers to allot shall rest in the Director/Chairman IIAC. However, the Director may constitute a house Allotment committee to advise on matters relating to the allotment of houses.
- 3.3.2 House Allotment Committee will meet in third week of every month.
- 3.3.3 Allotment of house will be made as per eligibility and seniority following as per rules Seniority is to be decided as per the GCPC norms in priority wise as follows
  - a) Designation
  - b) AGP (Date of BOG meeting for the approval)
  - c) PIPB
  - d) Position in the merit list prepared by selection committee
  - e) Seniority in lower AGP of 5<sup>th</sup> CPC
  - f) Date of birth
- 3.3.4 Executive Engineer (Building works)/ Estate officer shall notify the vacant houses/garages in the first week of every month.
- 3.3.5 An employee desirous of Institute accommodation shall apply in the standard form for the fresh allotment and also for change of accommodation in the same type, indicating their preference on or before the last date indicated in the notification.
- 3.3.6 After the last date of responding to the notification, Executive Engineer (Building works) shall prepare a list of all applications for each type of houses/garage arranged in order of seniority, to be put up to House Allotment Committee.
- 3.3.7 An allotment order shall be issued by the Executive Engineer (Building works) to each Allottee.
- 3.3.8 An allotment shall be effective from the date, the house/garage is taken over by the allottee.
- 3.3.9 If an employee is allotted an accommodation in response to his/her application for the same, he shall take over the allotted house from the Institute Engineer within 10 days, it shall stand cancelled and he/she will not be considered for allotment for a period of one year.
- 3.3.10 No allottee shall sublet an accommodation or any portion thereof to anyone under any circumstances. If he/she does so, the allotment shall stand cancelled
- 3.3.11 Allotment of vacant house/garage for a limited period (Maximum 5 years) may be granted by the Director to an employee/blood relation for ceremonial and religious

purpose on payment on lump-sum charge, which will cover license fee for the house, water and electricity charged as decided by the Director.

### **3.4 Cancellation of Allotment:**

- (i) The authority competent to allot residential accommodation may cancel the exiting allotment of an employee and can allot an alternative residence of the same type or in emergent circumstances an alternative residence of the type next below the type of residence in occupation by the employee if the residence in occupation by the employee is required to be vacated **(Central Govt. Rule Page 1090)**
- (ii) If the employee after taking possession dose not physically occupy the residence accommodation allotted to him/her and kept it locked for long time Institute should have right to get it vacated after giving prior notice of one month .
- (iii) In case of major repairs required in the house, the HAC may consider reallocation as per entitlement on alternative basis.

### **3.5 Change of House in same type :** (i.e. one living in a TYPE of quarter)

One change in same type may be permitted (Seniority basis) before completion of 4 years. This will be counted as first change in same type. Second change is same type will then be allowed only after completion of 4 years (not within 4 years). There shall be no mutual change of quarters if retirement period is less than two years. It will be done through notification as per rules

## **4 RESPONSIBILITY OF THE OCCUPANT:**

- 4.1** An employee who has been allotted a fresh house in lieu of his existing one, shall hand-over the earlier house within 15 days of the allotment of fresh house/garage within 10 days of taking over the possession of fresh allotment whichever is earlier. In case he/she fails to do so, the fresh allotment shall stand cancelled.
- 4.2** An Allottee shall neither be allowed to make any additions or alterations in the house allotted to him/her nor shall be allowed to make any construction there on either of a permanent or temporary without permission.  
Additions / alterations on request of allottee can be permitted by Institute as per central Govt. Rule page 1080 with due approval of the competent authority of Institution on payment of 10%, 20% or 100% cost of additions / alterations carried out
- 4.3** An Allottee shall lock the allotted house only after duly taking over the possession of it.
- 4.4** An allottee is not allowed to keep domestic animals except pet dog in the house allotted as long as it does not become nuisance to the residence to the campus.
- 4.5** No combustible or inflammable articles like timber, Fuel, straw, shall be stored on roof tops or any other places in the vicinity of the house.
- 4.6** An Allottee shall maintain the house, compound and premises in a clean and hygienic condition.
- 4.7** An Allottee shall allow authorized employee of the Institute to have access to the house for inspection of building and its fitting and installation and also for repair and maintenance.
- 4.8** An Allottee shall be required to sign on inventory of the fittings and fixtures in house on occupation/vacation of the house.

**4.9** An Allottee shall pay License fee, water & Electricity charges etc. at the rates fixed by the Institute from the time to time as per the GOI norms for garages and servant room, which shall be deducted by the Accounts Section of the Institute through the salary of the Allottee.

**4.10** An Allottee shall ensure no water is wasted by leakage in the water supply fittings or by careless or extravagant use of the same. He/ She would report to the Institute and damage or defect in the building, water supply and sanitary installations in the house .

**4.11** An Allottee shall be personally responsible for any damage beyond normal wear and tear of the fixture, sanitary fittings, electrical installation etc.

**4.12** An Allottee shall report incidence of any infectious disease to the Medical Officer of the Institute immediately and all precautions shall be taken to prevent Spreading of infection.

## **5 PRIORITY IN ALLOTMENT OF HOUSE.**

**5.1** The following category of staff whose presence in the campus is considered essential may be allotted houses on priority basis

1. Faculty.
2. Registrar.
3. Medical Officer.
4. Deputy/Asstt. Registrar.
5. Office Superintendent (Accounts, Estt., Acad. One each).
6. Executive Engineer.
7. Sub. Engineer
8. Unmarried/Widow lady employees.
9. Security Officer / Asstt. Security Officer.
10. Store Purchase Officer.
11. P.A. To Director .
12. Compounder (One) and Nurse (One).
13. Mechanic /group D of elect. Section (Two).
14. Mechanic/Class IV working as plumber (one) Pump house operator (one) Valve-Man (One) and sewer man (One).
15. Drivers.
16. The employees who are blind, deaf or orthopedically handicapped who find it very difficult to move freely. Shall be given ground floor houses as per his/her entitlement and seniority.
17. Any other at the discretion of the director.

## **6 CONCESSIONAL PERIOD FOR WHICH ACCOMMODATION MAY BE RETAINED :**

| S.No | Event  | Permissible Period | Conditions   |
|------|--|--------------------|--|
| 1    | On Proceeding to take up employment elsewhere retaining his/her post or on deputation/lean | One Year           | The accommodation is required bonafied use of the members of family (spouse & Children) is in fact occupied by them. |
| 2    | Vacation/leave of all types sabbatical leave/study leave                                   | Full Period        | Same as above  |

|    |  |              |  |
|----|--|--------------|--|
| 3  | Training/QIP scheme  | Full Period  | Same as above  |
| 4  | Proceeding elsewhere under approval faculty exchanged programme. | Full Period  | Same as above  |
| 5  | Retirement or terminal leave                                     | Eight months | 2 months on normal license fee; and another 2 months on double the normal lacense fee. On medical/education grounds: further retention 2 months on four times the normal License fee. Subsequent 2 months on six times the normal license fee.   |
| 6  | Death of the Allottee during service                             | 2 Years      | Same as above  |
| 7  | Resignation, Dismissal, Removal of Termination of service        | 1 month *    | Same as above  |
| 8  | Maternity leave  | 5 months     | For the period of maternity leave plus the leave granted in continuation subject to a maximum of 5 months.   |
| 9  | Leave preparatory to retirement                                  | 6 months     | For the full period of leave on full pay subject to maximum of 180 days.   |
| 10 | Study leaves in or outside India                                 | Full period  | a) In case of occupation of an accommodation below entitlement for the entire period for the entire period of study leave<br>b) In case of occupation of the entitled type accommodation, for the period of study leave but not exceeding six months; if the study leave extends beyond six months the faculty may be allotted alternative accommodation, one type below entitlement, on the expire of six months or from the date of commencement of the study leave if desired by the Allottee |
| 11 | Leave on medical grounds   | Full period  | For the full period of leave.  |

(\* after being relieved from service)

- 6.1** An allottee will sign a clear undertaking at the time of taking over the charge of the house regarding vacating the house within the specified period mentioned in Clause 6. In case he/she fails to vacate the house within the specified period, he/she will be charged commercial rent as per cause 6.2. Moreover, his Gratuity shall not be cleared till he she hands over the house to the Executive Engineer (Building works).
- 6.2** If allottee doses not vacate the house after the expiry period of authorized occupation, the commercial rant as fixed by the Institute from time to time shall be charged.
- 6.3** An employee who is re-employed by the collage after retirement will be permitted to continue to occupy the same quarter during the period of re-employment and will be charged the same license fee as he/she was paying the time of retirement S.No. 13 of clause 6.2 will be applicable after the period of re-employment is over.

**7 ALLOTMENT OF CAR GARAGES:**

The employee eligible for allotment of type IV quarters can be allotted Car garage constructed in the campus if they have a 4 wheel vehicle in their own name or in the name of spouse. The seniority for allotment of garage will be the same as for the house allotment. The rent will be as per GOI rules

**8 BREACH OF RULES:**

If an Allottee commits any breach of these rules or of the terms and conditions of the allotment or uses the houses or permits it to be used for any other purpose or conducts himself in a manner which in the opinion of the Director, is prejudicial to the maintenance of harmonious relations with the Allottee has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment. The Director may without prejudice take any action against the allottee – (a) Cancel the allotment of the house to the allottee, and (b) declare the employee ineligible for any fresh allotment of a house for a period of two years.

**9 INTERPRETATION :**

On any question of interpretation of these rules the Director's decision shall be final.

**10 CONCESSION OF ALLOTMENT OF QUARTERS TO DEPENDANT ON RETIREMENT OF ALLOTTEE:**

When a Institute servant is occupation of Institute residence retired from service, his/her son, daughter, daughter-in-law, spouse may be allotted Institute residential quarters on payment of normal licence fee, if the proposed allottee satisfies the following conditions.

1. Should be a Institute servant eligible for allotment of Institute residence
2. Should apply to the competent Authority in the prescribed form along with an affidavit from the retired Institute servant within two months from the date of retirement.
3. Should have been residing with the retiring employee continuously for the last three years or more immediately preceding the date of retirement, and should not have drawn HRA for the period if employed in the same station and residing with the retiring employee in the same Institute accommodation.
4. If appointed within three years, the same date on which so appointed will be the crucial date for enforcing conditions 3 above.
5. Concession not available for contract employees working under contractor.
6. The retiring employee or any member of his family should not own a house in the Bhopal.
7. All dues/outstanding pertaining to the premises occupied by the retiring employee should have been completely cleared.
8. The above concession is admissible also to married daughter who is the employee of the Institute of the retiring Institute employee, In case he does not have any son or in case where the married daughter is the only person who is prepared to maintain the parents and the sons are not in a position to do so (e.g. minor sons)

The department will allot the accommodation to which he is entitled the emoluments drawn by the dependant on the crucial date/cut-off date will be taken into account for determining the entitled type of accommodation.

This concession would not be available to an eligible dependent if any other dependant (member of the family) is already in occupation of Institute accommodation.

This concession of allotment is not available to temporary employee, on retirement of their parent/spouse.

## **11 CONCESSION OF ALLOTMENT OF QUARTERS TO DEPARTMENT ON DEATH OF ALLOTTEE**

When a Institute servant in occupation of Institute residence dies while in service, his/her eligible dependant as specified in 2.6 ) may be allotted accommodation on payment of normal license fee on the following conditions:

1. The concession is not admissible if the deceased employee or the dependant owns a house plot in Bhopal.
2. Application of allotment may be submitted within a period of two months from the date of death of the allottee or date of application in Institute service, whichever is later.
3. The dependent employee should have resided with the deceased officer/employee for at least six months prior to date of death.
4. IF the eligible dependant is not employed at the time of death, he/she should get an employment in an eligible office of the Institute within a period of two years from the date of death if compassionate employment available as per Institute rules
5. The Institute will allot the accommodation to which he/she is entitled.
6. All dues/outstanding pertaining to the premises occupied by the deceased employee should have been completely cleared.

## **12 THE RESERVATION OF GENERAL POOL RESIDENTIAL ACCOMMODATION TO SC/ST EMPLOYEES-**

The following percentage is fixed for reservation of allotment of general pool accommodation to SC/ST employees.

- I. 10% in Types **IX, VII** and **Dormitory**  
5% in Types **VII**
- II. The employee should be entitled for allotment in entitled type and in their turn from the separate waiting list to be maintained for the propose.
- III. Vacancies available in the quota recovered for the purpose would be allotted in the ratio of 2:1 to SC/ST employee respectively. In case, however, there is no SC employee available the quota recovered would be allotted to ST employee and vice versa.
- IV. SC/ST employee who are already in occupation of general pool accommodation will not be entitled to be considered for allotment of higher types from the reserved quota (as per Central Govt. rule Page 1104)
- V. Co-coordinator, SC/ST cell will submit the list of employees as per rules for allotment of quarters.

For the purpose of maintaining the roster the Institute norms shall be applicable.

## **13 PENALTIES FOR BRANCH OF ALLOTMENT RULES**

- 1 Allotment will be cancelled in addition to the disciplinary action that may be taken against the Allottee if he/she.



- a. Unauthorized sublets the quarters.
- b. Charges rent in excess of the prescribed license fee.
- c. Erects any unauthorized structure in any part of the residence.
- d. Tampers with the electric or water connections.
- e. Puts the residence into improper use.
- f. Conducts himself in a manner which is prejudicial to the maintenance of harmonious relations with his neighbors.
- g. Has knowingly furnished incorrect information for securing allotment of the residence.

2 In case of unauthorized subletting, license fee of 10 times the flat rate of license fee under FR will be levied. Also the allottee may be declared ineligible for allotment of quarters for the remaining period of his service and disciplinary proceeding for major penalty under the rules will be initiated.

**14 RULES REGARDING**

- I. Allotment of quarter to the house owning employees.
- II. Ad-hoc allotment of quarter to handicapped employee.
- III. Out of turn allotment on the medical ground.

And all other cases which are not covered with the present set of house allotment rules will be governed as per Central Government rules for allotment of the quarters.

**15** After Director's approval for a case, anyone concerned (whose case was in the consideration) can make a representation within 4 days after the official order. After that no representation will be allowed

**16** In case of any Controversy of the rule, first an opinion by independent body will be sought & then the allotment will be done.

DIRECTOR



MAULANA AZAD  
NATIONAL INSTITUTE OF TECHNOLOGY, BHOPAL

Application for House Allotment/Garage

Notification No.: ..... Dated: ..... Due Date: .....

1. Name in Block letters: .....

2. Designation: .....

3. PIPB plus AGP .....

4. Scale of Pay: .....

5. Present type of Accommodation with its number: .....

6. (a) Date of Joining on present post: .....

(b) Previous posts held and their date of joining: .....

7. Type of Accommodation applied  
(Mention preference if any): .....

8. Would you accept any other House in the same type of other than your preference:  
.....

9. Would you accept on category lower quarter if the type of Accommodation applied for is not available:  
.....

I agree to abide by the Institute House Allotment Rules and amendment modification made from time to time. In case I fail to occupy the allotted House with 10 days from the date of issue of allotment order, it shall be cancelled and I shall forfeit future claims for allotment/change of Accommodation for one year and shall pay commercial rent, if I did not vacate the earlier quarter within 15 days after taking possession of fresh quarter.

Dated: .....

(Signature of Applicant)

TO BE UTILISED BY THE HEAD OF DEPARTMENT/SECTION  
(Certificate to be given by the Head of the Department/ Section)

Certified that Shri/Smt./Ku. is working as .....  
Is regular post and it is recommended for allotment of quarter.

(Signature of Head of Deptt. /Section)

**Note:-**

1. All application to be submitted to the Executive Engineer (Building works).
2. Incomplete or late application forms shall not be considered.