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Final

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY, BHOPAL

BHOPAL- 462003 (M.P)

ANNEXURE – XI

HOUSE ALLOTMENT RULES (HAR)-2021

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 April 2021.

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 the part of the institute to provide residential accommodation for its entire 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 then the employees of the Institute will not be considered for allotment of residential accommodation of MANIT Bhopal.

2 DEFINITIONS:

Institute : Means Maulana Azad National Institute of Technology, (MANIT) Bhopal.

Director : Means the Director of the Institute.

Registrar : Means the Registrar of the Institute.

Employees : Means the employees of the Institute including permanent faculty, permanent non teaching staff.

Allottee : Means an employee or Research Fellows to whom residential accommodation is allotted.

Family : Means the wife or husband of allottee, as the case may be, and children, step children, legally adopted children, parents, brothers or sisters as ordinarily reside with and are dependent on the allottee;

License Fee : Means the amount payable by the allottee for a house allotted to him under these rules, exclusive of water, electricity and other charges.

Pay : Means Pay as described in 7th CPC of the Allottee.

Entitlement: Means the highest type of accommodation that an employee is eligible

Subletting : Includes sharing of accommodation by an allottee with another person with/ without payment of License fee by such other person, but those not include any sharing of accommodation with casual guests or with close relations and personal servants.

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3 ELIGIBILITY

3.1 The Institute residences shall be allotted on license only. Following categories of Faculty/ Officers/ Staff and employees shall be eligible for allotment of Institute residences.

3.1.1 Regular with institute

3.1.2 Visiting faculty/ Chair Professor

3.1.3 Emeritus Fellows/ Emeritus Professors

3.1.4 Faculty/ Staff on Deputation.

3.1.5 Persons eligible under terms & conditions of an MOU with the MANIT Bhopal.

3.1.6 Any Other Faculty / Temporary Faculty, Re-employed / Contractual supporting Staff associated with the institute which are not covered above are eligible for temporary accommodation if available with the institute and when approved by the Director.

3.1.7 Bachelor flats for married Research scholars/ JRFs, SRFs/ temporary faculty

3.2 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.

3.3 A person, who is having a period less than six months from the date of his super annuation shall not be eligible to apply for another residence.

3.4 Change in same type or entitled higher type of accommodation

3.4.1 An allottee to whom an accommodation has been allotted under these rules may apply for a change to another same type of accommodation only after taking physical possession of accommodation allotted under initial allotment.

3.4.2 Only one change shall be allowed in the same type of accommodation to the allottee.

3.4.3 An allottee, who intends to change the accommodation already allotted to him shall make an application in the form specified by the Estate Officer.

3.4.4 The change of same type of accommodation shall be offered as per the priority in accordance with these rules and having regard to the allottee's preference:

Provided that no change in the same type of accommodation shall be allowed to an allottee within six months of the date of superannuation.

3.4.5 If an allottee fails to accept a change of accommodation offered to him within eight days of the issue of such offer or allotment, he shall not be considered again for a change of accommodation for that type of accommodation.

3.4.6 An allottee who, after accepting a change of accommodation fails to take possession of the same, shall be charged one month licence fee for such accommodation in accordance with the provisions of these rules in addition to the normal licence fee for the accommodation already in his possession the allotment of which shall continue to subsist:

Provided that if the Building Section fails to make the accommodation offered on change habitable within the prescribed time period, a certificate from the concerned Executive Engineer shall be furnished in this regard by Building Section and allottees will be exempted from payment of licence fee for the intervening period in such cases.

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'3.4.7 Where an allottee, who is in occupation of an accommodation, is allotted another accommodation and he occupies the new accommodation, the allotment of former accommodation shall be deemed to have been cancelled from the date of physical occupation of the new accommodation:

Provided that such date of occupation, the allottee may, retain the former accommodation on payment of normal licence fee for a period of thirty days for shifting to the newly allotted accommodation:

Provided further that if the previous accommodation is not vacated within a period of thirty days, the allottee shall be liable to pay damages for use and occupation of the previous accommodation, as may be determined by the MANIT from time to time with effect from the 31st day from the date of physical occupation of the new accommodation and the accommodation slotted in the change shall be deemed to have been cancelled under these rules.

3.4.8 The allottee shall ensure before applying for change of accommodation that he continues to be entitled for that type of accommodation on the basis of revised entitlement as well as other conditions governing such change of accommodation and the respective allotment authority or estate office shall verify this fact before accepting the prescribed acceptance form of the applicant.

3.4.9 No change of accommodation shall be allowed to an allottee under this rule if an enquiry is under progress against the allottee on the charge of subletting.

3.5 One can apply for next lower type of accommodation than the type entitled to him/her, in case of non availability of accommodation in the type for which he/she is entitled. If an allottee occupying a lower type of accommodation refuses to accept the offer of an accommodation of the type for which he is eligible under these rules, he shall be permitted to continue in the previously allotted accommodation:

Provided that such allottee shall not be eligible for another allotment for a period of six months from the date of non-acceptance of such allotment.

3.6 Surrender of an allotment of accommodation

3.6.1 An allottee may surrender an allotment of accommodation at any time during the allotment period.

3.6.2 An allottee who surrenders the accommodation shall not be considered again for allotment of accommodation at the same station for a period of one year from the date of such surrender.

4 CATEGORIES OF RESIDENCES & ENTITLEMENT

4.1 The Institute has classified the available family residences based on living area as given in **Annexure - 1 (a)**. License fee, water charge and conservancy charges are mentioned in **Annexure 1 (b)**.

Where allotment of accommodation or alternative accommodation has been accepted, the liability for licence fee shall commence from the date of physical occupation of the

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accommodation. An allottee shall remain personally responsible for any licence fee payable in respect of the accommodation and for any damages caused to the accommodation or its precincts or grounds or services provided therein by MANIT Bhopal beyond fair wear and tear.

In case licence fee has not been received continuously for a period of four months from an allottee, the allotment of accommodation of the concerned allottee shall be cancelled.

An allottee who, after acceptance, fails to take possession of that accommodation within eight days from the date of receipt of the authority letter shall be charged one month licence fee from the date of allotment: Provided that this provision shall not apply in case the maintenance agency does not hand over the accommodation in a habitable condition to the allottee within the prescribed period or the accommodation is not ready for physical occupation for any other reason.

4.2 **Payment of licence fee in advance for retention of accommodation:** All the allottees of accommodation shall pay the requisite licence fee in advance for retention of the accommodation allotted to them.

4.3 The allotment of Transit Accommodation / Temporary Shifting/ Bachelor Flats will be made by the Estate Officer on the recommendation of House Allotment Committee (HAC) with the approval of the Director, for a specific period.

4.4 The following officers of the Institute are entitled to residences earmarked for them on the basis of essential services rendered by them upon approval by Director of the institute.

4.4.1 Director – Type I quarter (I/2)

4.4.2 Registrar – Type I quarter (I/1)

4.4.3 Institute Medical Officer – As per eligibility, preferably Ground floor

4.4.4 Care Taker Guest House – As per eligibility

4.4.5 One earmarked space for Creche facility

4.5 The concerned officer must vacate the earmarked residence within two months 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 Estate Officer for the period of six months after retirement. Such an allotment can be made within two months before the date of retirement of the concerned officer.

4.6 Accommodation shall be allotted to any other persons identified in essential services (Bank staff, Post office staff, Security Guards, NCC staff Other contractual/outsourced employees) subject to availability of surplus Type VII, VIII & IX quarters. Such allotments shall be made to the bank/post office/deploying agency; not to the individual. License fee and other charges shall be liable to be paid by such agencies. Any such quarter allotted shall be handed over back by the bank/post office/agency in good condition on completion of their contract period with the Institute. Compensation for any defects found in the quarter shall be charged from the bank/post office/agency.

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4.7 Recovery of license fee from allottee in installments in certain cases

4.7.1 The request for recovery of arrears of licence fee in installments may be considered only in deserving cases from an allottee subject to the condition that the allottee agrees to pay ten percent of the dues in lumpsum in advance in the case of allottees of Type VI to IX accommodation and fifty percent of dues in lump-sum in advance in the case of allottees of Type IV and above accommodation:

Provided that the balance may be recovered in equated monthly installments amounting to at least ten percent of the basic pay plus dearness allowance paid to the allottee subject to payment of interest rate applicable to General Provident Fund per annum:

Provided further that the allottee shall furnish sureties from two permanent Government servants who may not retire on superannuation before the total amount is recovered and in case, either or both the sureties take voluntary retirement or die in harness or leave service otherwise, the concerned employee shall make arrangements for other sureties.

4.7.2 Recovery of installment along with the interest amount shall be effected by the Finance and Accounts Section from the salary of the employee every month till full amount is recovered.

4.7.3 In case the allottee is a victim of any calamity, natural or otherwise, the portion of outstanding dues not realised or recovered till then shall be adjusted from the gratuity payable to him.

5 Houses will be allotted by the Estate Officer on the recommendation of the House Allotment Committee (HAC). House Allotment Committee shall be constituted by the Estate Officer with approval of the Director.

6 ALLOTMENT PROCEDURE FOR RESIDENTIAL HOUSES /QUARTERS.

6.1 An applicant shall be eligible for allotment of residence of the type as shown in Annexure 1 (a) as per the level in the pay matrix specified.

6.2 The calculation of date of priority and preparation of waiting lists for different types of accommodations shall be as under:

6.2.1 The date of priority in respect of type IX to type VII accommodation shall be determined on the basis of the date of joining of the employee in the Institute service and the eligibility for the type of accommodation shall be decided as per their level of the applicant in the pay matrix:

Provided that an applicant under this category shall be allowed to bid for one type lower accommodation than the type eligible for such.

6.2.2 An applicant referred to in clause 6.2.1 above who has served continuously at MANIT Bhopal for a period of five years shall, on each such completion of five years as on 1st January of the year, be given one year edge over and above his date of joining in the Institute service, for the purpose of calculation of his date of priority in the waiting list.

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6.2.3 The date of priority in respect of type VI and below (Type I to VI) accommodation shall be determined on the basis of the date from which the applicant has been continuously eligible for the type of accommodation as per the level of the applicant in the pay matrix.

6.2.4 The inter-se seniority for the type VI and below (Type I to VI) accommodation shall be considered on the basis of the following factors, namely:-

1. where the priority date of two or more applicants is the same, the applicant having a higher level pay in the level shall be senior in the waiting list;
2. where the date of priority and the pay in the level of two or more applicants are the same, the applicant who has joined the Institute service earlier shall be senior in the waiting list; and
3. where the date of priority, pay in the level and the date of joining the Institute service of two or more applicants are the same, the applicant retiring earlier may be accorded priority over the applicant retiring later.

6.3 The applicants entitled for type IV and above accommodation shall also be eligible to apply for accommodation below their entitlement subject to the condition that such accommodation shall not be below type VI accommodation.

6.4 Personal Pay shall not be considered for the purposes of determining the inter-se seniority in the waiting list.

6.5 Non Practising Allowance, Military Service Payor any other such component of pay shall not be considered for the purposes of determining the inter se seniority in the waiting list.

6.6 Allotment to ex-servicemen: The ex-servicemen shall be given a benefit of their previous military services for the purposes of calculation of date of priority.

6.7 Offer of allotment of accommodation: Accommodation falling vacant in all types will be allotted by the Estate Officer to the applicant applying for initial allotment or for change of accommodation.

6.8 Online and offline announcement of vacant residence will be made periodically. The following schedule shall preferably be adhered to:

6.8.1 Date for advertisement = X(date)

6.8.2 Last date of submission of applications (hard copy/advance soft copy) = X+10(working days)

6.8.3 Date of display of priority list of applicants = X+15(working days)

6.8.4 Date of meeting by Estate Officer =X+20(working days)

6.8.5 Date of pointing out discrepancies = X+25(working days)

6.8.6 Date of issue of allotment order = X + 30 (working days)

6.9 Application shall be submitted on the prescribed proforma uploaded on the Institute website only. Application, once made, can also be withdrawn up to the last date for receipt to of application.

6.10 Allotment shall be made to eligible SC & ST category employees as per the GOI rules.

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6.11 The applications shall be screened by Estates Office, and a priority list shall be prepared by the Establishment Section for the various residence types and displayed on the institute website for information to the applicants and for submitting grievances, if any; noticed by the applicants. Applicants will be communicated individually through e-mail as well.

6.12 In case of employees **drawing consolidated pay**, the priority date for house allotment shall be based on the below criteria provided eligibility and entitlement are as per rule (3) & (4) respectively:

6.12.1 Higher Consolidated Pay of the employee;

6.12.2 The date from which the applicant is continuously drawing his/her Consolidated Pay;

6.12.3 Where the date of drawing the Consolidated Pay of two or more employees are same, the earlier date of joining in the service of the institute (length of service with MANIT Bhopal) shall be the next determining principle of inter-se-seniority for house allotment.

6.12.4 When the Consolidated Pay, date of drawing Consolidated Pay and Length of service with MANIT Bhopal of two or more employees is same, the employee with higher age (i.e. earlier date of birth) will be accorded higher priority for house allotment over the employee with lesser age.

6.13 On the death of a Faculty / Staff member who has been occupying an Institute accommodation, priority allotment may be made to the son, daughter or spouse of the staff member if any of them is a staff member of the institute and has been residing with the deceased faculty/staff. If the spouse, son or daughter (as the case may be) of the deceased faculty/staff is eligible for the same or higher type of accommodation as was in occupation of the staff at the time of death, he/she may be allotted the same accommodation as occupied by the deceased staff. Otherwise the type of residence shall be according to entitlement of the new incumbent.

6.14 Each allottee of an Institute residence shall be charged a license fee, water charges and electricity consumption charges. The license fee and water charges will be as fixed by the Estate Officer on approval of Director and BoG from time to time for the different types of residences. Electricity charges shall be based on actual consumption of units for each quarter/house and the rate shall be based on the purchase of electricity by the institute. Executive Engineer (EM) shall be responsible to calculate and communicate electricity charges in respect of all quarters to accounts for recovery from monthly emoluments.

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

6.16 **Offer of allotment of Accommodation:** After allotment of a residence, the allottee will be issued a formal order of allotment by the Estate Officer.

6.17 **Period for which the allotment subsists:** An allotment shall be effective from the date on which it is accepted by the allottee and shall continue till in the Government service or in force until:

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6.17.1 The expiry of the concessional period permissible under these rules after the allottee ceases to be on duty in an eligible office;

6.17.2 It is cancelled by the Estate Officer or is deemed to have been cancelled under any provisions in these rules;

6.17.3 It is surrendered by the allottee;

6.17.4 The allottee ceases to occupy the accommodation.

6.18 **Acceptance of allotment:** An offer of allotment of an accommodation shall be accepted by the allottee within eight days from the date of allotment of the accommodation.

6.19 **Process after acceptance**: After acceptance of the allotted accommodation, the allottee shall take physical possession of the accommodation within five working days from the date of receipt of the acceptance letter. Physical occupation report shall be filled during the time of taking possession of the allotted quarter. In case the allotted accommodation is not ready for immediate occupation, Building Section shall issue a Technical Occupation Report to the allottee on receipt of authority letter from the Estate Officer. The Building Section shall issue a Physical Occupation Report to the allottee once the accommodation is ready for occupation and after handing over the accommodation to the allottee in habitable condition.

6.20 **Non acceptance of allotment or offer or failure to occupy the allotted accommodation after acceptance:** If any allottee fails to accept the allotment of a residential accommodation within eight days from the date of allotment of the said accommodation, or fails to take possession of that accommodation within five working days from the date of receipt of acceptance letter, he/she shall be debarred to apply for accommodation for a period of three months from the date of non-acceptance of allotment in addition to payment of one month's normal licence fee for that type of accommodation.

6.21 In every case of allotment of quarters / houses under the administrative control of Director MANIT Bhopal, the allottee shall be deemed to be a licensee only and not a tenant.

6.22 While taking the possession of the quarter/house, allottee must ensure that the inventory register is signed by him / her and to see that all fittings and accessories i.e. water supply, electric etc. are intact. Similarly, while vacating the quarter / house, all the accessories / fittings should be in order and keys handed over to authorized representative of the Estate Officer. No dues certificate to this effect will be obtained by the individual from the Estate Officer. Any breakage shall be responsibility of the occupant and its cost thereof shall be recovered from the allottee from the pending dues with MANIT Bhopal.

6.23 **Allotment of accommodation on unsafe or dangerous grounds:** An allottee, whose residential accommodation is unsafe or dangerous may make an application to the Executive Engineer to declare such accommodation as unsafe or dangerous for living. On inspection by the Executive Engineer or any sub ordinate staff members, if the quarter is found to be unsafe or dangerous for living, an alternate allotment of same type of accommodation is to be made on priority.

The allottee in occupation of a specific floor may apply for that floor and above accommodation Type only and allotment will be made accordingly.

6.24 **Eligibility of allottees married to each other:** Where two allottees in occupation of separate accommodation allotted under these rules marry each other, they shall within one month of marriage, surrender one of the accommodation. If one of the accommodation is not surrendered within the stipulated period as required, the allotment of the accommodation of the lower type shall be deemed to have been cancelled on the expiry of such period and if the accommodations are of the same type, the allotment of such one of them as the Estate Officer may decide, shall be deemed to have been cancelled on the expiry of such period.

6.25 If an employee to whom a residence has been allotted commits any breach of these rules or uses the residence or premises or permits the residence or premises to be used for any purpose which the institute considers to be improper or conducts himself / herself in a manner which in the opinion of Director or his authorized officer is prejudicial to the maintenance of the harmonious relations with the allottee's neighbor or peace in the campus, he/she shall be required to vacate residence without prejudice to any other disciplinary action taken against him/her and may be declared to be ineligible for a residence for a specified period to be decided by the Estate Officer.

6.26 An allottee is not allowed to keep domestic animals in the house, if at any instance during the inspection or on receipt of complaints from neighbours, allotment of the quarter shall be cancelled after serving a notice for a period of 14 days to remove the animal from the quarter.

7 OUT OF TURN ALLOTMENT.

7.1 Out of turn allotment shall be made only by the Estate Officer with approval of Director. Normally the following categories of Faculty/ Staff shall be considered for out of turn allotment:

7.1.1. Visiting faculty/Chair Professor

7.1.2. Persons on Deputation

7.1.3. Persons declared as belonging to essential services.

7.1.4. Persons on medical grounds certified by the Institute Medical Officer.

7.2 Applications shall be considered for allotment of residential accommodation on medical grounds in the following cases:

7.2.1. *Tuberculosis*:

(i) Pulmonary tuberculosis (in active phase with risk to others).

(ii) Pleurisy with effecision, Tubercular Meningitis,

7.2.2 *Malignant Neoplasim*:

(*i*) Cancer.

7.2.3 *Physically handicapped*:

(i) The blind.

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(ii) The deaf.

(iii) The orthopaedically handicapped.

7.2.4 Heart ailments having symptoms of Grade III and Grade IV which includes serious disabilities like Angina Grade III and IV or congested Cardiac failure Grade III and IV or Malignant Hypertension with symptoms of Grade III and IV.

7.3 Allotment for medical ground shall be entertained if the aforementioned medical conditions are suffered by the allottee or his near dependents (spouse of allottee and children, step children, legally adopted children, parents/parents of spouse, unmarried brothers or sisters as ordinarily reside with and are dependent on the allottee).

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

8 RESERVATION IN ALLOTMENT TO SCHEDULED CASTES AND SCHEDULED TRIBE EMPLOYEES

8.1 The reservation in allotment of accommodation to Scheduled Castes and Scheduled Tribe employees shall be five per cent in Type VIII and IX accommodation and ten per cent in Type VI and VII accommodation.

8.2 The allotment from Type VI to IX shall be made in the ratio of 2:1 vacancies to Scheduled Castes and Scheduled Tribe employees, respectively.

8.3 Separate unified waiting lists for Type VI to IX accommodation shall be prepared for the Scheduled Castes and Scheduled Tribe employees.

8.4 In case, there is no Scheduled Tribe applicant in the unified waiting list, the quota reserved for the Scheduled Tribe may be allotted to a Scheduled Caste applicant.

8.5 Scheduled Castes and Scheduled Tribe applicants, who are already in occupation of accommodation, shall be eligible for allotment of higher type of eligible accommodation from the quota reserved for them under this rule.

8.6 In respect of Types VIII and IX accommodation, there will be 60 point roster system and the vacancies at point number 10, 20, 40 and 50 shall be allotted to Scheduled Castes applicants and the vacancies at point number 30 and 60 shall be allotted to Scheduled Tribe applicants.

8.7 In respect of Type VI and VII accommodation, there will be 60 point roster system and the vacancies at point number 20 and 40 shall be allotted to Scheduled Caste applicants and vacancy at point number 60 shall be allotted to Scheduled Tribe applicants.

8.8 The Scheduled Caste and Scheduled Tribe applicants shall mention the fact that as to whether they belong to Scheduled Caste and Scheduled Tribe in their application for allotment of accommodation, which shall be verified by the Establishment Section.

9 TEMPORARY OR TRANSIT ACCOMMODATION

9.1 Any new faculty member or staff joining the institute in between the two advertisements made for house allotment will be allotted transit accommodation when available.

The incumbent will have to apply for all the residences of his/her entitled type (of his/her group) for regular allotment in the immediate next advertisement. Such temporary residence allotment can be directly made by Estates Officer after obtaining prior approval from the Director.

9.2 Temporary accommodation can be allowed only for a maximum duration of 6 months or regular allotment whichever is earlier. The extension of temporary accommodation can be done in special circumstances only as approved by the Director upon recommendation from Estate Officer. However, Director may terminate or extend the allotment at any instant of time.

10. RETENTION OF RESIDENCE / QUARTER /HOUSE

10.1 A Retention of residence (quarter / house) may be permitted in the following cases, if and only if, the allottee, or his family, proposes to stay for the duration as indicated at prescribed license fee and other charges paid in advance compulsorily. Details of permissible period for accommodation along with license fee and other charges payable during the period is given in **Annexure 2**.License fee and other charges during the permissible period will be deducted as per **Annexure 1 (b)**. Beyond the specified period, rates for damages (penal rent) will be charged as given in **Annexure – 3 (a)**.

10.2 Request for permission to retain an Institute residence for the specific duration should be made to the Estate Officer 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 dismissal or termination from service, request should be made within a week of receipt of the letter of dismissal or termination.

10.3 A residence retained under this clause must be vacated within the period as specified in **Annexure 2**. Failing which eviction proceedings will be initiated according to the Public Premises (Eviction of Unauthorized Occupants) Act, 1971 and other institute rules applicable to residential accommodation.

10.4 However, depending on the merit of the case, the Estate Officer may make a case, for consideration of the Director, for retaining a House beyond permissible period, without penal rate, for one-year maximum.

11. SPECIAL POWERS OF DIRECTOR

11.1 In exceptional cases, Estate Officer with the approval of Director MANIT Bhopal shall have the authority to allot:

11.2 Higher category of house / quarter than the one to which an employee is entitled under Rule 2.

11.3 A house / quarter out of turn to an employee.

11.4 Can declare any employee belonging to essential services.

11.5 The decision of the Director as to the interpretation of "MANIT BHOPAL HOUSE ALLOTMENT RULES (HAR)-2021" shall be final and binding upon all under the administrative control of Director.

11.6 The Director can approve amendments to these rules upon recommendations of Estate Officer, and same shall come into force immediately as approved by the BoG.

11.7 The Director may, for the reasons to be recorded in writing, relax all or any of the provisions of these rules in public interest or in cases of extreme compassion and exigencies of service.

12. CANCELLATION OF ALLOTMENT

12.1 Under the following circumstances, where the unsatisfactory conduct of allottee shall lead to cancellation of his/her allotment by ab-initio:

12.1.1 That if the allottee sublets the residential quarter allotted to him/her or any portion thereof or creates an un-authorized structure in any part of the residence or uses the residence or any portion thereof for any purpose other than for which it is meant or tampers with the electric or water connections or commits any other breach of rules of the terms and conditions of the allotment and or uses the residence for premises for any purposes, which the MANIT Bhopal authorities consider to be improper or conducts himself / herself in a manner which in the opinion of the MANIT Bhopal is prejudicial to the maintenance of harmonious relations with his / her neighbors or has knowingly furnished incorrect information in any application or written statement with a view to secure allotment, The MANIT authorities may without prejudice initiate any disciplinary action against such him / her and cancel the allotment of the residence.

12.1.2 If any employee sublets a residence allotted to him/her or any portion thereof in contravention of these rules, the action as deemed fit may be taken against him/her and /or be charged for damages caused to Estates property. Charges for subletting the allotted quarter will be levied up on the allottee as mentioned in **Annexure – 3 (b).** The rates of damages for unauthorised occupation or subletting or misuse of accommodation, servant quarter or garage shall be specified by the Estate Officer from time to time.

12.2 When action to cancel the allotment is taken under on account of sub-letting of premises by the allottee, a period of seven days shall be allowed to the allottee or any other person residing with him/her to vacate the premises. The allotment shall be cancelled w.e.f the date of vacation of the premises or expiry of the period of seven days from the date of orders for the cancellation of allotment, whichever is earlier.

12.3 Where the allotment of residence is cancelled for pre-judicial conduct of maintenance of the harmonious relations with the neighbors, the official/employee at the discretion of MANIT authorities may be allowed another residence in the same type at any other place, if available.

12.4 The allottees are expected to conduct themselves in a courteous and polite manner with their 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.

12.5 No commercial activities of any kind shall be entertained in the allotted quarter else appropriate disciplinary action including cancellation of allotment of such residence shall be taken by the Institute authorities.

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13. CODE OF CONDUCT FOR ALLOTTEES OF INSTITUTERESIDENCES

13.1 The Institute residences are allotted for living for the allottee and his/her dependants. Any other person is not allowed to reside in the residence. If an allottee or his/her family is not staying in the house/ quarter it must be vacated, where the residence may be locked under intimation to the Institute.

13.2 No allottee is permitted to sublet the residence allotted to him partly/fully or use it for any trade/ business. If a complaint is received to this effect, appropriate action will be taken by the Institute authorities. Charges for subletting the allotted quarter will be imposed as mentioned in Rule 12.1.2.

13.3 Sharing of the residence by the allottee with anyone else is not permitted.

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

13.5 Any alteration or addition in the Institute residence shall not be allowed to the residents. However, the Institute may decide for identical alteration or addition in a group of identical houses. No unauthorised construction shall be allowed in allotted residence and the unauthorised constructions, if any shall be removed or demolished by the concerned maintenance section/ Estate Office. In case any further unauthorised construction is found in the accommodation of the same allottee, the accommodation provided to such allottee shall be cancelled from the date of inspection of the accommodation and he shall be debarred for allotment of accommodation for remaining period of service in future.

13.6 Milk cattle or any other cattle will not be kept in the Institute residence or it's out-house / garage etc.

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

13.8 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.

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

13.10 The allottees are expected to conduct themselves in a courteous and polite manner with their 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. Any complaint relating to the quarrels between neighbours in shall be examined in detail by the Estate Officer. The allottee found guilty under this rule shall be shifted to another accommodation in the same type but at a distance from the accommodation of the allottee with whom he had picked up quarrel. If the allottee so shifted to another place again picks up quarrel with his neighbours, his allotment shall be cancelled and he shall be debarred from

allotment of accommodation for a period varying from one year to two years depending upon the nature of the offence. Provided that if the allottee who is debarred under this sub-rule, on subsequent allotment again picks up a quarrel with his neighbour and is found guilty, he shall be declared ineligible for further allotment of accommodation permanently.

13.11 The allottee will not encroach upon the Institute land or the land of the neighboring residences for gardening or for any other purpose.

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

13.13 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.

14. ALLOTMENT OF INSTITUTE GARAGES

14.1 Garages outside the residential compound are known as Garages. Applications will be invited from time to time form all staff as are eligible for allotment of these garages. Applicants should fulfill following conditions for allotment of Garages:

14.1.1 Should own a car on his own/spouse/children/parents name for which documentary proof will have to be attached with the application.

14.1.2 That the allotment of garage will be made as per the priority list for house allotment. The garage inside a residential compound of any quarter shall be allotted to the allottee of that residence / quarter only irrespective of whether he/she owns a car or not.

14.2 Only one garage can be allotted to the allottee of an Institute residence with licence fee as mentioned in **Annexure –1 (b)**.Staff member living in residences which have attached garages are not eligible to apply for allotment of a separate garage.

14.3 The Garages outside the compound but on the periphery of the different type of resident quarters are reserved for the residents in the same type of quarters.

14.4 Preference for a garage in a type will be given to the residence of that type of quarter.

14.5 If an allottee shifts from one type of quarter to another type of quarter, he/ she must vacate the garage under his possession and will be given a garage in new quarter, if available.

14.6 In case of refusal to take possession of the allotted garage by the specified date, the concerned staff shall be debarred from applying for a fresh allotment for the next one year.

14.7 If at any stage during the occupancy of a garage, the allottee ceases to own a car, he/she must inform the Institute authorities and surrender the garage within one month.

14.8 Any misuse of the garage for any purpose other than parking personal vehicle will be a violation of the Code of Conduct.

15. UNAUTHORISED OCCUPATION AND PUNITIVE ACTIONS

15.1 Unauthorised occupation after cancellation of allotment: Where, after an allotment of accommodation has been cancelled or is deemed to have been cancelled under any provisions of these rules, the accommodation remains or has remained in occupation of the allottee to

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whom it was allotted or of any person claiming through, such allottee shall be liable to pay damages for use and occupation of the accommodation, services, furniture and garden charges, as may be determined by the Central Government from time to time.

15.2 Issue of vacation notice and show cause notice to the allottees:

15.2.1 The vacation notice shall be issued to all the allottees of accommodation or to their families at least fifteen days before the date of expiry of the permissible period of retention.

15.2.2 In case where the allottees have not vacated the quarters after expiry of permissible retention period, the concerned authority will issue show cause notice to such unauthorised occupants under the Public Premises (Eviction of Unauthorised Occupants) Act, 1971 (40 of 1971).

16. Any rules/regulations/points which are not covered under these rules shall be followed as per Central Government General Pool Residential Accommodation Rules, 2017 issued by Directorate of Estates, Ministry of Urban Development, Govt. of India. Any amendments further made by Govt. of India shall be mutatis mutandis applicable to MANIT Bhopal.

17. DELEGATION OF POWERS TO DIRECTOR

Situations which are not covered by Central Government GPRA Rules shall be decided by the Director. The Director, in the interest of the Institute, may use his/ her discretionary power to allot/revoke any house to any of the Faculty/ Staff member.

Gaurav Dwivedi 02/08/2021	Jaytrilok 02/08/2021	02/08/2021
Sh. Gaurav Dwivedi	**Dr. Jaytrilok Chaudhary**	**Dr. Akhilesh Barve**
DR (Academic) - Member	Asstt. Professor (Deptt. of CSE) - Member	Assoc. Professor (Deptt. of Mech. Engg.) - Member
	Namita 2/8/2021	02/8/2021
Dr. Rakesh Kumar	**Dr. Namita Srivastava**	**Dr. Jyoti Singhai**
Assoc. Prof. (Deptt. of Civil Engg.) & I/c EE (Civil) - Convener	Professor (Deptt. of MBC) - Member	Dean (FW) - Chairperson

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Annexure 1 (a)

Equivalent type of accommodation in MANIT and their categorisation	Range of living area in sqm	Entitlement for type of accommodation		
		Existing Grade Pay/Basic Pay (as per GPRA)	Level in the pay matrix (as per GPRA)	Eligible Pay scale of Faculty/staff to be eligible for allotment
Type IX/ 54-77	22.54	Rs. 1300, Rs. 1400, Rs. 1600, Rs. 1650, and Rs. 1800	1	1. Pay band of Rs. 5200- 20200 + GP Rs. 1800
Type IX/ 1-53	36.97	Rs. 1900, Rs. 2000, Rs. 2400, and Rs. 2800	2, 3, 4, 5	1. Pay band of Rs.5200-20200 + GP Rs. 2800 2 .Pay band of Rs. 5200-20200 + GP Rs. 2400 3. Pay band of Rs. 5200-20200 + GP Rs. 2000
Type VIII/ 1-24	29.30			
Type VIII/ 25-32	32.38			
Type VIII/ 33-42	29.57			
Type VIII/ 43-66	30.18			
Type VII/ 1-16	46.10	Rs. 4200, Rs. 4600 and Rs. 4800	6, 7, 8	1. Pay band of 9300-34800 + GP Rs. 4800 2. Pay band of 9300-34800 + GP Rs. 4600 3. Pay band of 9300-34800 + GP Rs. 4200
Type VII/ 17-32	56.45			
Type VII/ 33-48	46.10			

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Type VI/ 1-48	56.69	Rs. 5400 to Rs. 6600	9, 10, 11	1. Pay band of PB - 3, Rs. 15600-39100 + GP Rs.5400 2. Pay band of PB - 3, Rs. 15600-39100 + GP Rs. 6000 3. Pay band of PB - 3, Rs. 15600-39100 + GP Rs. 6600 4. Pay scale Rs. 15600-39100 + AGP 7000
Type VI/ 49-60	57.40			
Type VI/ 61-68	64.33			
Type IV/1-40	103.66	Rs. 7600, Rs. 8000	12	1. Pay band of PB-4, Rs. 15600-39100 + GP Rs. 7600 2. Pay band of PB-4, Rs. 15600-39100 + GP Rs. 8000
Type III/ 3-14	129.73	Rs. 8700, Rs. 8900	13, 13A	1. Pay band of PB-3, Rs. 37400-67000 + AGP 9000 2. Pay band of PB-3, Rs. 37400-67000 + AGP 9500
Type III/ 15-18	125.62			
Type III/ 19-22	115.19			
Type III/ 31-38	154.34			
Type III/ 23-30	164.42	Rs. 10000, Rs. 67000 to Rs. 74999	14, 15 (index numbers 1 to 4 in the level)	1. Pay band of PB - 3, Rs. 37400-67000 + GP Rs. 10000 2. Pay band of PB - 3, Rs. 37400-67000 + AGP 10500
Type II/ 1,8,9,10,11	163.58			
Type I/1	180.09			
-	-	Rs. 75000 to Rs. 79999	15 (index numbers 5 to 8 in the level), 16	

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Type I/2	263.49	Rs. 80000 and above	17,18	
-	-			

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Annexure -2

S.No.	Events	Permissible period for retention of accommodation
(1)	(2)	(3)
(i)	Resignation, dismissal or removal from service, termination of service or unauthorized absence without permission, compulsory retirement (under CCS (CCA) Rules, 1965) and for on-regular Government servants	One month on normal license fee
(ii)	Retirement, voluntary retirement, retirement on medical grounds, terminal leave or compulsory retirement (under FR 56(j), retirement on deputation from ineligible organizations during the initial constitution of such organization, technical resignation, death of allottee on re-employment (irrespective of retention availed on retirement) and death of an allottee who is not a regular Government servant or deputation outside India.	Six months on normal license fee
(iii)	Transfer to a place outside from the existing place, transfer to an ineligible office in the same station, on proceeding on foreign service in India, temporary transfer in India or transfer to a place outside India or deputation within India.	Two months on normal license fee plus six months on double license fee.
(iv)	To eligible spouse or ward in case of death of the allottee or in case of missing persons (from the date on which Police authority have certified the employee is missing)	Twelve months on normal license fee and for a further period of twelve months on normal license fee provided the deceased or missing allottee or any member of the family does not own a house at the place of occupation of accommodation.
(v)	Study leave	Actual period of leave or two years, whichever is earlier

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Annexure 1 (b)

License Fee/Water Charge/Conservancy Charge Applicable for Various Types of Residential Quarters

Type of accommodation as per GPRA	Range of living area in sqm	Type of accommodation as per MANIT	Range of living area in sqm	Revised License fee p.m (since 01-07-2020) (Rs.)	Water Charge p.m (Rs.)	Conservancy charge p.m (Rs.)
-	-	Garages	-	50	-	-
-	-	Servant Quarters	-	80	180	21
-	-	Bachelor flats (equivalent to Type VIII quarter)	-	370	180	42
Type I	upto 30	Type IX/ 54-77	22.54	180	180	21
Type II	26.5 to 40	Type IX/ 1-53	36.97	370	180	42
		Type VIII/ 1-24	29.30	370	180	42
		Type VIII/ 25-32	32.38	370	180	42
		Type VIII/ 33-42	29.57	370	180	42
		Type VIII/ 43-66	30.18	370	180	42
Type III	44 to 55	Type VII/ 1-16	46.10	560	180	42
		Type VII/ 17-32	56.45	560	180	42
		Type VII/ 33-48	46.10	560	180	42
Type III	56 to 65	Type VI/ 1-48	56.69	560	180	42
Type IV	59 to 75	Type VI/ 49-60	57.40	560	180	42
		Type VI/ 61-68	64.33	560	180	42
Type VI A	upto 159.5	Type IV/1-40	103.66	1400	180	63
		Type III/ 3-14	129.73	1840	180	83
		Type III/ 15-19	125.62	1840	180	83
		Type III/ 20-22	115.19	1840	180	83
		Type III/ 31-38	154.34	1840	180	83
Type VI B	Beyond 159.5	Type III/ 23-30	164.42	2200	180	83
		Type II/ 1,8,9,10,11	163.58	2200	180	83
		Type I/1	180.09	2200	180	83
Type VIII	243 to 350	Type I/2	263.49	4610	180	83

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			fee								
Type IV/1-40	103.66	1400	50 times of License fee	70000	77000	84000	98000	126000	182000	294000	350000
Type III/ 3-14	129.73	1840	50 times of License fee	92000	101200	110400	128800	165600	239200	386400	460000
Type III/ 15-19	125.62	1840	50 times of License fee	92000	101200	110400	128800	165600	239200	386400	460000
Type III/ 20-22	115.19	1840	50 times of License fee	92000	101200	110400	128800	165600	239200	386400	460000
Type III/ 31-38	154.34	1840	50 times of License fee	92000	101200	110400	128800	165600	239200	386400	460000
Type III/ 23-30	164.42	2200	50 times of License fee	110000	121000	132000	154000	198000	286000	462000	550000
Type II/ 1,8,9,10,11	163.58	2200	50 times of License fee	110000	121000	132000	154000	198000	286000	462000	550000
Type I/1	180.09	2200	50 times of License fee	110000	121000	132000	154000	198000	286000	462000	550000
Type I/2	263.49	4610	50 times of License fee	230500	253550	276600	322700	414900	599300	968100	1152500

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Gaurav Dwivedi

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Annexure – 3 (a)

Rates of damages for unauthorized occupation (Penal Rent)

Type of accomodation as per MANIT	Range of living area in sqm	License fee	Rate of Damages	Damage	Damages + 10% of damages	Damages + 20% of damages	Damages + 40% of damages	Damages + 80% of damages	Damages + 160% of damages	Damages + 320% of damages	5 times the damage
4	5	6	7	8	9	10	11	12	13	14	15
				1st Month	2nd Month	3rd Month	4th Month	5th Month	6th Month	7th Month	8th Month
Type IX/ 54-77 / Dormitories	22.54	180	40 times of license fee	7200	7920	8640	10080	12960	18720	30240	36000
Type IX/ 1-53	36.97	370	40 times of license fee	14800	16280	17760	20720	26640	38480	62160	74000
Type VIII/ 1-24	29.30	370	40 times of license fee	14800	16280	17760	20720	26640	38480	62160	74000
Type VIII/ 25-32	32.38	370	40 times of license fee	14800	16280	17760	20720	26640	38480	62160	74000
Type VIII/ 33-42	29.57	370	40 times of license fee	14800	16280	17760	20720	26640	38480	62160	74000
Type VIII/ 43-66	30.18	370	40 times of license fee	14800	16280	17760	20720	26640	38480	62160	74000
Type VII/ 1-16	46.10	560	40 times of license fee	22400	24640	26880	31360	40320	58240	94080	112000
Type VII/ 17-32	56.45	560	40 times of license fee	22400	24640	26880	31360	40320	58240	94080	112000
Type VII/ 33-48	46.10	560	40 times of license fee	22400	24640	26880	31360	40320	58240	94080	112000
Type VI/ 1-48	56.69	560	40 times of license fee	22400	24640	26880	31360	40320	58240	94080	112000
Type VI/ 49-60	57.40	560	40 times of license fee	22400	24640	26880	31360	40320	58240	94080	112000
Type VI/ 61-68	64.33	560	40 times of license	22400	24640	26880	31360	40320	58240	94080	112000

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Type VII/ 33-48	46.10	560	80 times of license fee	44800	49280	53760	62720	80640	116480	188160	224000
Type VI/ 1-48	56.69	560	80 times of license fee	44800	49280	53760	62720	80640	116480	188160	224000
Type VI/ 49-60	57.40	560	80 times of license fee	44800	49280	53760	62720	80640	116480	188160	224000
Type VI/ 61-68	64.33	560	80 times of license fee	44800	49280	53760	62720	80640	116480	188160	224000
Type IV/1-40	103.66	1400	100 times of License fee	140000	154000	168000	196000	252000	364000	588000	700000
Type III/ 3-14	129.73	1840	100 times of License fee	184000	202400	220800	257600	331200	478400	772800	920000
Type III/ 15-19	125.62	1840	100 times of License fee	184000	202400	220800	257600	331200	478400	772800	920000
Type III/ 20-22	115.19	1840	100 times of License fee	184000	202400	220800	257600	331200	478400	772800	920000
Type III/ 31-38	154.34	1840	100 times of License fee	184000	202400	220800	257600	331200	478400	772800	920000
Type III/ 23-30	164.42	2200	100 times of License fee	220000	242000	264000	308000	396000	572000	924000	1100000
Type II/ 1,8,9,10,11	163.58	2200	100 times of License fee	220000	242000	264000	308000	396000	572000	924000	1100000
Type I/1	180.09	2200	100 times of License fee	220000	242000	264000	308000	396000	572000	924000	1100000
Type I/2	263.49	4610	100 times of License fee	461000	507100	553200	645400	829800	1198600	1936200	2305000

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Annexure 3 (b)

Rates of damages for subletting of residential accommodation

Type of accomodation as per MANIT	Range of living area in sqm	License fee	Rate of Damages	Damages	Damages + 10% of damages	Damages + 20% of damages	Damages + 40% of damages	Damages + 80% of damages	Damages + 160% of damages	Damages + 320% of damages	5 times the damage
4	5	6	7	8	9	10	11	12	13	14	15
				1st Month	2nd Month	3rd Month	4th Month	5th Month	6th Month	7th Month	8th Month
Type IX/ 54-77 / Dormitories	22.54	180	80 times of license fee	14400	15840	17280	20160	25920	37440	60480	72000
Type IX/ 1-53	36.97	370	80 times of license fee	29600	32560	35520	41440	53280	76960	124320	148000
Type VIII/ 1-24	29.30	370	80 times of license fee	29600	32560	35520	41440	53280	76960	124320	148000
Type VIII/ 25-32	32.38	370	80 times of license fee	29600	32560	35520	41440	53280	76960	124320	148000
Type VIII/ 33-42	29.57	370	80 times of license fee	29600	32560	35520	41440	53280	76960	124320	148000
Type VIII/ 43-66	30.18	370	80 times of license fee	29600	32560	35520	41440	53280	76960	124320	148000
Type VII/ 1-16	46.10	560	80 times of license fee	44800	49280	53760	62720	80640	116480	188160	224000
Type VII/ 17-32	56.45	560	80 times of license fee	44800	49280	53760	62720	80640	116480	188160	224000

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(vi)	All authorized and sanctioned leave except extra ordinary leave without medical grounds, on proceeding on training, on mandatory posting under Central Staffing Scheme to Lok Sabha or Rajya Sabha Secretariat on certificate from Establishment Officer, Department of Personnel and Training, and on transfer to a non-family station abroad declared by Ministry of External Affairs (provided the allottee or members of family does not own a house at the last place of posting)	For the full period of leave/posting on normal license fee
(vii)	On transfer or deputation to Public Sector Undertakings, Statutory and Autonomous bodies on their initial constitution	Sixty months on normal license fee plus House Rent Allowance drawn by the allottee from the organization
(viii)	Leave preparatory to retirement or refused leave granted under FR 86 or Earned leave granted to Government servant who retired under FR 56(j)	For the full period of leave on full average pay subject to a maximum period of one hundred and eighty days in the case of leave preparatory to retirement and four months in other cases, inclusive of the period permissible in the case of retirement on normal license fee.
(ix)	On mandatory posting to Public Sector Undertakings, Statutory and Autonomous Bodies under Central Staffing Scheme on certificate from Establishment Officer, Department of Personnel and Training or from Other Ministries or Departments of the Government of India; and On Mandatory posting at the same station to Public Sector Undertakings, Statutory and Autonomous Bodies under Non-Central Staffing Scheme on certificate from Establishment Officer, Department of Personnel and Training for balance period of central deputation after serving four years under Central Staffing Scheme	Full period of posting on normal license fee plus House Rent Allowance drawn by the allottee from the organisation

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