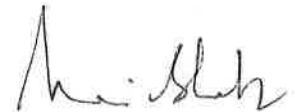


No.G-53/00/ 935/2005

October 26, 2005

OFFICE ORDER

As decided in the 87th Executive Council meeting held on August 26, 2005, the Type III quarters at Nerul reserved for allotment to Faculty have now been earmarked for allotment to all the permanent staff members as per the IIPS Accommodation Allotment Rules.



(Dr. P.N. Mari Bhat)
Director & Sr. Professor

- Copy to:
- (i) Dr. Faujdar Ram
Quartering Committee Chairman
 - ~~(ii)~~ Shri J.P. Tahilramani
O.S.(E.M.)
 - (iii) Notice Board

NOTIFICATION

The following will form part of the Accommodation Allotment Rules of the Institute.

XVIII. Earmarking of Accommodation for allotment.

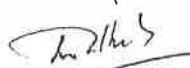
(i) The following accommodations presently occupied by the Faculty Members will be earmarked for allotment on vacation exclusively for the faculty of the Institute.

S.No.	Type of accomn.	Location	No. of Flats	Flat No.
1.	Type IV	Deonar Complex	7	2 to 8
2.	Type IV	Nerul Complex	1	32
3.	Type III	Deonar Complex	2	4 & 6
4.	Type III	Nerul Complex	11	1 to 10 & 31

(ii) The Flat NO. 1, 2, 3 & 5 of Type III accommodation at Deonar Complex, once vacated by the present Non-Academic Staff will be allotted to Faculty Members staying at Nerul. Thus the entire 6 flats of Type III accommodation at Deonar Complex in due course of time will also be allotted to Faculty Members.

(iii) A separate seniority list, henceforth, will be prepared for Faculty and Non-Faculty at the Institute for allotment of Staff Quarters.

(Authority : Minutes of the 71st Meeting of the Executive Council of IIPS held on 2nd August 1996)


K.B. Pathak
Director

All Notice Boards

C.C. to EC-71 file



ACCOMMODATION ALLOTMENT RULES

Approved by Executive Council in its meeting held on November 7, 1970 and confirmed by Government of India, Ministry of Health and Family Planning (Department of Family Planning), New Delhi vide their letter No.43011/2/70-Estt.II dated 26 October 1971.

All amendments upto 17th March 1990 have been incorporated.

I. Short Title : These rules may be called IIPS accommodation allotment rules and they come into effect from November 7, 1970.

II. Definitions :

In these rules the following expressions shall carry the meaning, as indicated against each:

1. "Emoluments" mean the emoluments as defined in F.R. 45-C, but excluding the compensatory allowances.
2. "Family" means the wife/husband, children step-children, legally adopted children, parents, minor brothers and sisters of an employee ordinarily residing with and wholly dependent on him/her.
3. "Sub-letting" means sharing of accommodation by an allottee with person(s) not being casual guests or members of his/her family, with or without payment of rent.
4. "Allotment" means the grant of licence to occupy a residence in accordance with the provisions of these rules.
5. "Licence Fee" means the sum of money payable monthly in accordance with the provisions of the Fundamental Rules in respect of a residence allotted under these rules.

III. Classification of Residence

The residence will be allotted as under :

<u>S.No.</u>	<u>Type of Residence</u>	<u>Monthly Emoluments for the purpose of allotment year concerned</u>
1.	Type I	Less than Rs.950.
2.	Type II	Rs.950 and above but less than Rs.1500.
3.	Type III	Rs.1500 and above but less than Rs.2800.
4.	Type IV	Rs.2800 and above but less than Rs.3600.

- | | | |
|----|------------|--|
| 5. | Type V(A) | Rs.3600 and above but less than Rs.4500. |
| 6. | Type V(B) | Rs.4500 and above but less than Rs.5900. |
| 7. | Type VI(A) | Rs.5900 and above but less than Rs.6700. |
| 8. | Type VI(B) | Rs.6700 and above. |

IV. Application for allotment

Any person desirous of having accommodation, and also who are occupying the quarters should apply in writing to the Director every year before 1st March.

V. Allotment

1. Allotment will be made strictly according to seniority subject to, however, the Director reserving the right to allot at his discretion, where the presence of the employees mentioned in the Appendix I is necessary on the campus of the Institute.
2. When there are not sufficient qualified officers for a residence in a particular type, the Director may temporarily allot the residence to an officer qualified for the next lower type and drawing the highest emoluments. But when the number of residences of a particular type is less than the number of officers eligible and the accommodation of a lower type is available, the officers may be offered the lower type of accommodation.
3. The Director may cancel the existing allotment of an officer and allot to him an alternative residence of the same class or in emergent circumstances an alternative residence of the class next below the class of residence in occupation of the officer, if the residence in occupation of the officer is required to be vacated.
4. If two or more residence in the same class fall vacant at the same time the Director shall, in allotting the same in accordance with the seniority list have regard, as far as possible, to any

preference expressed by the employees concerned.

5. Employees may be permitted to change accommodation into vacant premises of the same class with the prior approval of the Director, not more than once, after its 1st allotment.

Mutual exchange would be permissible at any time with the prior approval of the Director.

6. The holder of a temporary post to whom a residence is allotted shall revert to a lower class of residence, as soon as one can be made available for him, if he is at any time reverted to a lower post not entitling him to the class of residence allotted and this will be an express condition of the allotment.

VI. Out-of-turn allotment

Notwithstanding the provisions of the rule V(1), allotment of a residence may be made by the Director on out-of-turn basis to an officer on grounds of serious illness of self or a member of his family in consultation, if considered necessary, with the prescribed medical authority. In such cases, the seniority for the allotment will be the date of receipt of the out-of-turn applications by the Director. The allotments shall be made in the next below type in case a house in the type to which an employee is entitled is not available.

VII. Determination of Seniority

The seniority of an officer in relation to a type of residence to which he is eligible under the provisions of rule III means the earliest date from which he/she has been continuously holding the post under the Institute drawing emoluments/relevant to a particular type of accommodation.

~~the Institute~~ In case of officers who are on deputation on foreign service terms, the seniority shall be reckoned from the

date from which they are holding the post relevant to a particular type:-

Provided where the seniority of two or more officers is the same, the seniority among them shall be determined by the amount of emoluments; the officer in receipt of higher emoluments taking precedence over the officer in receipt of lower emoluments, and where emoluments are equal, by the length of service.

VIII. Non-acceptance of allotment or failure to occupy the allotted residence

1. If an employee fails to occupy the accommodation allotted to him/her within 7 days from the date of receipt of allotment orders by the employee:

- (a) The Director reserves the right and is at liberty to deem the allotment of accommodation as cancelled automatically.
- (b) The accommodation in question will, then be re-allotted to the next employee entitled to it, and
- (c) The defaulting employee shall not be eligible for another allotment again under these rules, till such time as accommodation to which he/she may be entitled becomes available for the purpose after the Director has suitably accommodated all the employees falling in line after him/her or till expiry of a period of one year from the date of first allotment whichever is earlier.

2. The above mentioned conditions are relaxable only (a) if the employee concerned is on leave, or on official tour or on temporary duty away from his/her Headquarters. In such a case,

the period of 7 days will be reckoned on the date of receipt of allotment order by him/her on his/her return to Headquarters or (b) if there are any other valid reasons acceptable to the Director in such a case the employee concerned may be allowed to occupy the allotted accommodation after the prescribed limit of 7 days.

IX. Period for which allotment subsists and concessional period for further retention

1. The allotment shall be effective from the date of occupation till:-

(a) It is cancelled by the Director or is deemed to be cancelled under these rules, or (b) it is properly vacated by the employee concerned after handing over the vacant possession of the house and filling the vacation report or (c) the employee concerned ceases to be in occupation thereof or ceases to live in the residence for a continuous period of 30 days or over. Provided that an employee may with the prior approval of the Director retain the allotment.

(i) in the case of terminal leave, for the period of leave on full pay subject to maximum of 4 months,

(ii) in the case of any other leave, for a period not exceeding 4 months or for the period of leave extended beyond 4 months under special circumstances,

(iii) in the case of training in India or abroad, for a period not exceeding the duration of training, and

(iv) in the case of deputation, loan service, special leave or temporary transfer, for any period the competent authority may have agreed upon.

2. If an employee to whom accommodation has been allotted, is discharged or dismissed or resigns his services, the employee concerned shall be required to duly hand over vacant possession of his/her accommodation within such period not beyond ten days from the date of his/her discharge/dismissal/relief, as may be decided at the sole discretion of the Director provided the employee, except in case of transfer, deposits in advance with the A/c. O. the amount in respect of rent and charges for electrical energy and water, taxes etc. and also furnishes a surety bond executed by a suitable employee in service in the Institute to the effect that payment of full dues, if any, in respect of the accommodation retained by such an ex-employee will be made good by the surety. In case, an ex-employee retains accommodation in contravention of this rule, then the ex-employee shall be deemed to be in unauthorised occupation of the accommodation and rent calculated at twice the ^{Licence Fee} under Fundamental Rule 45(B) plus departmental charges etc. shall be charged and payable for the period in excess of that permitted by the Director and the amount involved shall be recovered from his/her dues and/or from surety.

3. If an employee, while in occupation of allotted accommodation, dies, his/her family may be allowed to retain possession of the same accommodation for a period not exceeding 6 months for which normal ^{Licence Fee} (as what was charged when the employee was alive) shall be charged and realised from the dues of the deceased and/or otherwise, and thereafter the allotment will be cancelled.

4. If an employee to whom accommodation had been allotted retires voluntarily or on superannuation he may be allowed to retain possession of the accommodation allotted to him for a period not exceeding 4 months for which normal **Licence Fee shall be charged.**

X. Surrender/shifting of residence

1. An employee surrendering an allotment, under these rules, should send due written notice as as to reach the Director, at least ten days in advance of the proposed date of vacation of the residence. The allotment shall be deemed to be cancelled with effect from the proposed date and in the absence of mention of vacation date in the written notice from the 11th day after that on which the written notice is received by the Director.

2. In the case of shifting from one accommodation to another, the allottee has got to hand over the vacant possession of the existing accommodation to the Caretaker or any other official deputed in writing by the Administrative Officer and only when he is given due clearance can he proceed to the new accommodation.

XI. Subletting and sharing of residence

No employee shall sublet the accommodation allotted or any portion thereof or any of the out houses appurtenant thereto, except with the prior express written permission of the Director. Such permission may be granted for a period not exceeding 2 months at a time and only when the sub-letting is in favour of a close relation of the allottee, or the sub-letting is to another employee of the Institute who has not been allotted any accommodation. No officer shall sublet the whole of his residence, provided that an officer proceeding on leave/ during the period of his leave may sublet to another employee of the Institute.

XII. Provisions relating to rent

1. The liability for **licence fee** of an allottee will commence from the date of his/her occupation of the allotted accommodation or from 7th day after the receipt by the allottee of the order of allotment of the residence, whichever is earlier unless an extension has been granted by the Director in the time allowed to occupy the accommodation under rule VIII (2). In the latter case the liability for **licence fee** payment of \angle will commence from the date of occupation or immediately after the expiry of the extension granted whichever is earlier.

2. An employee to whom an accommodation has been allotted shall be personally responsible for the **licence fee** thereof and excepting fair wear and tear for any damage to the premises allotted and deficiencies therein and for damages to or deficiencies in the furniture or services provided therein by the Institute during the period of his occupancy of the accommodation.

XIII. Allottee's responsibility

1. The allottee shall take over and hand over possession of the accommodation allotted in the presence of the Caretaker or any other official deputed in writing by the Administrative Officer for the purpose and shall hand over the occupation/vacation reports duly signed immediately thereafter.

2. Damages to and deficiencies of the premises, furniture and fittings etc. if any, must be promptly noted in the prescribed note/stock forms which must be filled in, and jointly signed at the time of occupation and vacation by the allottee and the Caretaker or the official deputed in writing by the Administrative Officer for the purpose.

3. An employee to whom accommodation has been allotted shall keep it in good and tidy condition.
4. An employee to whom accommodation has been allotted shall not permit trees or shrubs in the premises or around the accommodation to be cut down or lopped, save with the specific consent of the Director.
5. An employee to whom accommodation has been allotted shall not feed or foster any cattle in the premises without permission of Director and if he/she is allowed to keep any cattle shall not allow them to loiter about in the campus under any circumstances.
6. No employee of the Institute to whom accommodation has been allotted shall erect or demolish or alter structures in any part of the accommodation or use the accommodation or any portion thereof for purpose other than those for which they are meant or make unauthorised extensions from electric or water connections or tamper therewith in any manner.
7.
 - (a) The occupants of top floors should not cause inconvenience to the occupants of ground floor by throwing garbage, water etc.
 - (b) The passage of the Blocks is common to all entitled persons and its use cannot be restricted by any allottee.
 - (c) The use of the terrace is not limited to the occupants of the top floor only and is meant for use by all the occupants of that block.

XIV. Consequences of the breach of rules and conditions

1. If an officer to whom a residence has been allotted, unauthorisedly sublets the residence or charges **licence fee** from the sharer at a rate which the Director considers excessive or

erects any unauthorised structure in any part of the residence or uses the residence or any portion thereof for any purposes other than for which it is meant or tampers with the electric or water connection or commits any other breach of the rules or of the terms and conditions of the allotment or uses the residence or premises or permits or suffers the residence or premises to be used for any purpose which the Director considers to be improper or conducts himself in a manner which in his opinion is prejudicial to the maintenance of harmonious relations with his neighbours or has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the Director may, without prejudice to any other disciplinary action that may be taken against him, cancel the allotment of the residence.

EXPLANATION:- In this sub-rule, the expression 'officer' includes unless the context otherwise requires, a member of his family and any person claiming through the officer.

2. If the officer has failed to notify to the Director as provided in the rule IX or while so notifying has in any application or statement suppressed any material fact, the Director may cancel the allotment with effect from the date he became ineligible for allotment of Institute's accommodation under the said rule.

3. If an officer sublets a residence allotted to him or any portion thereof or any of the out-houses, garages or stables appurtenant thereto in contravention of these rules he may, without prejudice to any other action that may be taken against him be charged enhanced rent not exceeding four times the standard rent under F.R. 45-A. The quantum of rent to be recovered and the period for which the same may be recovered in each case will be decided by the Director on merits. In addition, the officer may be

debarred from sharing the residence for a specified period in future as may be decided by the Director.

4. Where action to cancel the allotment is taken on account of unauthorised subletting of the premises by the allottee, a period of sixty days shall be allowed to the allottee and any other person residing with him therein to vacate that premises. The allotment shall be cancelled with effect from the date of vacation of the premises or expiry of the period of sixty days from the date of the orders for the cancellation of the allotment, whichever is earlier.

5. Where the allotment of a residence is cancelled for conduct prejudicial to the maintenance of harmonious relations with neighbours, the officer at the discretion of the Director may be allotted another residence in the same class at any other place.

6. The Director shall be competent to take all or any of the actions under sub-rules 1 to 5 of this rule and also to declare the officer, who commits a breach of the rules and instructions issued to him, to be ineligible for allotment of residential accommodation for a period not exceeding three years.

7. In case of any breach of the rules by any employee of the Institute he/she shall be liable to severe disciplinary action in addition to penal rent (viz. rent under Fundamental Rule 45-A) being charged for the period he/she remains in unauthorised occupation of the Institute's accommodation. Apart from other remedies open to the Director it also reserves the right to withhold any sums due to him/her by the Institute till such time as vacant possession is duly handed over to the Director and all dues of the Institute have been fully paid.

XV. Overstayed in residence

Where, after an allotment has been cancelled or is deemed to be cancelled under any provision contained in these rules, the residence remains or has remained in occupation of the officer to whom it was allotted or of any person claiming through him, such officer shall be liable to pay damages for use and occupation of the residence, services, furniture and garden charges equal to the market rent as may be determined by Director from time to time.

Provided that an officer, in special cases, may be allowed by the competent authority to retain a residence on payment of twice the standard licence fee under F.R. 45-A beyond the period permitted under rule IX.

XVI.

When an employee of the Institute in occupation of the Institute's staff quarters retired from service, his/her son, unmarried daughter, or spouse may be allotted accommodation from the general pool on ad-hoc basis if the proposed allottee satisfies the following conditions :

- 1) Should be eligible for allotment of Institute's staff quarters.
- 2) Should have resided continuously for the last 3 years or more with the retiring employee and should not have drawn H.R.A. for that period.
- 3) The concession would not be available if the dependent secures employment after the date of retirement of the employee.
- 4) The retirement employee or any member of his family should not own a house in the place of posting of the dependent.
- 5) All dues/outstanding pertaining to the premise occupied by the retiring employee should have been completely cleared.

- 6) The allotment will be one Type below the dependent's entitlement, but not higher than the Type occupied by the retiring employee, except in special circumstances.
- 7) This concession would not be available to an eligible dependent, if any other dependent member of the family is already in occupation of the Institute's quarters.

XVII.

In case of matters not provided in these Accommodation Allotment Rules, Director be empowered to make the allotment of quarters.

APPENDIX - I

List of persons who can be allotted residence
at the discretion of the Director

(See Rule V)

1. Director ✓
2. Administrative Officer ✓
3. Hostel Warden
4. Secretary-Stenographer to the Director
5. Caretaker
6. Driver (one)
7. Sweeper (one)
8. Watchman (one)
9. System Manager
10. Jr. Engineer (Civil) —
11. Electrician

- (2) Save as otherwise provided in these rules an allottee shall be eligible for allotment of hostel accommodation as shown in the column (1) as per the level in the pay matrix specified in the corresponding column (3), in the table below:—

TABLE II

Type of hostels (1)	Existing Grade pay/pay scale (2)	Level in the pay matrix (3)
Single suite (without kitchen)	Rs. 4200 and above	Level 6 and above
Single suite (with kitchen)	Rs. 4200 and above	Level 6 and above
Double suite	Rs. 5400 and above	Level 9 and above
Working Girls Hostel	All lady employees without limit of emoluments shall be eligible	All lady employees without limit of emoluments shall be eligible

- (3) The calculation of date of priority and preparation of waiting lists for different types of accommodations shall be as under:

- (a) The date of priority in respect of type I to type IV accommodation shall be determined on the basis of the date of joining of the employee in the Central Government 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.

- (b) An applicant referred to in clause (a) above who has served continuously at a particular station 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 Central government service, for the purpose of calculation of his date of priority in the waiting list.
- (c) The date of priority in respect of type IV(S) and above 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.
- (d) The inter-se seniority for the type IV(S) and above accommodation shall be considered on the basis of the following factors, namely:-
- 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;
 - 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 Central Government service earlier shall be senior in the waiting list; and
 - where the date of priority, pay in the level and the date of joining the Central Government service of two or more applicants are the same, the applicant retiring earlier may be accorded priority over the applicant retiring later.
- (e) The inter se seniority of applicants in the rank of Secretary and Additional Secretary to the Government of India shall be determined as per the civil list published for each service on the basis of their date of joining the Government of India at Delhi subject to the condition that no junior batch applicant of the same service or no junior applicant of the same batch and of same service shall get priority over his senior batch applicant or senior applicant in the same batch: