

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

NITC/P1/428/Imple/BoG/Decision/2012

18-02-2013

PROCEEDINGS

Sub:- Quarters allotment rules
Ref:- BG21.07 of the 21st meeting of BoG

The BoG in its 21st meeting has decided to accept the quarters allotment rules framed by the Committee constituted for this purpose by the Director. A copy of the same is enclosed herewith for your perusal and records. Competent Authority has permitted implementation of the above decision with immediate effect.



REGISTRAR

18/2/13 18/2/13

Copy to: All Deans, Heads of Departments/Schools/ Centre for T&P/ Sections/ Executive Engineer

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

STAFF ACCOMODATION ALLOTMENT RULES

1. These Rules shall be called the "National Institute of Technology Calicut, Staff Accommodation Allotment Rules"
2. These Rules shall come into force with effect from the date of approval by the board of Governors.
3. These Rules shall apply to all regular fulltime staff members of the Institute.
4. Executive Engineer, Engineering Unit shall exercise the power of allotment under these rules.
5. A Campus Accommodation Allocation Committee (CAAC), constituted by the Director to oversee the rules and procedures for allotment of staff accommodation, will advise the Director in policy matters. The committee members will be Dean Faculty welfare (Chairman), Chief Warden (member), Executive Engineer (member), Divisional Accountant (secretary), a lady faculty/ an assistant professor (member) and a non- teaching Staff (member) / both residing in the campus and nominated by Director (member) the tenure of the Committee is for two years. The committee should meet at least once in three months or whenever necessary.
6. Allotment involving cases not specified in these rules will be referred to CAAC for Decision - making. The committee's recommendations, after approval of Director will be executed by the Executive Engineer
7. **Definitions:** In these Rules, unless the context otherwise requires;
 - a. "**Institute**" means National Institute of Technology, Calicut.
 - b. "**Director**" means Director of National Institute of Technology, Calicut.
 - c. "**Allottee**" means an employee of the Institute to whom a residential accommodation is allotted.
 - d. "**Family**" means and includes wife or husband as the case may be and children, grand children, parents, brothers and sisters residing with and dependent on the employees.
 - e. "**Close relatives**" means in- laws, uncles, aunts, first cousins, nephews, nieces, directly related by blood and relationship established by legal adoption.
 - f. "**Subletting**" means and includes sharing of residence with or without payment of rent but does not include casual guests and close relatives.
 - g. "**License fee**" means the charges fixed in accordance with the rules, exclusive of Electricity and water charges .

8. Classification of residences

A regular employee of NIT Calicut will be eligible for allotment of a residence of the type, based on grade pay, as shown in the table I

Table 1: Details of various types of Quarters /Flats and eligibility.

Sl no	Type of residence	Grade Pay/academic grade pay	Plinth Area
1	A	Director	246 Square mtr.
2	B Quarter/Flat	10,000	151 to 196 “
3	C Quarter/Flat	8700 , 9000.	100 to 153 “
4	D Quarter/Flat	6000 -8000	91.50 to 142 “
5	E Quarter/Flat	5400 -6000	110 “
6	F Quarter/Flat	4200- 4800	72 “
7	G Quarter/Flat	1900 -2800	54 to 56 “
8	H Quarter/Flat	1300 -1800	31.80 to 40.30 “

9. Eligibility criteria for allotment of accommodation in general

- a. In all the categories an employee of the Institute is provided accommodation subject to availability. The allotment of different types of residences to regular employees will be made as per the eligibility and seniority.
- b. On request from an applicant for allotment of a next higher category residence for which the applicant is eligible, the Executive Engineer might allot to him/her a residence based on the recommendations of CAAC. He/she has to pay the licence fee of the concerned residence.
- c. In the case of applying for a next lower category residence for which the applicant is eligible, the eligibility will be based on the date of joining and subject to availability of the residence. However priority will be given to the applicants eligible for that particular type of residence.
- d. If an employee eligible for higher type accommodation is occupying a lower type accommodation the employee shall pay license fee of the type of residence for which he/she is eligible.
- e. Notwithstanding these rules, members of staff in the essential service will be given priority. The persons working in the Pump House, Filter House, Electricity Distribution, Hospital staff and drivers constitute the essential service. The Director has the powers to declare any other category of staff as essential service in emergencies.

10. Eligibility of staff married to each other

- a. An employee shall not be allotted any residences under these rules, if the employee's spouse already been allotted a quarters of the same or higher type, unless such residence is surrendered
- b. If two employees already in occupation of two separate quarters marry each other, they shall surrender one of the residences within one month of their marriage.
- c. If one of the quarters occupied by Husband or Wife is not surrendered, the allotment of the lower type of residence shall be deemed to have cancelled on the expiry of such period.
- d. These sub-rules shall not apply to spouses residing separately in pursuance of orders of judicial separation made by any court.

11. Seniority list

A seniority list of members of staff eligible for a particular type of residence shall be prepared and published by the Registrar once in a year in July, and made available to the Engineering Unit. The seniority list will be based on the date of joining regular posts in the Institute for lower category accommodation (E to H) and for higher type (A to D) based on the date on which the employee starts drawing the relevant grade pay. Inter-se seniority among the same grade shall be determined as per the basic pay. If basic pay and date of joining is also the same then the date of retirement may be considered on the principle that the officer retiring earlier may be accorded higher priority over the employee retiring later.

Any discrepancy in the seniority list may be brought to the attention of the Registrar within 30 days from the date of publication of the list.

12. House Rent Allowance

An employee who has accepted the allotment of residence for family accommodation will not be eligible for house rent allowance from the date on which he/she occupies the residence or eight days from the date of acceptance of letter of allotment, whichever is earlier. An employee residing in single room / single room suite accommodation paying rent at market rate or paying standard rent is eligible to draw HRA.

13. Application for allotment of residence

Whenever an employee wants an institute accommodation he/she can submit application to the concerned office (Engineering Unit) at any time, and he/she will be allotted a residence if an already advertised vacant residence is available. Otherwise his/her name will be short listed for the same. Also the concerned office will invite applications time to time in such a form and manner and before such date, as may be specified by it and the employees are required to submit the duly filled form to the office.

14. Allotment of Residence

Based on the eligibility and seniority a waiting list of applicants will be maintained by the Engineering Unit. As and when a residence is vacant and made available for allocation, the office will communicate it to the concerned. The employee shall accept the allotment from the office within eight days of the receipt of the order of allotment and move into the quarters within 16 days of the order of allotment or acceptance of allotment whichever is shorter.

In general once an allocation is made, he/she will not be allowed for transfer of residence. However an employee can seek transfer of residence

- a. Poorly maintained residence as certified by Engineering Unit
- b. Under medical conditions subject to availability of residences.

15. Non-Acceptance of Allotment

If an allottee fails to accept the allotment of quarters within 8 days of receipt of the order of allotment, or fails to move into the quarter within 8 days of acceptance of allotment the allotment shall automatically stand cancelled and the allottee shall not be eligible for another allotment for a period of one year from that date. The quarters in question will be re-allotted to the next eligible employee in the waiting list.

16. Change of Residence

- a. An employee can apply for change of residence only after a period of Six months from the date of occupation and such a change from the same type of quarters shall not be permitted more than twice in the service.
- b. When an employee in occupation of residence is allotted another residence, the allotment of old residence will be deemed cancelled from the date of occupation of new residence. He/she can also retain the old residence for 15 days for shifting, on payment of normal license fee.

17. Subletting of Residence

Subletting includes sharing of accommodation by an allottee with another person will not be allowed but sharing of accommodation with close relatives of the allottee will not be treated as subletting.

18. Retention of Residence

- a. An employee who is allotted residence is normally permitted to retain the same till it is surrendered by him/her or the allotment of the residence is cancelled or deemed to have been cancelled for any reason by the Institute.
- b. A concessional period of retention may be permitted against the events in the table

on payment of appropriate license fee. The allocation of accommodation will be deemed to be cancelled on expiry of the permissible period unless the employee resumes duty in an eligible office in the Institute immediately on expiry of the concession period.

- c. In the case of event of leave (leave other than leave preparatory to retirement, the employee has to surrender the residence from the date at which the leave commences or permissible period ends. However the seniority will be kept intact.
- d. If a residence become available and an employee due to return in a month's time the same will be retained for allotment to the employee on his/her request duly forwarded through concerned department/ section head. The allotment letter will be issued only when the employee actually returns and rejoined to the institute within one month.

Table 2: Details of permissible period for retaining the residence under rent admissible

Sl no	Event	Permissible period for the retention of residence
1	Resignation, dismissal, removal or termination of service or unauthorized absence without permission	One month with normal license fee.
2	Retirement or terminal leave	A maximum of Six months in which the first two months on normal licence fee and the next two months on double the normal license fee and the Subsequent two months on six times the normal license fee.
3	Death of the allottee	A maximum of Four months with the first one month free accommodation and the further three months on normal license fee
4	On proceeding on foreign service in India	A maximum of Six months on normal license fee.
5	Leave (leave other than leave preparatory to retirement)	A maximum of 4 months on normal license fee
6	Leave preparatory to retirement	For the full period of leave on normal license fee subject to a maximum of six months.
7	Maternity leave	For the period of maternity leave plus the leave granted in continuation subject to the maximum of Twelve months on normal license fee..
8	Study leave in or outside India	For the period of study leave but not exceeding six months and on normal license fee. If the study leave extends beyond six months the officer may be allotted alternate accommodation subject to availability, one type bellow

		entitlement on the expiry of Six months or from the date of commencement of study leave if desired by the allottee.
9	Deputation in or outside India	For the period of deputation but not exceeding six months with normal license fee.
10	Leave on medical grounds	For the full period of leave if supported by medical certificate and on normal licence fee.
11	On proceeding on training	For the full period of training on normal license fee
12	Others (retaining the residence beyond the permissible period)	The license fee charged should be minimum of HRA of the category plus license fee.

19.Surrender of Residence

An employee may at any time surrender the residence by giving intimation to the concerned office at least ten days before date of vacation of the residence. The allotment of the residence will be deemed to have cancelled with effect from the 11th day after the day on which the letter is received or the date specified in the letter. At the time of vacating the employee should hand over the residence to the Engineering unit.

20. Overstay in residence after cancellation allotment.

It the residence remains or has remained in occupation of the employee after an allotment has been cancelled under any provisions contained in these rules, he/she shall be liable to pay damages for use and occupation of the residence as per the prevailing rules.

21.Terms and conditions of allotment of NITC Residence

- a. License fee as applicable per month shall be recovered from the salary. The license fee shall be subject to revision as and when the Government of India revises the same.
- b. The allottee is required to pay electricity charges as per actual consumption.
- c. Water charges at a fixed rate as applicable will be recovered.
- d. The allottee will be required to take over all the fixtures and fittings provided in the house by signing an inventory thereof and to hand over the same in complete shape and working condition at the time of vacating the accommodation. Any loss /damage caused to these properties shall be made good by the allottee.

- e. Subletting of the accommodation allotted to employee is strictly prohibited and if any such instances are noticed, cancellation of allotment, recovery of penal rent and appropriate disciplinary action will be taken.
- f. The allottee shall use the quarters only for the purpose for which it has been allotted.
- g. Allottee shall maintain the quarters, compound and premises in a clean and hygienic condition. The officer to whom a residence has been allotted shall not grow any trees shrubs or plants etc without prior permission of the Institution
- h. The Officer to whom residence accommodation/quarters has been allotted shall not keep any animal like cow, dog, cat, horse, goat buffalo, birds etc in his residence without specific approval of the authorities.
- i. An allottee shall not permit falling of trees except with permission of the Institute authorities.
- j. If an allottee is found to indulge in activities prejudicial to the maintenance of the allottees neighbors or harmonious relations with the allottees neighbors or maintenance of peace and sanitation in the campus Director may without prejudice to disciplinary action as per rules and cancel the allotment and declare the employee ineligible for fresh allotment for the remaining period of his/her service.
- k. An allottee shall not make any additions or alterations to the building, water and electricity connections or otherwise tamper with any part of portion of the building and its fittings.
- l. An allottee shall report to the Assistant Engineer, any defects in the quarters. Attempting to rectify any defect otherwise than through the Assistant engineer is forbidden.
- m. An allottee shall allow authorized officers of the Institute to have access to the quarters for inspection of building and its fittings and installations and for repair and maintenance.

Other terms and conditions of allotment will be as per rules / instructions in this regard issued from time to time by the Govt. of India/Decision taken by the Institution as the case may be.

22. Consequence of Breach of allotment rules and terms and conditions

Allotment will be cancelled in addition to the disciplinary action that may be taken including cancellation of allotment and penalty as per the prevailing rules in FRSR, against the allottee if he/she

- a. Unauthorized sublets the quarters
- b. Erects any unauthorized structure in any part of the residence
- c. Tampers with the electric or water connections
- d. Puts the residence into improper use
- e. Conducts himself in a manner which is prejudicial to the maintenance of harmonious relations with his neighbors


- f. Has knowingly furnished incorrect information for securing allotment of the residence
- g. Wherever the procedures /rules are not clear or silent, the Institute will follows the Govt. of India rules in force for residence allotment.
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Recommended by the Campus Accommodation Allotment Committee.

1. Dr.S.Jayaraj,
Chief Warden.


- Chairman


2. Dr.A.Shaija,
Associate Professor,
Lady Warden.


- Member

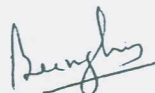
3 .Dr.K.Krishnamoorthy,
Executive Engineer,
Engineering Unit.


-Member

4. Dr.Vinu Palissery,
Assistant Professor,CED.


- Member

5. Beena John,
Divisional Accountant.
Engineering Unit


-Secretary