

**STANDING OPERATING PROCEDURE REGARDING ALLOTMENT OF RESIDENTIAL ACCOMMODATION, ITS TERMS AND CONDITIONS, RECOVERY OF LICENCE FEES AND MAINTENANCE OF RECORDS.**

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1. Circular calling for applications for the year i.e. calendar year for which the eligibility list is to be prepared is to be issued by A.R.(Admn)/D.R.(PHR) by 15<sup>th</sup> October of the previous year calling for applications by 15<sup>th</sup> November of the previous year.
2. On receipt of applications an eligibility list in order of priority date as per House Allotment Rules to be prepared by 15<sup>th</sup> December and displayed.
3. An individual joining the Institute who was not in the Institutes service on 15<sup>th</sup> October of previous year to apply in case he desires for allotment within one month of his joining the services of Institute for purpose of house allotment.
4. The Admn. Section shall determine the priority date and place him in the eligibility list according to his priority date and notify such inclusions. In case the application is made after a period of one month he shall be placed at the bottom of the invited type eligibility list for the year.
5. The eligibility list after preparation by Admn. Section would be scrutinized 100% by concerned DR/AR for its correctness and test checked to extent of 25 percent by Registrar before submitting to Vice Chancellor for its acceptance.
6. The Vice Chancellor would exercise checks he determines necessary before finally approving the eligibility list.
7. All new additions as envisaged at para against item no. 3 of this office order to be fully checked by concerned Dy. Registrar/Assistant Registrar and then checked by Registrar before submission to vice Chancellor who shall satisfy himself for approving the inclusion.
8. Deputy Registrar (Estate) shall submit to the Administration Section monthly list of vacant quarters (type-wise with living area) by 5<sup>th</sup> of the month with a certificate that quarters are ready to be handed over.
9. The administration will then according to the eligibility propose house allotment which may be approved by Vice Chancellor on recommendations by the Registrar.
10. The eligibility list lapses on 31<sup>st</sup> December of the year.
11. The Vice Chancellor's approval or orders in the matter shall be executed by the Administration Section and the office orders for allotment of Residential Accommodation shall be issued on the following terms and conditions:-

- (a) The allotment will be governed by normal rules for allotment of residential accommodation.
- (b) The quarter No..... is a type ..... with living area of ..... for which licence fee @ Rs.....(normal)/ Rs.....(enhanced) per month shall be payable from the allottee as applicable at present.
- (c) The payment of licence fee shall be subject to revision from time to time.
- (d) The water charges as applicable from time to time shall be payable to the Institute.
- (e) Electricity connection will be obtained by the allottee himself in his name.
- (f) No addition or alternation to the building or sanitary installation shall be carried out without obtaining prior approval in writing from the Competent Authority of the Institute.
- (g) The expenditure incurred on addition in accordance with (f) above shall be borne by the allottee and he shall not be entitled to claim whatsoever, at the time of vacating the said premises and such additions or alterations shall belong to the Institute.
- (h) The allottee shall make good any damage caused to the premises except normal wear and tear. The decision of the Institute on the question whether damage is caused to the premises and if so the quantum of compensation payable on this account, shall be final and binding on the allottee.
- (i) The premises shall be used for residential purposes only and for no other purposes. He shall not permit the premises or any part there of being used by any other person for any purpose whatsoever without prior written approval of the Institute.
- (j) In the event of cancellation of allotment for any reason whatsoever, the allottee shall handover the vacant possession of the premises to the Institute in as good as condition as they were at the time of taking over of possession except normal wear and tear.
- (k) The allottee shall submit the acceptance of the allotment within 3 days of issue of allotment letter and take possession of the residence within 8 days of allotment

letter. If he fails to fulfill any of these requirements, his allotment shall be cancelled and residence will be allotted to other employees in the waiting list, if any, on priority date basis.

- (l) The allotment shall be effective from the date of acceptance by him.
  - (m) The licence fee will commence from the date of occupation or the 8<sup>th</sup> day from the date of receipt of allotment letter, whichever is earlier.
  - (n) The allottee is required to submit his acceptance to the term and conditions of the allotment in writing within 3 days from the date of issue of this office order and take possession of the allotted house within 8 days from the Estate Section.
  - (o) In case the possession is not taken after acceptance within 8 days from the receipt of allotment letter, licence fee will be charged for 12 days and HRA will also not be allowed for that period.
12. Based on the occupation/non-occupation report, appropriate office order with regard to recovery of licence fee and water charges or disqualifying the application for further allotment, as the case may be, shall be issued by the Administration Section.
  13. The Accounts Section shall effect the recoveries based on the office orders issued as above and issue Schedule of recoveries made to the Estate Section per month.
  14. On the basis of Schedules, the Estate Section shall maintain broadsheets for individual quarters, which shall be got tallied with the figures of Account Section and reconcile the differences, if any.
  15. An official in the possession of official accommodation may surrender the allotment by giving a one month written intimation to the Administration.
  16. The Administration Section would accordingly issue an office order and the Estate Section shall take possession of the vacant quarter along with furniture and fixtures with reference to original handing over report and report the vacancy, handing over along with shortages (with cost) to Administration Section which would then issue office order for stopping recovery of license fee and water and for recovery of the shortages reported.
  17. Similar process as above would be applicable incase of officials retiring, transferred etc. wherein normal date of vacation would be the date of relief/retirement, etc. unless extension has been granted by the competent authority. In such cases the Administration Section will issue office orders to be implemented by Estate Section.
  18. The Estate Section would notify earmarked quarters for Registrar and Finance Officer as per decision taken at the 36<sup>th</sup> meeting of Board of Management. In case these quarters are

vacant for some reason, conditional allotment can be made subject to quarter being vacated with a 45 day notice.

19. The Vice Chancellor can direct change of accommodation in case of official requirement which would be binding upon the allottee with a 30 day notice.
20. The Vice Chancellor on the recommendations of Housing committee (to be constituted by the Vice Chancellor) comprising of Registrar, One member of the rank of Professor and Dy. Registrar/Assistant Registrar Incharge Estate as Member Secretary may cancel the allotment on grounds of indiscipline by any allottee or his family member.
21. The compliance of above provisions shall be ensured by all concerned.

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