



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर [हि. प्र.]  
National Institute of Technology Hamirpur [H.P.]  
[ Under Govt. of India, Ministry of HRD, New Delhi ]

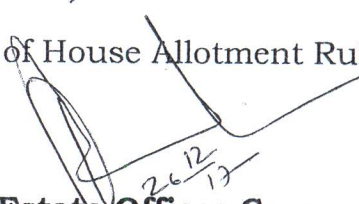
[ESTATE OFFICE]

To

✓ The Head,  
Computer Centre,  
NIT Hamirpur (HP)

**Subject: - Regarding House Allotment Rules.**

Please find enclosed herewith a copy of House Allotment Rules for publishing in the institute website.


  
26/12/17  
**Estate Officer-Cum-  
Member Secretary, HAC,  
NIT Hamirpur (HP)**

No. NIT/HMR/EO/M-1/2017/941-944

Dated: 26-12-2017

Copy to: -

1. PS to Director, for kind information of the Director please.
2. PA to Registrar, for kind information of the Registrar please
3. The Dean (P&D)- cum- Chairman, House Allotment Committee, NIT Hamirpur for information please.

  
26/12/17  
**Estate Officer-Cum-  
Member Secretary, HAC,  
NIT Hamirpur (HP)**

NATIONAL INSTITUTE OF TECHNOLOGY  
HAMIRPUR (HP)- 177 005

ALLOTMENT OF RESIDENTIAL ACCOMMODATION RULES- 2014

1. Application and commencement	<p>(i) These rules shall be called National Institute of Technology Hamirpur Allotment of Residential Accommodation Rules, 2014.</p> <p>(ii) These rules shall be applicable to all members of staff in full time employment of NIT Hamirpur whether permanent, quasi-permanent, temporary or adhoc/contract.</p> <p>(iii) These rules shall come into effect after the notification of 25<sup>th</sup> BOG Meeting.</p>
2. Definition	<p>(i) "Institute" means National Institute of Technology Hamirpur.</p> <p>(ii) "Director" means Director of the Institute or "Head of the institute"</p> <p>(iii) "Estate Officer" means Estate Officer of the Institute.</p> <p>(iv) "House Allotment Committee" means a Committee constituted by the Director, from time to time to carry out the functions assigned under these rules.</p> <p>(v) "Employee" means a member of the staff of the Institute.</p> <p>(vi) <i>Classification of the members of staff shall be as per NIT Statutes Part II-Sec.3 22(1)</i></p> <p>(vii) "Allotment" means the grant of License to occupy a residence in accordance with provisions of these rules.</p> <p>(viii) "Allottee" means an employee of the Institute to whom residential accommodation is allotted.</p> <p>(ix) "Family" means spouse, children, parents, unmarried brothers and sisters who ordinarily reside with and are dependent on the employee.</p> <p>(x) "Allotment Year" means the year beginning on 1<sup>st</sup> January or such other period as may be notified by the Director.</p> <p>(xi) "Eligible Office" means a Dean (P&amp;D) office or House Allotment Committee which have been declared by the Director as eligible for allotment of residences under these rules falling within the control of the Institute.</p> <p>(xii) "Eligibility" the eligibility of an employee for Institute accommodation shall be determined as per the Grade Pay of such employee in his present post held in the Institute.</p> <p>(xiii) "Emoluments" means the emoluments as defined in G.F.R</p> <p>(xiv) "Licence Fee" means the sum of money payable monthly in accordance with the instructions issued by GOI and notified by the Director from time to time in respect of a residence allotted under these rules.</p> <p>(xv) "Priority Date" of an officer in relation to a type of residence to which he/she is eligible under the provisions of Rule.</p> <p>(xvi) "Residence" means any residence under the administrative control of the Director of the Institute.</p> <p>(xvii) "Subletting" includes sharing of accommodation by an allottee with another person with or without payment of license fee.</p> <p><b>EXPLANATION:</b> Any sharing of accommodation by an allottee with close relations shall not deem to be subletting. Intimation, however, to this effect shall be given in writing to the Director. (Close</p>

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	<p><b>Relations</b> means Father, Mother, Brother, Sister, Grand Father and Grand Mother and Grand Son and Grand Daughter). The concession of sharing accommodation available to the close relations as indicated above will not be admissible when relationship ceases by any order of Court or under law.</p> <p>(ix) "<b>Type of Residence</b>" in relation to an employee means the type of residence to which he/she is eligible under these rules.</p>																												
3. Classification of Residences	<table border="1"> <tr> <th>S.No.</th><th>Type</th><th>Living Area (Sq. Mts.)</th></tr> <tr> <td>1</td><td>I</td><td>30-50</td></tr> <tr> <td>2</td><td>II</td><td>50 - 75</td></tr> <tr> <td>3</td><td>III</td><td>75 - 100</td></tr> <tr> <td>4</td><td>IV</td><td>100-150</td></tr> <tr> <td>5</td><td>V</td><td>150-200</td></tr> <tr> <td>6</td><td>V Duplex</td><td>200-270</td></tr> </table>	S.No.	Type	Living Area (Sq. Mts.)	1	I	30-50	2	II	50 - 75	3	III	75 - 100	4	IV	100-150	5	V	150-200	6	V Duplex	200-270							
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4. Eligibility for House Allotment	<p>All employee of the Institute who have applied for accommodation are eligible for House Allotment as per eligibility criteria defined as envisaged below:-</p> <table border="1"> <tr> <th>Grade Pay (Rs.)</th><th>Entitled Type</th><th>Living Area (Sq. Mts.)</th><th>Flat rates of Licence Fee per month</th></tr> <tr> <td>Upto 1800</td><td>I</td><td>30-50</td><td>95/-</td></tr> <tr> <td>1900 to 2800</td><td>II</td><td>50 - 75</td><td>205/-</td></tr> <tr> <td>4200 to 4800</td><td>III</td><td>75 - 100</td><td>310/-</td></tr> <tr> <td>5400-7000</td><td>IV</td><td>100-150</td><td>525/-</td></tr> <tr> <td>7600-9000</td><td>V</td><td>150-200</td><td>900/-</td></tr> <tr> <td>Above 9000</td><td>V Duplex</td><td>200-270</td><td>900/-</td></tr> </table>	Grade Pay (Rs.)	Entitled Type	Living Area (Sq. Mts.)	Flat rates of Licence Fee per month	Upto 1800	I	30-50	95/-	1900 to 2800	II	50 - 75	205/-	4200 to 4800	III	75 - 100	310/-	5400-7000	IV	100-150	525/-	7600-9000	V	150-200	900/-	Above 9000	V Duplex	200-270	900/-
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5. Allotment to Husband & Wife	<p>(i) No employee shall be allotted a residence under these rules if the wife or husband, as the case may be, of the employee has already been allotted a house by the Institute of any other Govt. organization at Hamirpur unless such house is surrendered.</p> <p>(i) Provided that this sub-rule shall not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by a court.</p> <p>(ii) Where two employees in occupation of separate residences allotted under these rules marry each other, they shall within one month of marriage surrender one of the two residences.</p>																												

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<b>6. Application for Allotment/ Allotment Procedure</b>	<p>An employee shall apply for the allotment of a house, whenever the applications are invited. Seniority and eligibility for appropriate type will be notified by the Member Secretary one week before the house allotment committee meeting.</p> <p>The HAC shall be constituted by the Director.</p> <p><b>Functions of the House Allotment Committee</b> The House Allotment Committees shall:</p> <ol style="list-style-type: none"> <li>Scrutinize and certify the priority lists before notification;</li> <li>Examine all cases involving departure from the normal Allotment Rules; And</li> <li>Consider any other matter referred to it by the Director of the Institute, and give its recommendations to the Director of the Institute whose decision shall be final and binding.</li> </ol>
<b>7. Date of Priority</b>	<p>Date of Priority of an employee who is drawing AGP applicable for a particular type of house will be decided in the following order:-</p> <ol style="list-style-type: none"> <li>The higher Grade Pay of the employee;</li> <li>The date from which the applicant continuously drawing his existing Grade pay.</li> <li>Where the date of two drawing Grade Pay for one or more employees is the same, the seniority of the officers shall be determined on the basis of the basic pay, i.e. the employees who have a higher basic pay on the date of allotment.</li> <li>Where the date of drawing the AGP and the basic pay of two or more employees are the same, the earlier date of joining in the service of the Institute (length of service with institute) shall be the next determining principle of inter se seniority.</li> <li>Where the priority date, basic pay and date of joining in the service of the Institute of two or more employees are the same, the employee with higher age may be accorded higher priority over the officer with lesser age.</li> </ol> <p><b>In case of Employee on contract the criteria will be as under:-</b></p> <ol style="list-style-type: none"> <li>The higher Consolidated Pay of the employee;</li> <li>The date from which the applicant is continuously drawing his Consolidated Pay.</li> <li>Where the date of drawing the Consolidated Pay of two or more employees are the same, the earlier date of joining in the service of the Institute (length of service with institute) shall be the next determining principle of inter se seniority.</li> <li>Higher age</li> </ol>
<b>8. Power to make /cancel allotment</b>	<ol style="list-style-type: none"> <li>The power to make allotment or to cancel the same of a house shall vest in the Director.</li> <li>The recommendations of the House Allotment Committee shall be placed before the Director for his approval who may approve the same or reject or modify them after recording reasons for such rejection or modification. The Secretary of the house allotment committee shall thereafter implement the orders of the Director accordingly.</li> </ol>

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9. Non-acceptance of offer	If an employee fails to accept the allotment of a residence or fails to take possession within two weeks from the date of receipt of the allotment letter, he/she shall not be eligible for another allotment for a period of one year from the date of issue of allotment letter.
10. Period for which allotment subsists	<p>(i) An allotment shall be effective from the date of receipt of allotment offer till the employee is on duty in the Institute.</p> <p>(ii) A house allotted to an employee may be retained on the happening of the events specified in column (i) of the Schedule – II for the period specified in the corresponding entry in column (2), thereof provided that the house is required for the bonafide use of the employee or the members of his family.</p> <p>(iii) Where a residence is retained under sub-rule (ii), the allotment shall be deemed to be cancelled on the expiry of the admissible concessional period.</p>
11. Provisions relating to License fee	<p>(i) Where an allotment of accommodation has been accepted, the eligibility for License fee shall commence from the date of his occupation as applicable at the time and the License fee shall be deducted by the accounts section of the institute through the salary bill of the allottee.</p> <p>(ii) Where after an allotment has been cancelled or is deemed to be cancelled, the residence remains or has remained in occupation of the employee to whom it was allotted or of any person claiming through him, such an employee shall be liable to pay damages for use and occupation of residence charges calculated at the penal rate.</p> <p>(iii) In the case of retiring officer's/officials, the leave encashment benefits will be released only if they have vacated the Govt. accommodation allotted to them while in service. The amount of leave salary shall be drawn by the Drawing &amp; Disbursing Officer immediately on retirement and the same shall be put in FDR for four months in the name of retiree, pledged with the Drawing &amp; Disbursing Officer as security for damages.</p>
12. Maintenance of residence	<p>(a) The employee to whom a residence has been allotted shall maintain the residence and premises in a clean condition to the satisfaction of the <i>Dean P &amp; D or Chairperson HAC</i>, through their own resources.</p> <p>(b) No addition and alteration are to be made in the building or walls to be disfigured or erect any temporary structure in the area allotted to him/her or carryout un-authorized extension from electric or water connection or temper with them.</p> <p>(c) An employee to whom residence has been allotted shall not be permitted to cut the trees &amp; shrubs in the premises allotted to him/her without the permission of the Estate officer/Dean P &amp; D or Chairperson HAC.</p>
13. Continuance of allotments made prior to issue of these rules	Any valid allotment of residence which is subsisting immediately before the commencement of these rules shall be deemed to be an allotment duly made under these rules.

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14. Change of Residence	<p>(i) An officer/official, to whom a residence has been allotted under these rules, may apply for a change of residence within the same type. Not more than one change shall be allowed in respect of one type of residence.</p> <p>(ii) Changes shall be offered to employees who have applied. The seniority for change will be same as the new allotment mentioned in Rule-7.</p> <p>(iii) If an officer/official fails to accept a change of residence offered to him within 08 days of the receipt of such order/offer or allotment, the same shall not be considered again for a change of allotment of that type.</p>
15. Sharing of Accommodation	<p>(i) No officer/official shall share the residence allotted to him/her including any of the out-houses and garages, there to unless authorized to do so by the NIT.</p> <p>(ii) Any sharing of accommodation with close relatives shall not be treated sub-letting/sharing. The following relations will be treated as close relations viz, father, mother, brothers, sisters, grandfather, grandmother, grandsons, granddaughters, uncles, aunts, first cousins, nephews, nieces, directly related by blood to allottees, father-in-law, mother-in-law, sister-in-law, son-in-law, daughter-in-law and any other relationship established by legal adoption.</p>
16. Cancellation of Allotment	<p>(i) If any officer/official to whom a residence has been allotted, sublets the residence or creates any un-authorized structure in any part of the residence or uses the residence or any portion thereof for any purpose other than that 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 or uses the residence or premises for any purposes, which the NIT authorities consider to be improper or conducts himself/herself in a manner which in the opinion of the NIT 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 securing an allotment, the NIT authorities may without prejudice initiate any disciplinary action against him/her or cancel the allotment of the residence.</p> <p>(ii) If the officer/official has failed to notify the information to the Chairman, HAC as provided under Rule-4 or in an application or statement suppressed any material/fact, the HAC may cancel the allotment.</p> <p>(a) If any officer/official 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 damages.</p> <p>(b) Where action to cancel the allotment is taken on account of sub-letting of the premises by the allottee, a period of seven days shall be allowed to the allottee or any other person residing with him/her therein 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</p>

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cancellation of allotment, whichever is earlier.

- (c) Where the allotment of residence is cancelled for pre-judicial conduct to the maintenance of harmonious relations with the neighbors, the official at the discretion of the NIT authorities may be allotted another residence in the same type at any other places, if available.

#### 17. Reservation of houses:-

The residential houses for the following categories of officers/officials may be reserved in NIT Campus in view of the exigencies of essential services based on the eligibility depending upon the availability of houses and suitability as deemed fit by the Director.

No. of Houses Reserved	Officers/officials to whom earmarked	Type of House
02 (Two)	(i). One for JE Maintenance (Civil)	III
	(ii) One for JE Maintenance (Elect.)	
01 (One)	(i) For Medical Officer	IV
01 (one)	(i) One house for Asstt. Engineer (Maintenance)	IV
01 (One)	(i) One house for Registrar of the Institute	V
01 (One)	(i) One house for Executive Engineer of the Institute	V

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18. Special Powers of Director	In exceptional cases, the Director shall have authority to allot:- (a) Higher category of a house than the one to which an employee is entitled. (b) A house out of turn to an employee.
19. Breach of Rules	If any employee to whom 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 Institute considers to be improper or conducts himself/herself in a manner which in the opinion of the Director is prejudicial to the maintenance of harmonious relations with the allottee's neighbor or peace in the campus, he/she will be required to vacate residence without prejudice to any other disciplinary action being taken against him/her and may be declared to be ineligible for a residence for a specified period to be decided by the House Allotment Committee.
20. Status of Allottee	In every case of allotment of NIT staff quarters, the allottee shall be deemed to be a licensee only and not a tenant.
21. Interpretation of Rules	The Decision of the Director as to the interpretation of these rules shall be final.
22. Relaxation of Rules	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.
23. Possession and Vacation of the Houses	While taking the possession of the house, allottee must ensure that the inventory register is signed by him/her and to see that all fitting and accessories i.e. of water supply, SI and electric are intact. Similarly while vacating the house, all the accessories and fittings should be in order and keys handed over to the 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 the responsibility of the occupant and its cost thereof shall be recoverable from the allottee from the pending dues with the NIT.

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SCHEDULE-I

Type of Residence	No. of Houses	Category of employees according to their Grade pay who are eligible	License fee exclusive of Elect. & Water Charges	Remarks
Type-I	20	Upto 1800	95/-	To be allotted as per the entitlement and as per availability of the houses
Type-II	82	1900 to 2800	205/-	To be allotted as per the entitlement and as per availability of the houses
Type-III	54	4200 to 4800	310/-	To be allotted as per the entitlement and as per availability of the houses.
Type-IV	48	5400-7000	525/-	To be allotted as per the entitlement and as per availability of the houses.
Type-V	12+64	7600-9000	900/-	Out of 64 houses, across the road, 16 houses may be reserved for non-teaching as per the eligibility/entitlement.
Type-V (Duplex)	4	Above 9000	900/-	To be allotted as per the entitlement and as per availability of the houses

- If house of appropriate type is unavailable, the staff member entitled for the higher type accommodation; shall be given the preference for one step lower accommodation.
- The houses constructed near the Electric Substation I shall be exclusively for Essential services staff.

*[Handwritten signature]*



SCHEDULE-II

S. NO.	EVENTS	PERMISSIBLE PERIOD FOR RETENTION OF THE RESIDENCE
1.	Resignation, dismissal or removal from service, termination of service or unauthorized absence without permission	01 month
2.	Retirement or terminal leave	04 months
3.	Death of the allottee	04 months
4.	Transfer to a place outside the station	02 months
5.	On proceeding on foreign service in India	02 months
6.	Temporary transfer in India or transfer to a place outside India	04 months
7.	Leave (other than leave preparatory to retirement)	04 months.
8.	Maternity Leave	06 months
9.	Extraordinary Leave/or any other leave granted by the Institute for taking up Assignment elsewhere	02 months
10.	Leave preparatory to retirement	For the full period of leave on full pay subject to a maximum 180 days
11.	Study Leave (under QIP or otherwise in India or outside)	02 months.
12.	Deputation within or outside India	For the period of deputation but not exceeding six months.
13.	Leave on medical grounds	Full period of leave
14.	On proceeding on training	For full period of training

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

The staff member retaining the accommodation beyond one year shall be subjected to levy of penal rate. Such cases may also be referred to BOG for consideration.

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LIVING AREA  
(AS PER G.O.I. RULES & REGULATIONS)

Grade Pay (Rs.)	Entitled Type	Living Area (Sq. Mts.)	Flat rates of License Fee per month
Upto 1800	I	30-50	95/-
1900 to 2800	II	50 - 75	205/-
4200 to 4800	III	75 - 100	310/-
5400-7000	IV	100-150	525/-
7600-9000	V	150-200	900/-
Above 9000	V Duplex	200-270	900/-

7 or 9