CHAPTER 6

ESTATE OFFICE, RULES FOR ALLOTMENT OF RESIDENCES
ON THE CAMPUS AND OTHER MATTERS UNDER ESTATE AND WORKS

6.1 ESTATE OFFICE

Estate Office works under the charge of the Estate Officer who is also the Institute Engineer. He is supported by Estate Section for administrative and accounting work. The Estate Office performs the following functions:

1. Allotment of residences on approval from Chairman, House Allotment Committee.


3. Grant of license to vendors through advice of Commercial Establishments Licensing Committee.

4. Permission for use of Neelkanth Hall at Community Centre, Barat Ghar, Nalanda Ground and putting shamiana by employees and others for social, religious and official functions.

5. Realization / recovery of license fee / rent etc. (including Water charges & Electricity Bill) by raising of rent and demand statement and issuance of bills etc.

6. Action against misuse of Institute accommodation like sub-letting, unauthorised construction, occupation, and keeping certain animals.

7. Execution/renewal of agreement/deed for commercial establishments and leased accommodation hired by the institute.

The Estate Office is guided by the following committees:

1. House Allotment Committee;

2. Sub-letting Committee;

3. Commercial Establishments Monitoring Committee (CEMC);

4. Commercial Establishments Licensing Committee (CELC).
The Estate Officer has been vested with judicial powers to effect eviction of residential and Commercial accommodation occupied unauthorisedly by an employee or a vendor.

The residences are allotted by the House Allotment Committee in accordance with the provision in the Statutes and the House Allotment Rules approved by the BOG.

6.2 ALLOTMENT OF RESIDENCES

Statute 18 provides for allotment of residential accommodation to the Institute employees and recovery of license fee and other charges from them.

6.3 HOUSE ALLOTMENT RULES


6.4 LEASED ACCOMMODATION

Due to shortage of accommodation, the Institute allows leased accommodation to the new faculty. The present rules for providing leased accommodation to the newly appointed faculty are as follows:

(i) The Institute may hire leased residential accommodation (approximately 1200 sq. ft.) in the neighbouring colonies for its newly recruited faculty within the rent ceiling indicated below.

- Professor / Assoc. Professor / equivalent Rs. 4000/- p.m.*
- Asstt. Professor / Lecturer / equivalent Rs.3500/- p.m.*
*(as per IVth Pay Commission Scales, to be proportionately enhanced as per Vth pay commission scales.)

(ii) The faculty members who are allotted leased accommodation towards the above monthly rent would pay to the Institute 10% of his emoluments (i.e. pay including Dearness allowance and City Compensatory Allowance). The Institute would contribute the amount equal to the House Rent Allowance payable to the faculty member from the salary head of the Non-plan budget of the Institute. The balance of the amount payable to the landlord for the leased house will be paid from the interest earned by placing the accumulations in the industrial liaison fund of the Institute in fixed deposit.
(iii) If the monthly rent exceeds the ceiling indicated under (i) above, the faculty member shall pay the difference in addition to 10% of his emoluments.

(iv) The total annual subsidy toward leasing of residential accommodation to be met by the Institute through the fixed deposit industrial liaison fund accumulation will be limited to a sum of Rs. 1.5 lakhs. (IV pay commission).

(v) The period for each of an individual house taken on lease may be 3 years or less, as decided by the Director at his discretion, depending upon the circumstances of each case.

(vi) The Institute will not bear the responsibilities for meeting any other charges including security deposits. All these charges shall be met by the faculty members concerned.

Note: Currently there is no shortage of Institute accommodation, and hence the above Rule is not being applied but has been kept as a guideline.

6.5 LICENCE FEE

The rates of Licence fee w.e.f. 01-04-2001 and Damage charges w.e.f. 1-7-1999 are given at Annexure 6.2.

6.6 LICENCE FEE FREE ACCOMMODATION

In accordance with the Statutes and the approval of Board of Governors vide provision 18.3 of the statutes, the following have been provided license fee free accommodation:

1. Director
2. Deputy Director (s)
3. Deans
4. Wardens
5. Asstt. Wardens
6. Registrar
7. Institute Engineer / Estate Officer
8. Public Relations Officer
9. Security Officer
10. Asstt. Security Officers
11. Chief / Senior Medical Officer / Asstt. Medical Officers
12. Manager, Faculty Guest House
13. Sister Incharge
14. Jr. Engineers (Public Health) and (Electrical)
15. P.S. to Director
16. Some Mess Supervisors
17. Rationmen
18. Cooks
19. Professors of the Institute rejoining the Institute after serving as Directors in any other IIT.

6.7 **PROFESSOR(S) APPOINTED AS DIRECTOR(S) OF OTHER I.I.TS.**

Professors of I.I.T. Delhi who are appointed as Directors of other I.I.T’s can retain the house allotted to them in campus for two years only.

6.8 **TELEPHONES**

The following facilities are currently provided to various functionaries of the Institute:

<table>
<thead>
<tr>
<th>Offices</th>
<th>Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Registrar, I.E &amp; Estate Officer</td>
<td>EPABX with STD facility Direct Telephone with STD/ISD, Cellular phone</td>
</tr>
<tr>
<td>Dy. Directors, Deans, Chairman E&amp;W</td>
<td>EPABX with STD as well as Direct Telephones</td>
</tr>
<tr>
<td>Chairman JEE, Chairman GATE</td>
<td>EPABX with STD as well as Direct Telephones &amp; Cellular phone during exam. period on rental basis.</td>
</tr>
<tr>
<td>Officer in-charge Telephones, CMO (Hospital). Guest Houses, Security Officer</td>
<td>EPABX with STD facility as well as Direct Telephones.</td>
</tr>
<tr>
<td>AR. (E-1), AR (PG) and D R (UGS)</td>
<td>EPABX with STD/ISD</td>
</tr>
<tr>
<td>EE (Elect)</td>
<td>EPABX with zero facility as well as Direct Telephones.</td>
</tr>
<tr>
<td>M.D FITT</td>
<td>EPABX without zero ( zero on payment basis) as well as Direct Telephone from</td>
</tr>
</tbody>
</table>
2. Heads of Deptts./Centres/ IRD/ Central Library/Planning/ Central Workshop/T&P

<table>
<thead>
<tr>
<th>Position/Department</th>
<th>EPABX facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Heads of Deptts./Centres/ IRD/ Central Library/Planning/ Central Workshop/T&amp;P</td>
<td>EPABX with STD facility</td>
</tr>
</tbody>
</table>

3. a) Associate Deans EPABX with STD
   b) Professorial level faculty EPABX with Zero facility
   c) Officer in-charge of Transport, Water
   d) Chairmen, Co-chairmen Grade & Registration/Time table.
   e) DRs/ARs/ EEs/AEEs /Sections/ Units Heads
   f) Sr. Medical Officers, Medical Officers
   g) Faculty Forum/IITEU/ SC ST Association

4. Professors & Ex- Directors of IIT who had earlier been provided Direct telephones.

<table>
<thead>
<tr>
<th>Position/Department</th>
<th>EPABX facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Professors &amp; Ex- Directors of IIT who had earlier been provided Direct telephones.</td>
<td>EPABX with Zero facility</td>
</tr>
</tbody>
</table>

5. a) Academic Staff up to and above the pay scale of Assistant Professor/SSO I,
    b) SSO II / Lect. at the basic of Rs. 12000/-

<table>
<thead>
<tr>
<th>Position/Department</th>
<th>EPABX facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. a) Academic Staff up to and above the pay scale of Assistant Professor/SSO I,</td>
<td>EPABX with Zero facility.</td>
</tr>
</tbody>
</table>
    b) SSO II / Lect. at the basic of Rs. 12000/-


<table>
<thead>
<tr>
<th>Position/Department</th>
<th>EPABX facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Academic PG, UG, Conference, CDN. Central Library, E-I,EII,EIII, Estate Section, Guest Houses, Hospital Duty Counter, Legal Cell, Publication Cell, SP Section, Tele. Services, T&amp;P, Works Section, Works Computer Room.</td>
<td>EPABX with zero</td>
</tr>
</tbody>
</table>

7. 1) Director Office 2) DD(F) Office 3) Dean IRD 4) Dean PG 5) Dean of Students 6) Assoc. Dean IRD

<table>
<thead>
<tr>
<th>Office</th>
<th>Fax Working on Direct Telephones</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. 1) Director Office 2) DD(F) Office 3) Dean IRD 4) Dean PG 5) Dean of Students 6) Assoc. Dean IRD</td>
<td>Fax Working on Direct Telephones</td>
</tr>
</tbody>
</table>

[6–5]
7) I.E & Estate Officer 8) GATE office
11) DBEB 12) Chemical Engg
13) Chemistry 14) Civil Engg.
15) C.Sc. & Engg 16) Electrical Engg
17) DMS 18) Mathematics
21) Textile Tech. 22) CARE
23) CBME 24) CSC
25) CES 26) Hospital
27) Central Facility I 28) Central Facility II

8. 1) Registrar Office FAX working on EPABX line.
2) CAS
3) ITMMEC
4) CPSE
5) RD&T
6) A.R. (PGS)
7) D. R (UGS)

9. 1) Director (O) 2) Director (R) Direct Telephones
3) DD(A) (O) 4) Registrar (O)
5) Registrar (R) 6) Dean IRD(O)
7) Dean (UGS) (O) 8) Assoc. Dean, IRD(O)
9) Chairman E&W (O) 10) IE/EE (Elect.) (O)
11) JEE (O) 12) Security Officer (O)
13) Security Officer (R) 14) Tele. Services (O)
15) DBEB (O) 16) C.Sc.& Engg.(O)
<table>
<thead>
<tr>
<th>No.</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>PI/Coordinator of IRD Project /FITT</td>
<td>EPABX without zero/ with zero/ STD, on payment basis. (As per the approval of Dean IRD)</td>
</tr>
<tr>
<td>11.</td>
<td>Stores of the Departments/Centres</td>
<td>EPABX without zero facility. (Zero on payment basis)</td>
</tr>
<tr>
<td>12.</td>
<td>Labs./work shops/Library/Offices of Depts/Centres</td>
<td>EPABX without zero facility.</td>
</tr>
<tr>
<td>13.</td>
<td>Visiting faculty</td>
<td>EPABX with zero facility.</td>
</tr>
<tr>
<td>14.</td>
<td>Research scholars’ Room</td>
<td>One EPABX up to 15 students in each Dept./Centre.</td>
</tr>
<tr>
<td>15.</td>
<td>Commercial Establishments/ Other Institution/ Organisations located at IIT Campus.</td>
<td>EPABX without DID without zero, with DID without zero, with DID with Zero. (as required on payment basis)</td>
</tr>
</tbody>
</table>

**Residences:**

<table>
<thead>
<tr>
<th>No.</th>
<th>Role</th>
<th>Telephone Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Director, Registrar, I.E &amp; Estate Officer.</td>
<td>EPABX with Zero + STD as well as Direct Telephones (All facilities)</td>
</tr>
<tr>
<td></td>
<td>Dy. Directors, Deans, Chairman E&amp;W</td>
<td>EPABX with zero + STD as well as Direct Telephones or reimbursement.</td>
</tr>
<tr>
<td></td>
<td>Chairman JEE, Chairman GATE, Officer in-charge, Telephones</td>
<td>EPABX with zero + STD as well as Direct Telephones or reimbursement.</td>
</tr>
</tbody>
</table>
reimbursement.

Security Officer

M. D. FITT

EPABX with zero + STD as well as Direct Telephones.

EPABX without zero (zero on payment basis).

2.a) Heads of Deptts./Centres/IRD/Central Library/Planning/Central Workshop/T&P. EPABX with zero or reimbursement.

3. a) Associate Deans EPABX with zero or reimbursement.

b) Co-ordinators Interdisciplinary Programme

c) Co-ordinators Central facilities/ NSS/NCC

d) Chairmen & Vice Chairmen of Academic activities

e) Chairmen of other activities

f) President & Vice president BRCA

g) President BSW

h) Wardens

i) Secy. Faculty Forum, Gen. Secy. IITEU

j) Branch Officer up to the level of A.R

k) Works Engineering Staff up to the level of AEE

l) Sr. Academic Staff in the scale of 18,400-24,400 at the basic of Rs. 20,400 and above.

m) CMO (Hospital).

n) Assistant Security Officers.
4. All the Houses up to type IV B

5. P. S to Director, Secy. to Director
   Secretaries to Dy. Directors, Deans,
   Registrar,
   Chairman E&W, Institute Engineer

6. Student office bearers
   a) Gen. Secys. SAC
   b) Gen. Secys. AIC BHM, BRCA,
      BSA, BSP, BSW, NSS

7. Visiting Faculty

8. Deputation/ EX-India leave/ Lien/ EOL/ Sabbatical (Ex-India)

**EPABX Telephone charges to Commercial Establishments/ Programmes:**

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Institute Project/ Sponsored Programs/ Stores/ residence etc.</th>
<th>Commercial Establishments/ other Institution/ Organisations located at IIT Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPABX without DID without Zero facility.</td>
<td>Rs. 6000/-</td>
<td>Rs. 6000/-</td>
</tr>
<tr>
<td>EPABX with DID without Zero facility.</td>
<td>Rs. 8000/-</td>
<td>Rs. 9000/-</td>
</tr>
<tr>
<td>EPABX with DID with Zero facility.</td>
<td>Rs. 15000/-</td>
<td>Rs. 15000/-</td>
</tr>
<tr>
<td>For Conference</td>
<td>Rs. 1000/- per day</td>
<td>Rs. 1000/- per day</td>
</tr>
<tr>
<td>Zero facility for those who have been already provided EPABX free of charge.</td>
<td>Rs. 9000/-</td>
<td></td>
</tr>
</tbody>
</table>
Reimbursement:


2. Faculty holding posts equivalent to Professors : Associate Professors, Assistant Professors and their equivalent posts at the Institute have been extended the perk of reimbursement of telephone charges upto a ceiling of Rs.750/- p.m. The telephone charges will include charges incurred on all types of telephones - internal, external and mobile etc.

6.9 HALLS/ ROOMS/ GROUNDS/ COMMUNITY FACILITIES ETC.

The Halls/Rooms/Grounds/Community facilities are allowed for use for organizing institute functions. These facilities are also allowed for use by the outside institutions on rental basis with the prior approval of the competent authority.

The employees can also make use of these facilities for religions and social gathering. The present rental charges for these facilities are as given below:

i. **Dogra Hall**

<table>
<thead>
<tr>
<th>Rates/ day</th>
<th>Approving Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Days</td>
<td></td>
</tr>
<tr>
<td>Rs.25,000/- (Normal)</td>
<td>Dy. Director (Faculty)</td>
</tr>
<tr>
<td>Rs.10,000/- (Concessional)</td>
<td></td>
</tr>
<tr>
<td>AC Surcharge</td>
<td>Rs. 6,000/-</td>
</tr>
<tr>
<td>Security Deposit</td>
<td>Rs. 5,000/- (Refundable)</td>
</tr>
</tbody>
</table>

ii. **Seminar Hall**

<table>
<thead>
<tr>
<th>Rates/ day</th>
<th>Approving Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Days</td>
<td></td>
</tr>
<tr>
<td>Rs.15,000/- (Normal)</td>
<td>Dy. Director (Faculty)</td>
</tr>
<tr>
<td>Rs.5,000/- (Concessional)</td>
<td></td>
</tr>
<tr>
<td>AC Surcharge</td>
<td>Rs. 4,000/-</td>
</tr>
<tr>
<td>Security Deposit</td>
<td>Rs. 5,000/- (Refundable)</td>
</tr>
</tbody>
</table>

(For **Foyers**, refer item x.4)
### iii. Senate Room

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee (incl. AC Charges)</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal</td>
<td>Rs. 5,000/-</td>
<td>Director or his Nominee</td>
</tr>
<tr>
<td>Concessional</td>
<td>Rs. 3,000/-</td>
<td></td>
</tr>
<tr>
<td><strong>Security Deposit</strong></td>
<td>Rs. 2,000/- (Refundable)</td>
<td></td>
</tr>
</tbody>
</table>

### iv. Board Room

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee (incl. AC Charges)</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>(incl. AC Charges)</td>
<td>Rs. 4,000/-</td>
<td>Director or his Nominee</td>
</tr>
<tr>
<td><strong>Security Deposit</strong></td>
<td>Rs. 2,000/- (Refundable)</td>
<td></td>
</tr>
</tbody>
</table>

### v. Exhibition Hall

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal</td>
<td>Rs. 4,000/-</td>
<td>Dean, UGS</td>
</tr>
<tr>
<td>Concessional</td>
<td>Rs. 2,000/-</td>
<td></td>
</tr>
</tbody>
</table>

### vi. Lecture Halls

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Rooms</td>
<td>*Rs. 600/-</td>
<td>Dean, UGS</td>
</tr>
</tbody>
</table>

### vii. Committee Rooms

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>With capacity of 20 or more</td>
<td>Rs. 2,000/-</td>
<td>Respective HODs/Cs</td>
</tr>
<tr>
<td>With capacity of less than 20</td>
<td>Rs. 1,000/-</td>
<td></td>
</tr>
</tbody>
</table>

* Rental for up to 4 hours usage will be 50% of the above. The amount collected will be shared in the ratio of 50:50 between the Institute and the respective Department/ Centre.
viii. **Grounds**

**viii.i Adjoining Library & Elect. Engg. Deptt.**

(a) Independent Booking
   - Rs. 10,000/- (Normal)
   - Rs. 5,000/- (Concessional)

(b) With Dogra Hall
   - Rs. 10,000/- (Normal)
   - Rs. 5,000/- (Concessional)

(c) With Seminar Hall
   - Rs. 5,000/- (Normal)
   - Rs. 2,500/- (Concessional)

**viii.ii Nalanda & Vaishali**

- Rs. 10,000/- (Normal)
- Rs. 1,500/- (Concessional)

@ For marriages or any other function of Self/Sons/Daughters of the Institute Employees only.

**viii.iii Cricket Ground**

- Rs. 3,000/-

Other Grounds/Fields
- Rs. 1,600/- per day/Match

(Not for purposes other than Sports functions of Govt./Educational Institutions/Schools/Colleges)

**viii.iv Sports Pavilion**

- Rs. 5,000/- (Normal)
- Rs. 2,500/- (Concessional)

** Prior clearance of Dean of Students required for booking on working days.**

 ix. **Community Hall**

**ix.i Neelkanth**

- Rs. 1,500/-

- Security Deposit Rs. 500/- (Refundable)

**ix.ii Barat Ghar**

- Rs. 500/-

- Security Deposit Rs. 500/- (Refundable)

+ inclusive of Water and Electricity charges and Standby Power upto 10 KVA.
inclusive of Water & Electricity charges, without Standby Power.

For Hari/Gurunanak Satsang Sabhas, the rental charges/day will be Rs.300/- for Neelkanth and Rs.200/- for Barat Ghar.

**ix.iii Lawns between block No.C-7, C-8 & C-9**

Lawns between C-7, C-8 & C-9 will be used for marriage purposes, in case Neelkanth and Barat Ghar are not available. The employee will have to inform the Security Officer for security purposes. Institute will neither provide electrical connection nor the water supply. The responsibility of cleaning will remain with the user only.

**x. General**

x.1. In all cases the charges will be for actual days of usage and not for the day of the Function only.

x.2. Concessional charges will be applicable for all functions organized through the Institute/IRD/FITT/CEP where funds are received by IIT Delhi and overhead charges are paid to the Institute.

x.3. For Official functions of the Institute, the Venues will be booked without rental charges but with OTA/Honorarium for the staff deployed for the function.

x.4. Foyer outside Seminar Hall will be booked along with the Seminar Hall (or with Dogra Hall, if available). Foyer between Director’s Office and Dogra Hall is not available for general use and can be booked only with permission of Director/or Nominee. No food is allowed to be served in both the Foyers, only tea with biscuits are allowed.

x.5. A copy of all the booking for all outside functions will invariably be sent to the Security Unit and Registrar’s Office.

**6.10 USE OF INSTITUTE GROUNDS/ LAWNs**

In order to provide proper security environment to the Faculty, Students and Staff as well as to all Residents of the Campus and also to safeguard the property of the Institute from trespassers, undesirable/unauthorised persons, the Grounds/Lawns of the Institute have been Classified as ‘Prohibited’, ‘Restricted’ and ‘Unregulated’.

The Faculty, Student, Staff and Residents of the Institute are requested to cooperate so that of the Grounds/Lawns are used only by those for whom these are meant and not...
by the trespassers and undesirable/unauthorised persons.

The Security personnel of the Institute have been authorised to monitor and check the use of these grounds and drive-away the trespassers and undesirable/unauthorised persons.

(A) PROHIBITED GROUNDS (Prohibited for entry to ALL)

<table>
<thead>
<tr>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Space behind Prof. Houses</td>
</tr>
<tr>
<td>Re-claimed land next to 20, Mini Campus</td>
</tr>
<tr>
<td>Ground behind Shivalik Hostel</td>
</tr>
<tr>
<td>Central Lawn (Opp. Block 1)</td>
</tr>
<tr>
<td>Rose Garden Lawns</td>
</tr>
<tr>
<td>Open Space next to Main Gate (Side of Kailash)</td>
</tr>
<tr>
<td>Main Guest House Lawns</td>
</tr>
<tr>
<td>Ground opposite Main Library</td>
</tr>
</tbody>
</table>

(B) RESTRICTED GROUNDS (Students with I-Cards, others with written permission of DOS)

<table>
<thead>
<tr>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tennis Court (Opp. Shivalik Hostel)</td>
</tr>
<tr>
<td>Volley-Ball Courts (Opp. Vindhyachal Hostel)</td>
</tr>
<tr>
<td>Un-used Tennis Courts (Opp. Vindhyachal Hostel)</td>
</tr>
<tr>
<td>Hockey Ground</td>
</tr>
<tr>
<td>Cricket Field</td>
</tr>
<tr>
<td>Basket Ball Court I fell</td>
</tr>
<tr>
<td>Foot Ball Field</td>
</tr>
<tr>
<td>Nalanda Grounds</td>
</tr>
<tr>
<td>Sr. Staff Club Tennis Courts</td>
</tr>
<tr>
<td>Central School Play Grounds</td>
</tr>
</tbody>
</table>

(C) UNREGULATED RESIDENTIAL GROUNDS (For use by the Residents for their recreational activities)

<table>
<thead>
<tr>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>JNU Gate Ground</td>
</tr>
<tr>
<td>Open Space in front of IP I &amp; II</td>
</tr>
<tr>
<td>Open Space in front of Vaishali Block</td>
</tr>
<tr>
<td>Open Space in front of Taxila Blot?k</td>
</tr>
<tr>
<td>Open Space near New Campus MS Block I &amp; II</td>
</tr>
<tr>
<td>Grounds adjacent to Boys’ hostels</td>
</tr>
</tbody>
</table>
6.11 AIR-CONDITIONERS

The Institute provides air conditioning centrally to the Senate Room, Board Room, Convocation Hall, Seminar Hall, Library, Computer Services Centre, two laboratories of CARE and three laboratories of Textile Technology Department. In addition, air conditioners have been provided to various officers depending upon their status and salary drawn by them. As per exiting practice, air conditioners have been provided to the Director, Deputy Directors, Deans, Head of the Departments/Centres, Chairman JEE and GATE and Chairman Estate and Works. The facility is also provided to the other officers drawing minimum pay of Rs.21400/- and above. Besides above, air-coolers have been provided in the offices of officers, labs and sections, as may be necessary. The current norms for providing air-conditioner are as under :-

1. AC is provided to the offices of Director, Deputy Directors, Deans, Heads of Departments/Centres, Registrar, various Chairmen of the Departments like Estate & Works, JEE and GATE.

2. i) To the offices of senior faculty members in the scale of Professor based on their seniority as Senator.

   ii) CSO, CDE & other faculty members on attaining the scale of Professor. (in both the above cases faculty members should have attained the basic pay of Rs.22,400/-).

   iii) Through PDF as per norms set by IRD.

3. Air-Conditioners are also provided in the Laboratories depending upon the requirements of the equipments installed in the lab. The requirements are duly examined by the AC Advisory Committee before the approval of the competent authority.
6.12 **WORK-CHARGED EMPLOYEES**

(i) Director is authorized to consider giving all service benefits to employees appointed on work-charged basis in terms of Board of Governor’s decisions at par with the regular employees of the Institute except that these employees will be considered for conformation only when the ban on creation of posts is lifted by the Ministry.

(ii) Appointment of staff (work charged) is to be made only under one of the three modes of recruitment provided in the Statutes.

(iii) On subsequent absorption in permanent post on regular basis in the Institute, the past service rendered continuously on work charged basis be counted as temporary service for purposes of retirement benefits as for temporary employees of the Institute.

(iv) The balance of earned leave at the credit of the work-charged employees subsequently absorbed on permanent posts on regular basis in the Institute, is carried forward subject to the prescribed limit of accumulation of leave on the following conditions:-

(a) There is no break in their service;

(b) They make an application for carrying forward of their leave;

(c) The carried forward leave is exhausted first and the leave earned in respect of service rendered after their appointment in the Institute is availed later; and

(d) The benefit of carry forward does not automatically confer any other right to claim the benefit of previous service in respect of any other matter.

(v) Service rendered on work charged basis by employees before being appointed on regular basis without any break may also be counted for purpose of grant of one special increment.

(vi) The work-charged staff is provided (i) Liveries, (ii) retirement benefits at par with the comparable categories of Institute regular employees and same working timings are followed by all the site staff (work-charged as well as regular) in the Maintenance and Construction Divisions of the Works Organisation as that of other regular staff of the Institute.

6.13 **MONITORING OF ACTIVITIES WITHIN THE CAMPUS**

To improve the quality of life within the IIT Campus, a system of reporting of various activities has been devised. The campus has been divided into ten territorial zones. Each
zone has been assigned to an individual J.E. for reporting various matters affecting the community life of the Institute. The matters are as under:

(a) Encroachment of IIT land by outsiders.
(b) Erection of any unauthorized structure within the Campus either by residents of the Campus or by outsiders.
(c) Unauthorized dumping of materials inside the Campus premises by outsiders.
(d) Leakage of water supply and sewer lines.
(e) Wastage of water through hydrants, overflowing of tanks.
(f) Breach of roads, paths, fencing and boundary wall.
(g) Defects in electric installations such as lighting.
(h) Special-maintenance problems connected with safety and security
(i) Any other damage, defects to the Institute property like missing of manhole-covers, road gully gratings etc.
(j) Any other matter prejudicial to the security and safety to the Institute community.

The concerned J.E. shall make a round of his assigned zone as frequently as possible but certainly once in a week and list out items to be reported. He shall submit weekly report to the Nodal Officer who will monitor the activities and take appropriate action based on the report received. The matter of immediate concern shall be reported directly to the concerned J.E./A.R.E. for taking action.

6.14 GUIDELINES/ RULES FOR ADDITION-ALTERATION WORKS FROM INSTITUTE NON-RECURRING & RECURRING FUNDS AND FUNDS OF SPONSORED/CONSULTANCY PROJECTS

6.14.1 PREAMBLE

These guidelines/rules for Addition-Altetion works for Departments/Centres/Sponsored/Consultancy Projects/Laboratories have been framed in order to provide a conducive working environment for teachers and students to promote excellence expected from IITD and as such should be interpreted in that context, so that the Addition-Altetion works are done in time which permits laboratory and research work to be pursued with greater vigour. These Rules also contain details of accounting & maintenance of records.
6.14.2 ABBREVIATIONS AND DEFINITIONS

6.14.2.1 ABBREVIATIONS

A/Cs- Main Accounts Section
Audit- Internal Audit Section
BOG- Board of Governors
CFA Competent Financial Authority
CS- Consumable Stores
DD(A)- Deputy Director (Admn.)
E.C.- Execution Committee
FACULTY All Academic Staff
HOD/C- Head of the Deptt. /Centre
IRD- Industrial Research & Development Unit
IRDA/Cs- IRD Accounts Section
TFC- Tender Finalisation Committee

6.14.2.2 DEFINITIONS

6.14.2.2.1 The definitions in this section should be interpreted in the context of this document only.

Department: Department shall imply Department/Inter-Disciplinary Program/Centre/Central Facility/Unit or any entity in the Institute which has a separately allocated budget.

Project: Project shall mean any sponsored, consultancy project or any other activity of the IRD/QIP/CEP etc of the Institute.

Contractor: Contractor refers to the company/vendor specialized firm /individual entrusted with the Addition-Alteration work.

6.14.3 COMPETENT FINANCIAL AUTHORITY (CFA)

6.14.3.1 For execution of Addition-Alteration works

<table>
<thead>
<tr>
<th>CFA</th>
<th>Individual work costing</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOD</td>
<td>Upto Rs. 1.5 Lakh</td>
</tr>
<tr>
<td>Deputy Director (Admn.)</td>
<td>Above Rs1.5 Lakhs &amp; upto Rs. 3.0 Lakhs</td>
</tr>
<tr>
<td>Director</td>
<td>Above Rs. 3.0 Lakhs &amp; upto Rs. 5.0 Lakhs</td>
</tr>
</tbody>
</table>
Note: Works will not be split into smaller lots to avoid getting approval of DD(A) or Director.

All works costing above Rs. 5.0 Lakhs will have to be got executed through Estate & Works. However if any Department so desires, the works costing even upto Rs. 5.0 Lakhs could also be got executed through the Estate & Works.

6.14.4 GUIDELINES FOR ADDITION-ALTERATION WORKS

The Guidelines are as enclosed at Annexure “A” . The HOD would satisfy himself about the quality and quantity of work got executed under these rules.

6.14.5 EXECUTION

6.14.5.1 On getting approval from Director/Renovation Committee, the HOD will constitute an Execution Committee (E.C.) for the execution of work. The composition of the E.C. will be as follows:

For works costing upto Rs.1.5 Lakhs – HOD & two Faculty members/Group A Officers.

For works above Rs.1.5 Lakhs – HOD & three Faculty members /
Upto to Rs. 5.0 Lakhs Group A Officers

In order to ensure reasonableness of rates /costs, the Committee shall obtain limited Tenders from reliable and approved Contractors.

6.14.6 TENDER FINALISATION COMMITTEE (TFC) for issue of Work Order.

6.14.6.1 The HOD will constitute TFC as indicated below:

i)  HOD

ii) One expert from Deptt./Centre who is to get the work executed.

iii) One Senior Faculty/Group A Officer from outside the Deptt.

iv) Representative of DR Account /IRD (Account)

v) Representative of Executive Engineer (Civil-I)

6.14.6.2 PROCESSING OF TENDERS

Sealed Tenders may be invited and received through post /courier service by the Department from the Panel of approved contractors for various items of works maintained by Estate & Works. The Department may also recommend names of firms for inclusion in the approved panel before calling of tenders.
Thereafter, on the due date/time, the individual tenders shall be opened by two faculty members in the presence of the Head Deptt. & the tenderers. All the tenders shall be signed at the time of opening & rates duly encircled & signed by all members present at the time of opening. A comparative statement shall be prepared by the Deptt. The Tender to be accepted will be circled in ink on the comparative statement. Particular choice based on lowest rate or on technical grounds shall be recorded on the comparative statement. These recommendations along with check list will be put up to TFC.

Normally, the execution shall be approved on the basis of atleast three tenders. However, the Director/his nominee can relax this condition on sufficient grounds on the recommendations of the TFC.

To commit funds from the Department Budget a requisition in the proper form as per Annexure-C shall then be raised by official of the Department who will also award the work and send the work order file to Audit/IRD A/Cs as the case may be. The Audit shall pre-audit the Work Order.

6.14.7 SUBSTANDARD WORK DONE

6.14.7.1 Where work done is found to be of inferior quality and unacceptable the same shall either be got re-done from the Contractor or if acceptable could be paid at reduced rates as approved by TFC.

6.14.8 INVENTORY & PAYMENT PROCEDURE

6.14.8.1 All non-consumable items costing greater than Rs. 10,000/- per item should be taken into Asset Register of Deptt.

6.14.8.2 PROCEDURE FOR SETTLEMENT OF BILLS

Interim payments not more than three running bill and not exceeding 70% of the total value of each payment of work actually done can be made. No bill is to be less than Rs. 50,000/-. The final payment will be made on submission of satisfactory completion report and inventory entries from HOD. Completed Bills with supporting documents will be checked in Account Section to arrange payment with in three days of receipt of bills.

6.14.8.3 DISPOSAL OF Dismantled Materials

All dismantled / discarded materials are to be written & disposed off immediately after completion of work by HOD as per approved Store Purchase Rules.
6.14.9 IMPLEMENTATION OF RULES

The Institute shall lay down guidelines specifying normal time for each of the processing function under these rules so that all actions are completed expeditiously.

6.14.10 INTERPRETATION OF RULES

Wherever difficulties arise in interpreting these rules or relaxations are required for smooth functioning of research and teaching work, the Director shall be the Competent Authority for approval on behalf of the Board of Governors.
Subject:- Guidelines for execution of “Addition-Alteration Works” being undertaken/ executed directly by HODs from their own funds.

1. It is imperative that such works should be in conformity with the architectural concept of the Academic Area and should be confined to the interiors. Large variations in types of fixtures may not generally be made. The maintenance of all elements of the new work which are at variance to the normal maintenance items of works will be undertaken by the Department. **These must not endanger the stability of the structure.** Generally no alteration to water supply, drainage and electric distribution network should be made. If unavoidable these will be carried out with prior concurrence of maintenance unit of Estate & Works. In order to maintain clean surroundings, rubbish, malba and dismantled materials should be promptly got removed by HOD.

2. All proposals for Addition-Alteration works proposed by a Department be submitted as per Annexure-B to Estate & Works Deptt. for Technical clearance. Technical feasibility report would be referred to the Renovation Committee for deliberations / recommendations and approved by the Director before actual execution.

3. Approval from Competent Financial Authority as per Annexure-C be taken after Technical Approval as in (2) above has been obtained.
PROPOSAL FOR ADDITION-ALTERATION WORKS BEING UNDERTAKEN / EXECUTED DIRECTLY BY HODs FROM THEIR OWN FUNDS.

Name of Work:................................................................................................................

Location of Work (Room/Lab. No.):-..............................................................................

Drawing /Details of Work:- Enclose small note and sketch on separate sheet (s)

Department:.................................................................................................................

Estimated cost of work :-----------------------------------------------------------------------------------------------------------

For execution of the above work the Department will abide by the following :-

1. The work is an interior work and the basic look / elevations or aesthetics of the existing Block / Building will not be altered. No structural changes will be made.

2. No alteration to water supply, drainage and electric lines would be made. If any alteration is needed that would be carried out only after prior concurrence of Maintenance Unit of E & W, in which case relevant drawings indicating these changes would be enclosed. There will be no damage to any electrical / water or sewer line and other installations in adjoining areas. In case of any such damage the same would be got made good from agency doing the work.

3. The work would be planned in such a way that there is least dismantling and damage to the existing infrastructure.

4. For this work no additional load of electrical power would be needed / additional power is required and a note on requirement with justification is enclosed (Tick the desired option).

5. No new telephone EPABX is required.

6. The responsibility of dumping all buildings rubbish/ malba and dismantled / discarded materials etc. in Nallah behind Hospital or any other place earmarked for the purpose will lie with the constructing agency. The Deptt. will inform agency where to dump the waste. Final payment of the agency doing the work would be released after its compliance strictly. Similarly any useful materials is also to be removed / disposed off.

7. Entries in Inventory Register / Asset Register will be made in the Department.

Date :........................................ Signature ____________________

Name :________________________

Head of Deptt.: ______________

[6–23]
Note: Strike out (x) which is not applicable

<table>
<thead>
<tr>
<th>Alterations</th>
<th>Competent Financial Authority (C.F.A.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOD</td>
<td>D.D.(A)</td>
</tr>
<tr>
<td>Upto Rs.1.5 Lakhs</td>
<td>Above Rs.1.5 Lakh but below Rs.3 Lakh</td>
</tr>
</tbody>
</table>

See:

a) _______________

b) _______________

c) _______________

d) _______________

Consumable

C

Non-Consumable

NC

Account Code:

Non-Plan

Plan

Remarks

HOD

D.D.(A)

DIRECTOR
## ANNEXURES

### CHAPTER 6

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<td>Flat Rates for Various Type of Houses.</td>
<td>4-44</td>
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</table>
ANNEXURE 6.1
(Refers 6.3)

HOUSE ALLOTMENT RULES

Rule: 1. SHORT TITLE AND APPLICATION

(a) These rules may be called the Rules for Allotment of Residences in the Indian Institute of Technology, Delhi.

(b) These rules incorporate all decisions of the Board of Governors upto and including BG/11/2002.

2. DEFINITIONS

(a) ‘Allotment’ means the grant of license to an Institute employee to occupy a residence in accordance with the provisions of these rules.

(b) ‘Authorities’ means the authorities as defined by the I.I.T. Act and Statutes.

(c) ‘Director’ means the Director, Indian Institute of Technology, Delhi.

(d) ‘Emoluments’ means the monthly emoluments of an employee and comprising the following:

   i. Pay (including special pay).
   
   ii. Deputation (duty) allowance.
   
   iii. Non-practicing allowance (for medical practitioners only).
   
   iv. Pension, including the portion of pension commuted, if any, but excluding the portion ignoreable for the purpose of pay fixation.

Explanation

In the case of an employee, who is under suspension the emoluments drawn by his/her immediately before the date of suspension shall be taken as emoluments.

(e) ‘Employees’ means whole time employee of the Institute who are eligible for residence on the campus in terms of these rules.
(f) i) ‘Academic Staff’ means the staff belonging to any of the following categories: Director, Deputy Director, Professor, Associate Professor, Assistant Professor, Lecturer, Librarian, Deputy Librarian, Workshop Supdt., Assistant Workshop Supdt., Scientific Officer, Design Engineer, Research Associate, Research Assistant, Pool Officer and such other academic posts as may be decided by the Director.

ii) ‘Non-academic Staff’ means the employees of the Institute other than the Academic Staff.

(g) ‘Estate Officer’ means an officer of I.I.T. Delhi, designated as such by the competent authorities of the Institute.

(h) ‘Family’ means the wife or husband, as the case may be, children, stepchildren, legally adopted children, parents, brothers and sisters as ordinarily reside with and are dependent on the employee.

(i) ‘Institute’ means the Indian Institute of Technology, Delhi.

(j) ‘Licence Fee’ means the sum of money payable monthly in respect of a residence allotted under these rules, in accordance with the provisions made in the Statute No. 18 (2) of I.I.T. Delhi Act and Statutes.

(k) ‘Priority Date’ of an employee in relation to the type of residence to which he/she is eligible means the earliest date from which he/she has been continuously drawing emoluments relevant to a particular type and has been belonging to the appropriate category (Academic or Non-Academic). The current minimum monthly emoluments for eligibility for different types of accommodation is as per Annexure “A”. For academic Staff employed on fixed emoluments, the eligibility of such employees will be with reference to the minimum of the scale for the corresponding post on the regular cadre of the Institute.

‘Provided’ that where ‘Priority date’ of two or more employee is the same, seniority among them shall be determined by the emoluments; the employee in receipt of higher emoluments taking precedence over the employee in receipt of lower emoluments; where the emoluments are equal, by the length of service in the Institute and where the emoluments and length of service
are equal on the basis of scale of pay of the employee. The employee working in a post having higher scale of pay taking precedence over the employee in receipt of lower scale of pay.

Where all above are equal seniority will be determined by date of birth, employee senior in age i.e. having earliest date of birth will be determined to be senior. (BG/110/95)

The priority date of an employee joining directly as Prof./Associate Prof./Asst. Prof. will be antedated depending on the previous experience. The initial allotment of the accommodation in the campus will be made by the Director using his discretionary quota. If houses are available on campus, the initial allotment will be transit type or entitled type (depending upon the seniority of the person) as approved by the House Allotment Committee (BG/11/2002). For subsequent allotment of accommodation in the campus the priority date of such person will be decided by giving 50% weightage to the previous length of service as Asst. Prof. / Associate Prof. / Prof. or equivalent scientific position. This facility will be available for the persons having previous experience in Indian Universities, RECs and other IITs having similar scales. Further, faculty having experience in overseas universities will also get the benefit of the corresponding designations of faculty. (BG/138/95)

One year antedating may be given to IRD employees at the level of SRA/SSO - IIs getting selected to temporary positions in Institute projects, such as, Thrust area, R & D Projects, and Institute sponsored projects for allotment of earmarked accommodation to such employees. This antedating is to be given only to those employees whose service in IRD is equal to or more than one year. This facility of antedating may be given only once to any such employee. This provision of antedating is only for the purpose of housing and has no bearing on other service conditions of the employee. (BG/85/93).

For the persons with Ph.D. degree 50% weightage will be given for Industrial / Research experience in excess of three years. In case of persons with M.Tech./M.E. degree 50% weightage will be given to the Industrial / Research
experience in excess of six years. (BG/123/D2 Dt. 6.3.1997)

(l) ‘Residence’ means any residence for the time being under the administrative control of the Director, I.I.T. Delhi.

(m) ‘Sharing’ means allowing another I.I.T. employee to occupy part of the accommodation with the prior approval of the House Allotment Committee.

(n) ‘Subletting’ means letting out whole or part of the accommodation by an allottee to another person with or without payment of licence fee by such other person.

(o) ‘Temporary Transfer’ means a transfer which involves an absence from the headquarters or Delhi for a period not exceeding four months.

(p) ‘Type’ in relation to an employee means the type of residence to which he is entitled under the provisions of these rules.

(q) ‘House Allotment Committee’ (HAC) means the Committee to consider allotment of residence and consisting of the following:

(i) Chairman: A Professor to be nominated by the Director.
(ii) Estate Officer: Member Secretary.
(iii) A Professor or an employee of equivalent academic rank.
(iv) An Associate Professor or an employee of equivalent academic rank.
(v) An Assistant Professor or an employee of equivalent academic rank.
(vi) A member of the academic staff of the category not included in (iii), (iv) and (v).
(vii) An employee drawing basic pay between Rs- 2200/- and Rs. 4000/- (Non academic).
(viii) An employee drawing basic pay between Rs- 1500/- and Rs. 2199/- (Non academic).
(ix) An employee drawing basic pay less than Rs - 1500/- (Non academic).

The members at S. No. (iii) to (ix) will be nominated by the Director. The Director may also nominate one or more member / observer at his discretion.

The Estate Officer will be responsible for executing decisions taken by the House Allotment Committee.
The above basic pay and scales are on the basis of IVth pay commission scales.

3. **ELIGIBILITY**

The following categories of employees are eligible for allotment of residence in the campus subject to the provision of these rules.

(a) All employees who are appointed on regular scales of pay;
(b) All employees on deputation;
(c) All employees appointed in visiting capacity; and
(d) All employees appointed on contract basis whether on regular scale of pay or on fixed emoluments.

Note 1: All persons employed against temporary positions in Institute projects, such as Thrust area, R & D projects and Institute sponsored projects are eligible for earmarked accommodation for such employees. Further all persons employed against sponsored projects of IRD would be considered for IRD earmarked houses for which separate rules have been approved. (BG/85/93)

Note 2: Research or scientific staff (such as Pool Officers, Research Associates, etc.) on the pay roll of organizations such as the C.S.I.R. who work in the Institute and come under its discipline may be provided accommodation at the discretion of the Director under special circumstances.

4. **ALLOTMENT TO HUSBAND AND WIFE: ELIGIBILITY IN THE CASE OF EMPLOYEES WHO ARE MARRIED TO EACH OTHER.**

(a) No employee shall be allotted a residence if the wife or the husband, as the case may be, of the employee has already been allotted a residence unless such residence is surrendered simultaneously with occupation of the new residence.

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 court of law.

(b) Where two employees in occupation of separate residence allotted under these rules marry each other, they shall surrender one of the residences within one month of the marriage.
(c) If a residence is not surrendered, as required by sub-rule (b), the allotment of the residence of the lower type shall be deemed to have been cancelled on the expiry of such period; and, if the residences are of the same type, the allotment of such one of them, as the Chairman, House Allotment Committee may decide, shall be deemed to have been cancelled on the expiry of such period.

(d) Where both the husband and wife are employed in the Institute, the title of each of them for allotment of a residence under these rules shall be considered independently.

5. **CLASSIFICATION OF RESIDENCES**

Save as otherwise provided by these rules, an employee will be eligible for allotment of residence of the type given in Annexure ‘A’ to these rules. Changes, if any, to this Annexure will be notified from time to time by the Director.

6. **APPLICATION FOR ALLOTMENT OR CHANGE OF RESIDENCE**

An employee who seeks allotment/ change of a residence shall apply on the prescribed form to the Chairman, House Allotment Committee / Estate Officer.

7. **ALLOTMENT OF RESIDENCES**

(a) Save as otherwise provided in these rules, a residence on falling vacant will be allotted to an applicant having the earliest priority date for that type of residence from among the following those desiring a change, or those without accommodation, or those living in a lower type of accommodation.

(b) For allotment of Type A to D houses, one type of residence lower than the entitlement will be considered for allotment and the seniority will be determined from date the person becomes entitled to the appropriate lower type of residence. This rule will be applicable only in conjunction with clause 6(c) under Note 6 of “Annexure-A” of House Allotment Rules. For Type II to type V houses, clause 5(a) under Note 5 of “Annexure - A” of House Allotment Rules will govern the entitlement for lower types/sub types of houses (BG/11/2002).

(c) A residence of a type higher than that to which an applicant is eligible under these
rules will not be allotted except when there is no eligible employee for allotment for a particular type of residence; in such event, the employee next due to become eligible will be allotted the vacant residence.

(d) Change of residence will be allowed as per clauses relating to Change of residence listed under Note 5 and Note 6 in “Annexure A” of House Allotment Rules. (BG/11/2002).

8. MAINTENANCE OF SPECIAL POOLS FOR CERTAIN CATEGORIES OF EMPLOYEES

(a) Distribution of House among Academic and Non-academic staff: For the types of houses for which both academic and non-academic staff are eligible as per emoluments, certain number of houses are allocated for the two categories separately in Annexure “A”. The proportion are determined on the basis of 100% allotment for academic staff and 50% allotment for non-academic staff. Director in consultation with Chairman, HAC may alter these numbers.

(b) Pools for Persons belonging to Scheduled Castes and Scheduled Tribes.

Employees belonging to Scheduled Castes / Scheduled Tribes shall be eligible for allotment under this pool. This pool shall be maintained for A, B, C, and D types of residences only. Such persons should specifically apply for allotment under this pool. In the absence of such application, they shall be considered under the general pool. 10% clear vacancies in Types A and B and 5% clear vacancies in Types C and D shall be reserved for this pool. For this purpose, the following procedure shall be followed.

One clear vacancy after every 9 such vacancies in Types A & B and after every 19 such vacancies in Type C & D allotted hereafter and subsequently occupied shall be reserved for this pool. In the absence of any eligible candidates under this pool, such reserved residence will merge with the general pool.

* The roster of allotment to S.C. / S.T. pool will be maintained separately and allotment will be made in the ratio of 2 : 1.

** S.C. / S.T. employees who are already in occupation of general pool accommodation will not be entitled to be considered for allotment of higher types from the reserved quota.
* Added vide BG 52/87.

** Approved by Chairman BOG Ref. D/1 - 33 Dt. 3.7.91.

(c) The following officers are entitled to specific houses earmarked for them by the Director.

i) Director

ii) Registrar

iii) Institute Engineer

iv) Security Officer

v) Assistant Security Officer

vi) Two Medical Officers

vii) Wardens

viii) Senior Medical Officer (One)

This list may be revised from time to time by the Director. These earmarked houses must be vacated within 15 days of the relinquishment of the office by the officer. Except for officials who join the Institute on deputation and revert to the parent department. In such cases the house should be vacated within two months of relinquishing of the charge. (BG/84/94).

(d) Priority Pool:

Certain number of employees belonging to some categories particularly those who perform night duties / shift duties and are in-charge of essential services as detailed below, would be classified as essential staff whose presence in the Institute campus is required for the Institute work.

i. Some non-transferable Class III staff in Hostel / Sick Bay / Library / Telephone Exchange / Computer Centre.

ii. Guardsmen and Senior Guardsmen.

iii. Some Caretakers.

iv. Some electrical, water-supply and air-conditioning maintenance staff employed on shift duty.
v). Some A.R.E.s in charge of maintenance.

Director in consultation with the Chairman, HAC, would formulate a list specifying the number of categories of staff to be included in the “Priority Pool”. This, however, will not apply to those persons who are included in the pool for S.C. / S.T.. Generally the number of staff in Priority Pool in any category will not exceed 50% of the total staff in that category. But in exceptional cases Director may allot higher percentage for priority allotment. After the Priority Pool as above is constituted, the number of persons in each category already living in the Campus will be ascertained. If this number exceeds the 50% limit or any other higher limit fixed under this rule, the staff in that category will not be considered for allotment under priority pool. Seniority list of the staff to be considered for allotment under this rule will be prepared for categories having less than 50% (or specified higher limit) of staff in that category living in the campus. In order to maintain proper balance, allotment under this rule would first be made to the staff in a category having the least percentage of staff residing in the Campus except in special cases by the Director on the recommendation of HAC. The type of house to be allotted under this rule will be the one in which the majority of the Institute staff drawing similar emoluments are residing at the time of allotment. This could be the entitled type or one category below as may be decided by the HAC. One residence in each type after 3 residences allotted hereafter shall be for the staff under priority pool. Allotment made under this sub-rule shall subsist for the period that the allottee continues to perform the essential nature of duties at the end of which period he will have to vacate the allotted house.

(e) On retirement of an employee, who had been occupying an Institute accommodation, priority allotment may be made to the employee’s spouse if she or he is also an employee of the Institute. Such allotment will be subject to the following conditions:

i) The house to be allotted shall be the type to which the person is eligible on the basis “next available house except on ground & first floor”. The ground & first floor houses will be considered for change first.

ii) If the spouse is eligible for the same type of residence, the house occupied
by the allottee may be allowed to be retained.

(f) On the death of an employee who has been occupying an Institute accommodation, priority allotment may be made to son, daughter or wife if either of them is an employee of the Institute and has been residing with the deceased employee.

If the son, daughter or wife (as the case may be) of the deceased employee is eligible for the same or higher type of accommodation as was in occupation of the employee at the time of death, he may be allotted the same accommodation as occupied by the deceased employee. Otherwise the type of residence shall be according to entitlement of the new incumbent.

(i) The family of the deceased employee if already provided with the Institute accommodation, may continue to be provided with the accommodation at the Institute, if appointed on compassionate grounds till such time he/she is allotted accommodation of the type according to his/her entitlement i.e. post to which he/she has been appointed. This adjustment should be done at first available opportunity. (BG/57/97)

(g) **Staff on Deputation:**

i) Staff on deputation will be provided an accommodation usually one category below normal entitlement as soon as a house falls vacant after the person joins the institute, provided he was already in possession of accommodation provided by the parent organization at the time of his transfer.

ii) In the case of a person on deputation having come from outside Delhi, accommodation on availability will be given usually one category below normal entitlement, irrespective of whether he was in possession of accommodation from his parent organization or not.

III) In the case of a deputationist from Delhi not covered under clause (i) his name will be inserted in the waiting list for a type one category below normal entitlement taking his services in the parent organization also into account. The antedating of priority date thus resulting will be limited to a
maximum of five years. For the eligible category such staff will have seniority from the date of joining the Institute.

(h) Priority Allotment for Wardens : *

An outgoing Warden, if he had accommodation in the campus prior to becoming warden may be allotted the first available house out of turn of the category in which he was living earlier. However, before a Warden becomes eligible for priority allotment under this clause, he should have put in a minimum of 2 years as Warden. After completing two years as warden, the priority allotment to warden under this rule will be for the first available house that falls vacant, irrespective of any floor. (* Amended vide BG 10/85.)

He / She will also be eligible to apply during tenure of Warden-ship for residential accommodation along with others and if by seniority he is likely to get allotment, proforma allotment will be made and the outgoing Warden will then be allotted type of house for which proforma allotment was made to him / her during period of Warden-ship. Dean of students will intimate the particulars of outgoing Warden in the last month so that action for allotment of house be taken. (BG/110/95)

9. **Priority Allotment of Ground Floor Residence on Medical Grounds**

Out of turn allotment of ground floor flats in multi-story blocks for all those who are already in occupation of the Institute residence will be considered for a house one category below the type of house presently occupied by the employee on extreme medical grounds of illness of the employee / spouse / children. However, if an employee is in occupation of type “A”, “B”, Type IV B, Type V transit accommodation he shall be allotted the same type of residence on the ground floor as is in his / her occupation. (BG / 110 / 95)

For this purpose, the following procedure shall be followed:

An employee desiring allotment of ground floor residence on medical grounds may apply to the Estate Officer giving full particulars of the medical case. All such cases will be referred to the Institute Medical Officer for medical examinations by a Medical Board which must include a specialist. The Medical Officer will send the recommendation of the Medical Board stating likely duration of illness and recovery
period along with the applications of the employees to the Estate Office. On the recommendations of the Medical Board, the HAC will finally decide the number of persons to whom out of turn allotment of ground floor residence is to be made on medical ground. Such allotment will be made as and when ground floor residence falls vacant. An employee allotted ground floor accommodation on medical ground shall be allowed to apply for higher category accommodation on the ground floor only. Such a change of allotment will be affected when he / she becomes entitled for the same. (BG/110/95)

10. NON ACCEPTANCE OF ALLOTMENT OR OFFER OR FAILURE TO OCCUPY THE ALLOTTED RESIDENCE AFTER ACCEPTANCE

(a) If an employee fails to accept the allotment of a residence within 5 days from the date of receipt of the letter of allotment, or fails to take possession of that residence after acceptance within 8 days from the date of receipt of allotment he shall not be eligible for another allotment for a period of one year from the date of issue of the allotment letter.

1. Occupation and vacation of house should be completed within 8 days from the date of issue of allotment letter instead of occupation within 8 days from the date of issue of allotment letter and vacation within three days from the date of occupying the new house. (IITD/ESTATE/U.O./98, Dated: 11.12.1998)

2. The members who regret to accept the allotment or withdraw the application, the person is debarred for one year from the date of allotment. The HAC committee recommended the date of debar may be counted from the last date of the month/closing date of the month of advertisement of the house. (IITD/ESTATE/U.O./98, Dated: 11.12.1998)

(b) If an employee occupying a lower type of residence is allotted or offered a residence of the type to which he is entitled, or for which he has applied, and he does not accept the allotment or offer of allotment, he may be permitted to continue to stay in the previously allotted residence on the condition that he shall not be eligible for another allotment for a period of one year from the date of allotment letter. This rule shall also be applicable to the employee who applies for change / allotment and subsequently withdraws his application.

[6–37]
11. **PERIOD FOR WHICH ALLOTMENT SUBSISTS AND THE CONCESSIONAL PERIOD FOR FURTHER RETENTION**

(a) An allotment shall be effective from the date on which it is occupied or from the 8th day from the date of receipt of the allotment order by the allottee, whichever is earlier, and shall continue to be in force until:

(i) The expiry of the concessional period permissible under sub-clause (b) below after the employee ceases to be in the service of the Institute;

(ii) It is cancelled by the Estate Officer / Director or is deemed to have been cancelled under any provision in these rules;

(iii) It is surrendered by the employee.

(b) A residence allotted to any employee may be retained beyond the occurrence of any of the following events for the period specified against each as per table below except as specified for earmarked houses in Section B (2), provided that the residence is required for the bona fide use of the officer or members of his family.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Events</th>
<th>Maximum period for retention of residence</th>
</tr>
</thead>
<tbody>
<tr>
<td>i)</td>
<td>Resignation, dismissal or removal from service, termination of service or unauthorized absence without permission.</td>
<td>One month</td>
</tr>
<tr>
<td>ii)</td>
<td>Retirement, terminal leave or reversion to parent department on expiry of the period of deputation.</td>
<td>Four months</td>
</tr>
<tr>
<td>iii)</td>
<td>Death of the allottee.</td>
<td>Six months</td>
</tr>
<tr>
<td>iv)</td>
<td>Leave preparatory to retirement or refused leave.</td>
<td>For the full period of leave on full Aaverage pay.</td>
</tr>
<tr>
<td>v)</td>
<td>Medical leave</td>
<td>Full period of leave.</td>
</tr>
</tbody>
</table>
vi) Study leave / Training or secondment / sabbatical leave. One year

vii) Leave on foreign assignment or leave without pay in India. One year

viii) Deputation / lien. One year or period of deputation / lien whichever is less.

Note: For (vi), (vii) and (viii) the retention of residence on normal rent will be allowed only if the residence is retained for bonafide use by the members of the employee’s family or by a Caretaker approved by the HAC. However, the retention of residence beyond the periods indicated above may be allowed at the discretion of the Director on payment of market rent, upto a maximum of further one year provided the period of leave / lien / deputation is upto two years only. Thereafter, the matter may be put up to the Board of Governors. (BG / 110 / 95).

However, if the faculty member concerned does not return and resume duty on the expiry of EOL, he/she will be charged market rent instead of normal rent for the entire period of one year EOL. In case the faculty member does not come back on the expiry of the EOL, then he/she will be charged market rent for the first year and holding rent for the second year. (BG/62/97)

MINOR MODIFICATION TO THE HOUSE ALLOTMENT RULES RELATING TO THE RETENTION OF RESIDENCE AT IIT DELHI CAMPUS BY FACULTY APPOINTED AS DIRECTORS OF OTHER IITs.

The faculty who, on deputation/lien are appointed as Directors of other IITs, be allowed to retain residence at IIT Delhi Campus upto two years on normal rent and for next one year on market rent and thereafter no further retention may be allowed (BG/33/2001).

RESOLVED THAT in supersession of Resolution Nos. BG/2/81 and BG/27/91, all senior faculty members who are appointed as Head of the Institutions in national or State Controlled Engineering Colleges or Directors of the CSIR Labs. And other such appointments in the Central Govt. /State Govt. Regional Engineering Colleges, State Controlled Colleges and National Scientific Research and Development Laboratories as well as Vice-chancellors in Central and State Universities on a
contract basis, be given a lien to complete their full term ranging from 3 to 5 years depending upon the nature of the initial contract. After completing their first term in office, they should join back the Institute. In case they get a second term of their contract they should be willing to resign or retire from the services of the Institute before taking up second term of the office. However, they should only be allowed to retain accommodation on campus as per the present norms. (BG/28/99).

RESOLVED FURTHER THAT the other terms of deputation will remain the same as applicable to senior faculty/professors going for a higher position to National Laboratories/Institutions of national importance. (BG/28/99)

(c) Where an employee is on medical leave without pay and allowance, he may retain his residence by virtue of the concessions under item (v) of the Table under sub-rule (b), provided that he remits the licence fee for such residence every month and that if he fails to remit such licence fee for more than two months the allotment shall stand cancelled.

(d) An employee who has retained the residence by virtue of concessions under item (i) or item (ii) of the table under sub-rule (b) shall, on re-employment in the Institute within the period specified in the said table, be entitled to retain that residence and shall also be eligible for any further allotment of residence under these rules.

PROVIDED that if the emoluments of the employee on such re-employment do not entitle him to the type of residence occupied by him, he shall be allotted lower type of residence to which he would be entitled under the rules.

(e) Notwithstanding anything contained in sub-rule (b) or sub-rule (d) above, when an employee is dismissed or removed from service or when his services have been terminated by the competent authority, and the said authority immediately before such dismissal, removal or termination is satisfied that it is necessary or expedient in the Institute interest to do so, Director may require the Estate Officer to cancel the allotment of the residence made to such employee either forthwith or with effect from such date prior to the expiry of the period of one month referred to in item (i) of the table under (b) as he may specify, and the Estate Officer shall act accordingly.
12. PROVISIONS RELATING TO LICENCE FEE

(a) An employee of the Institute who has been allotted accommodation shall be charged licence fee as provided for in the Statutes from the date of occupation or the 8th day from the date of issue of the allotment letter, whichever is earlier.

(b) An employee who, after acceptance, fails to take possession of that accommodation within 8 days as in sub-clause (a), from the date of issue of the allotment letter, shall be charged licence fee from such date upto a period of one month or upto the date of re-allotment of that particular accommodation, whichever is earlier. Provided nothing contained herein shall apply where the Estate Officer certified that the accommodation is not yet ready for occupation and, as a result thereof, the employee would not occupy the residence within the aforesaid period.

(c) Where an employee, who is already in occupation of a residence, is allotted another residence and he occupies the new residence, the allotment of the former residence shall be deemed to be cancelled, after expiry of three days from the date of occupation of New residence during this period of three days he shall be charged licence fee for the newly allotted residence.

(d) Where an allotment of accommodation has been accepted the liability for licence fee shall commence from the date of occupation or the 8th day from the date of issue of the allotment order, whichever is earlier.

(e) If an employee who is in occupation of the residence in the Campus fails, after acceptance, to occupy the new residence allotted to him within 8 days from the date of allotment, he will be liable to pay licence fee for both the houses subject to (b) and (c) above.

(f) An employee to whom a residence has been allotted shall be personally liable for payment of the licence fee and the cost of any damage beyond fair wear and tear caused there to or to the furniture, fixture or fittings or services provided therein by the Institute during the period for which the residence has been and/or remains allotted to him or until the vacant possession is restored to the Institute.

(g) Where an employee to whom a residence has been allotted, is not a permanent
employee of this Institute, he shall execute a surety bond in the prescribed form with a surety, who shall be a permanent employee of this institute or an authority so recognized by the Director I.I.T. Delhi.

If a surety ceases to be in Institute service or becomes insolvent or ceases to be available for any other reasons, the employees shall furnish a fresh bond executed by another surety within thirty days from the date of his acquiring knowledge of such event or fact; and, if he fails to do so, the allotment of the residence to him shall, unless otherwise decided by the Director, be deemed to have been cancelled with effect from the date of that event.

(h) Where an allottee retains or is allowed to retain the residence beyond the prescribed periods provided under these rules he shall be charged Holding Rent of the residence for the period which falls outside the prescribed period. The holding rent will be equal to 300% of the market rent of the residence for the first month and will then subsequently increase by an amount equal to 50% of the market rent with each succeeding month.

13. SURRENDER OF AN ALLOTMENT

(a)* An employee may at any time surrender an allotment by giving intimation so as to reach the Estate Officer at least 10 days before the date of vacation of the residence. The allotment of the residence shall be deemed to be cancelled with effect from the eleventh day after the day on which the letter is received by the Estate Officer or the date specified in the letter, whichever is later. If he fails to give due notice, he shall be responsible for payment of licence fee ten days or the number of days by which the notice given by him falls short of ten days. *BG 10/85.

(b) An employee who surrenders the residence under sub-rule (a) shall not be considered again for allotment of Institute residence for a period of three years from the date of such surrender. This shall be applicable to those who surrender within 6 months of allotment, if one surrenders after 6 months of allotment the period of debar shall be 6 months. (BG/110/95)

14. CHANGE OF RESIDENCE

(a) Change of residence will be allowed as per clauses relating to “Change of residence” listed under Note 5 and Note 6 in “Annexure A” of House Allotment Rules (BG/11/
2002).

(b) An employee to whom a residence has been allotted may apply for a change of residence on the following grounds also, and such changes would be considered on merit:

(i) On the death of any member of his family, provided the allottee applies for a change within three months of occurrence of such a casualty.

(ii) In the event of the accommodation becoming temporarily uninhabitable due to any damage caused by rain, flood, fire etc, such change shall be valid only till the residence is restored to a habitable condition, when the allottee would be required to reoccupy the same.

**Explanation**

The Estate Officer shall be the competent authority to certify the fitness or otherwise of a residence as in (ii) above.

(c) If an employee fails to accept a change of residence offered to him within 8 days of the issue of such offer of allotment, he / she shall not be considered again for a change of residence for three years. (BG/110/95)

(d) An employee who, after accepting a change of residence, fails to take possession of the same, shall be charged licence fee for such a residence in accordance with the rules made under the Statutes till its date of re-allotment or one month, whichever is earlier, in addition to the normal licence fee for the residence already in his possession, the allotment of which shall continue to subsist.

**Explanation**

Allotment of ground floor on medical grounds shall not be treated as a change under this rule.

15. **MUTUAL EXCHANGE OF RESIDENCE**

Two employees to whom residences of the same type / same floor have been allotted may apply for permission to exchange their residence mutually, and permission may be granted to such mutual exchange subject to the following conditions.

(a) Such exchange is physically completed and occupation certificate submitted within a period of eight days, from the date of issue of the order.

(b) Persons who wish to have mutual change shall give in writing an undertaking that
**ANNEXURE 6.2**  
(Refers 6.5)  

**FLATS RATES FOR VARIOUS TYPE OF HOUSES**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Type of House</th>
<th>Plinth area In Sft.</th>
<th>Living area for licence fee purpose</th>
<th>Licence fee slab in Sq.m.</th>
<th>Licence fee in Rs. w.e.f. 1.4.2001</th>
<th>Rate of Damage per sq.m.</th>
<th>Damage in Rs. 1.11.1999</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Type-I (Director Lodge) (Servant Qtr.) (Garage)</td>
<td>3858</td>
<td>203.18</td>
<td>189.50 to 224.50</td>
<td>906.00 +30.00 +18.00=954</td>
<td>110</td>
<td>22350</td>
</tr>
<tr>
<td>2.</td>
<td>Type-IIA (Servant Qtr.) (Garage)</td>
<td>2746</td>
<td>150.80</td>
<td>upto 159.50 +30.00</td>
<td>645.00 +18.00=693</td>
<td>110</td>
<td>16588</td>
</tr>
<tr>
<td>3.</td>
<td>Type-IIB (Servant Qtr.) (Garage)</td>
<td>2337</td>
<td>146.30</td>
<td>-do-</td>
<td>645.00 +30.00 +18.00=693</td>
<td>110</td>
<td>16093</td>
</tr>
<tr>
<td>4.</td>
<td>Type-IIB (Servant Qtr.) (Garage)</td>
<td>2243</td>
<td>135.12</td>
<td>-do-</td>
<td>645.00 +30.00 +18.00=693</td>
<td>110</td>
<td>14864</td>
</tr>
<tr>
<td>5.</td>
<td>Type-IIB (Servant Qtr.) (Garage)</td>
<td>2050</td>
<td>108.10</td>
<td>beyond 106</td>
<td>527.00 +30.00 +18.00=575</td>
<td>110</td>
<td>11891</td>
</tr>
<tr>
<td>6.</td>
<td>Type-IIIA (Servant Qtr.) *(Garage)</td>
<td>1895</td>
<td>114.69</td>
<td>-do-</td>
<td>527.00 +30.00 +18.00=557</td>
<td>110</td>
<td>12616</td>
</tr>
<tr>
<td>7.</td>
<td>Type-IIIA (Taxila)</td>
<td>1738</td>
<td>119.19</td>
<td>-do-</td>
<td>527.00</td>
<td>110</td>
<td>13111</td>
</tr>
<tr>
<td>8.</td>
<td>Type-IIIB [48 AP Houses]</td>
<td>1708</td>
<td>121.62</td>
<td>-do-</td>
<td>527.00</td>
<td>110</td>
<td>13379</td>
</tr>
<tr>
<td>9.</td>
<td>Type-IIIB [20 AP Houses]</td>
<td>1437</td>
<td>105.58</td>
<td>upto 106</td>
<td>434.00</td>
<td>110</td>
<td>11614</td>
</tr>
<tr>
<td>10.</td>
<td>Type IV (DS)</td>
<td>1266</td>
<td>104.66</td>
<td>upto 106</td>
<td>434.00</td>
<td>110</td>
<td>11513</td>
</tr>
<tr>
<td>11.</td>
<td>Type-IV (MS Block-I)</td>
<td>1266</td>
<td>76.00</td>
<td>76-91.5</td>
<td>306.00</td>
<td>110</td>
<td>8360</td>
</tr>
<tr>
<td>12.</td>
<td>Type-IV (MS Block-13&amp;14)</td>
<td>1266</td>
<td>77.30</td>
<td>76-91.5</td>
<td>306.00</td>
<td>110</td>
<td>8503</td>
</tr>
<tr>
<td>13.</td>
<td>Type-IVB (Vaishali)</td>
<td>1210</td>
<td>78.31</td>
<td>upto 106</td>
<td>434.00</td>
<td>110</td>
<td>8618</td>
</tr>
<tr>
<td>14.</td>
<td>27 A.P. houses</td>
<td>1200</td>
<td>85.57</td>
<td>76-91.5</td>
<td>306.00</td>
<td>110</td>
<td>9413</td>
</tr>
<tr>
<td>15.</td>
<td>Type-D</td>
<td>1111</td>
<td>66.70</td>
<td>59-75</td>
<td>245.00</td>
<td>75</td>
<td>5003</td>
</tr>
<tr>
<td>16.</td>
<td>Type-C</td>
<td>820</td>
<td>50.20</td>
<td>More than 34.50 &amp; up 55.0017</td>
<td>181.00</td>
<td>75</td>
<td>3765</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Num.</td>
<td>Area 1</td>
<td>Area 2</td>
<td>Area 3</td>
<td>Area 4</td>
<td>Area 5</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------</td>
<td>------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>17</td>
<td>Type-C attached with Sick bay</td>
<td>848</td>
<td>59.15</td>
<td>56-65</td>
<td>221.00</td>
<td>75</td>
<td>4437</td>
</tr>
<tr>
<td>18</td>
<td>Type-B (NBO)</td>
<td>667</td>
<td>38.84</td>
<td>More than 26.5 &amp; upto 40.00</td>
<td>120.00</td>
<td>75</td>
<td>2913</td>
</tr>
<tr>
<td>19</td>
<td>Type-B old type</td>
<td>647</td>
<td>33.43</td>
<td>-do-</td>
<td>120.00</td>
<td>75</td>
<td>2508</td>
</tr>
<tr>
<td>20</td>
<td>Type-B (new)</td>
<td>560</td>
<td>31.35</td>
<td>-do-</td>
<td>120.00</td>
<td>75</td>
<td>2352</td>
</tr>
<tr>
<td>21</td>
<td>Type-B (Remodelled)</td>
<td>667</td>
<td>34.24</td>
<td>-do-</td>
<td>120.00</td>
<td>75</td>
<td>2568</td>
</tr>
<tr>
<td>22</td>
<td>Type-B attached with Sick Bay</td>
<td>701</td>
<td>47.07</td>
<td>41-50</td>
<td>153.00</td>
<td>75</td>
<td>3531</td>
</tr>
<tr>
<td>23</td>
<td>2 Nos. B-type near Sick Bay</td>
<td>685</td>
<td>48.50</td>
<td>-do-</td>
<td>153.00</td>
<td>75</td>
<td>3638</td>
</tr>
<tr>
<td>24</td>
<td>Type-A (Block 1 to 3)</td>
<td>403</td>
<td>22.33</td>
<td>upto 30</td>
<td>67.00</td>
<td>75</td>
<td>1675</td>
</tr>
<tr>
<td>25</td>
<td>Type-A (Block 4 to 9)</td>
<td>403</td>
<td>30.00</td>
<td>-do-</td>
<td>67.00</td>
<td>75</td>
<td>2250</td>
</tr>
<tr>
<td>26</td>
<td>Type-A (Block 10 to 13)</td>
<td>441</td>
<td>22.06</td>
<td>-do-</td>
<td>67.00</td>
<td>75</td>
<td>1655</td>
</tr>
<tr>
<td>27</td>
<td>Type-A (Block 14 to 16 with garage)</td>
<td>564</td>
<td>28.76</td>
<td>upto 30</td>
<td>67.00</td>
<td>75</td>
<td>2157</td>
</tr>
<tr>
<td>28</td>
<td>Type-A (Block 17 with garage)</td>
<td>564</td>
<td>28.76</td>
<td>upto 30</td>
<td>67.00</td>
<td>75</td>
<td>2157</td>
</tr>
<tr>
<td>29</td>
<td>2 Nos. A-type near Sick Bay</td>
<td>585</td>
<td>38.18</td>
<td>More than 26.50 &amp; upto 40.00</td>
<td>120.00</td>
<td>75</td>
<td>2864</td>
</tr>
<tr>
<td>30</td>
<td>6 Visiting Flats</td>
<td>1326</td>
<td>75.46</td>
<td>76-91.50</td>
<td>306.00</td>
<td>110</td>
<td>8301</td>
</tr>
<tr>
<td>31</td>
<td>6 Visiting flats</td>
<td>940</td>
<td>71.78</td>
<td>59-75</td>
<td>245.00</td>
<td>75</td>
<td>5384</td>
</tr>
<tr>
<td>32</td>
<td>I.P. Apartments (Small Unit)</td>
<td>197</td>
<td>26.50</td>
<td>upto 30</td>
<td>67.00</td>
<td>75</td>
<td>1988</td>
</tr>
<tr>
<td>33</td>
<td>Passive Solar Houses</td>
<td>629</td>
<td>38.92</td>
<td>More than 26.50 &amp; upto 40.00</td>
<td>120.00</td>
<td>75</td>
<td>2919</td>
</tr>
<tr>
<td>34</td>
<td>I.P. Apartments</td>
<td>639</td>
<td>42.50</td>
<td>41.50</td>
<td>153.00</td>
<td>75</td>
<td>3188</td>
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<tr>
<td>35</td>
<td>Nalanda (MRS flats)</td>
<td>629</td>
<td>39.31</td>
<td>More than 26.50 &amp; upto 40.00</td>
<td>120.00</td>
<td>75</td>
<td>2940</td>
</tr>
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<td>36</td>
<td>SRS flats</td>
<td>667</td>
<td>41.43</td>
<td>41-50</td>
<td>153.00</td>
<td>75</td>
<td>3108</td>
</tr>
<tr>
<td>No.</td>
<td>Description</td>
<td>Room No.</td>
<td>Rent (Rs. 00)</td>
<td>Rent (Rs. 00)</td>
<td>Monthly</td>
<td>License fee</td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>--------------------------------------------------</td>
<td>----------</td>
<td>---------------</td>
<td>---------------</td>
<td>---------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>37.</td>
<td>SRS flats (two roomed)</td>
<td>1006</td>
<td>59.69</td>
<td>59-75</td>
<td>245.00</td>
<td>75</td>
<td>4477</td>
</tr>
<tr>
<td>38.</td>
<td>Warden house attached with hostel no. 3-6</td>
<td>1362</td>
<td>93.90</td>
<td>upto 106</td>
<td>434.00</td>
<td>110</td>
<td>10329</td>
</tr>
<tr>
<td>39.</td>
<td>Warden house attached with Kailash</td>
<td>1305</td>
<td>94.21</td>
<td>upto 106</td>
<td>434.00</td>
<td>110</td>
<td>10363</td>
</tr>
<tr>
<td>40.</td>
<td>Warden house attached with Kumaon</td>
<td>1305</td>
<td>100.22</td>
<td>upto 106</td>
<td>434.00</td>
<td>110</td>
<td>11025</td>
</tr>
<tr>
<td>41.</td>
<td>Warden house Aravali</td>
<td>1392</td>
<td>97.08</td>
<td>upto 106</td>
<td>434.00</td>
<td>110</td>
<td>10679</td>
</tr>
<tr>
<td>42.</td>
<td>Single rooms in Shivalik hostel Extension</td>
<td>168</td>
<td>10.54</td>
<td>upto 30</td>
<td>67.00</td>
<td>75</td>
<td>791</td>
</tr>
<tr>
<td>43.</td>
<td>Double rooms in Vindhyachal hostel Extension</td>
<td>338</td>
<td>20.79</td>
<td>21.50 to 30</td>
<td>165.00</td>
<td>75</td>
<td>1560</td>
</tr>
<tr>
<td>44.</td>
<td>Single rooms in girls hostel Extn. Wing</td>
<td>189</td>
<td>14.48</td>
<td>upto 30</td>
<td>67.00</td>
<td>75</td>
<td>1086</td>
</tr>
<tr>
<td>45.</td>
<td>Double suites of girls hostel Extn. Wing</td>
<td>277</td>
<td>27.87</td>
<td>21.50 to 30</td>
<td>165.00</td>
<td>75</td>
<td>2091</td>
</tr>
<tr>
<td>46.</td>
<td>Warden house attached with Shivalik hostel</td>
<td>1353</td>
<td>95.39</td>
<td>upto 106</td>
<td>434.00</td>
<td>110</td>
<td>10493</td>
</tr>
<tr>
<td>47.</td>
<td>Warden house Attached with Vindhyachal hostel</td>
<td>1353</td>
<td>95.39</td>
<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
<td>-do-</td>
</tr>
</tbody>
</table>

**NOTE:**

1. Licence fee revised w.e.f. 01.04.2001.
2. These rates would be subject to a maximum ceiling of 10% of monthly moluments of the allottee.
3. Add Rs. 5/- extra or car/scooter garages allotted separately to different allottees.
   
   (*)The rent is inclusive of rent of garage and servant quarter.

4. Rent for furniture and other furnishing required shall be worked out and charged separately.
5. Electricity charges for the common areas such as staircase/ passage will be charged @ Rs. 2.00 per month for each flat from the residents of the multistoreyed residential blocks. 
   
   (BG/89/85)
they have not applied for study leave / deputation leave / transfer / sabbatical leave nor have resigned nor are they due for retirement and nor are they likely to do so during the next one year from the date of such undertaking.

**Explanation**

Failure to comply with all or any of the above conditions will result in cancellation of the permission so granted.

16. **MAINTENANCE OF RESIDENCE**

An employee to whom a residence has been allotted shall maintain the residence and premises in a clean condition to the satisfaction of the Estate Officer / Medical Officer. Such employee shall not grow any tree, shrubs or plants which are likely to cause damage to the building; the allottee shall not cut or lop off any existing tree or shrub in any garden, court - yard and compound attached to the residence. Maintenance of a kitchen garden or flower beds are excluded from the purview of this clause.

17. **SUBLETTING AND SHARING**

*(a)* No employee shall sublet the residence allotted to him or any of the out-houses and garages appurtenant there to. The servant quarters, out-houses and garages may be used only for the bonafide purpose. (BG-III/89)

PROVIDED that an employee proceeding on leave may accommodate in the residence an Institute faculty member or an employee in the same group as the employee, with prior permission of the House Allotment Committee, as a Caretaker as per procedure given below :

(i) The allottee shall indicate the Residence No., the particulars of the caretaker and the period for which the caretaker is to be accommodated.

(ii) The HAC, shall permit the occupancy of residence to the caretaker on temporary basis for the period as stated by the allottee. During the period of temporary occupation as a caretaker he shall not be allotted a residence in the campus. However, he may be permitted to apply for such an allotment during the last month of the period as a caretaker.

(iii) The caretaker will pay to the Institute the normal rent for the period of temporary occupancy and will vacate the residence on the expiry of the period or from an
earlier date if so decided on the request and special circumstances of the allottee. He will not be entitled to receive H.R.A. from the Institute.

(iv) If the allottee requires the accommodation earlier than indicated previously, he will write to Estate Officer accordingly giving the detailed reasons for doing so.

17 (b) + 17 (c) deleted.

(d) If any employee to whom a residence has been allotted sublets the residence or erects any unauthorized structure in any part of the residence, including the lawns, if any, provided with the residence or uses the residence or any portion thereof for any unauthorized purposes or tampers with the electric or water connections or commits any other breach of the rules or conducts himself in a manner prejudicial to the maintenance of harmonious relations with the neighbors or has knowingly furnished incorrect information in any application or written statement, the Director may, without prejudice to any other disciplinary action that may be taken against him, direct the Estate Officer to cancel the allotment of the residence. An employee found sharing without permission or subletting will be charged rent at four times the market rent for the period of sharing or six months whichever is lower. He will also lose his seniority for allotment of a residence, i.e., he will become junior most in the operating list of seniority for allotment of house in the campus.

(i) In case of non-allottee Institute employee staying in the sublet house, will be charged penal rent for the period from date of report by subletting committee till date of vacation by the allottee/ occupants. (BG/110/95)

(ii) In the servant quarters, only servant’s family i.e. husband / wife and their children, is allowed to stay. In case of violation Rs. 1,000/- would be charged from the allottee and deducted from his pay each time an outsider is found in the servant’s quarters by the subletting committee. (BG/110/95)

(e) No employee is permitted to keep cows, buffaloes, goats, pigs and poultry, in the campus residence and nor shall he indulge in any activity which is a nuisance in the opinion of Director or HAC, and in such case Director or HAC, would direct the Estate Officer to cancel the allotment forthwith.

(f) No employee is permitted to grow vegetables in the kitchen garden in the campus residence and watering for this purpose is not permitted. In case of violation in such case, Director would direct the Estate Officer to cancel the allotment forthwith or Director may impose penalty as he deems fit. (BG/110/95)
Explanation

In this sub-rule the expression “employee” includes, unless the context otherwise requires, a member of his family or any person claiming through the employee.

18. **UNDERTAKING BY AN ALLOTTEE**

All allottees who are either in occupation of a residence in the campus or who are allotted residence shall submit the following undertaking to the Estate Officer.

“I hereby solemnly declare that Institute residence No. .............. allotted to me shall be used by me for residential purpose for myself and my family and no part thereof has been / shall be subletted to any one. In case of violation of any provisions of the house allotment rules, I fully understand that I shall render myself liable to cancellation of the allotment without prejudice to any other penalty the Institute authorities may impose on me”.

Explanation

The Estate Officer will notify the date by which these undertakings are required to be submitted to him by the allottees already residing in the campus. This provision will be incorporated in the allotment order in respect of all future allotments.

19. **BREACH OF RULES**

**PENAL RENT**

Where after an allotment has been cancelled or is deemed to have been cancelled under any provision contained in these rules, the residence remains or has remained in occupation of the employee to whom it was allotted or of any person claiming through him, such employee shall be liable to pay damages for use and occupation of the residence equal to the penal rent being four times the market rent without prejudice to any other disciplinary action that may be taken against him.

20. **CONTINUANCE OF ALLOTMENT MADE PRIOR TO THE ISSUE OF THESE RULES.**

Any valid allotment of a residence which is subsisting immediately before the commencement of these rules under the rules then in force shall be deemed to be an allotment duly made under these rules notwithstanding that the employee to whom it has been made is not entitled to a residence of that type under these rules and all the preceding provisions of these rules shall apply in relation to that
allotment and that employee accordingly.

21. **INTERPRETATION OF THE RULES**

If any question arises as to the interpretation of these rules, the decision of the Director thereon shall be final.

22. **RELAXATION OF RULES**

The Director may for special reasons to be recorded in writing relax all or any of the provision of these rules in case of any employee / type of residence. Any house allotted by the Director under this clause must be vacated within 15 days of the events (i) or (ii) in the table in clause 11(b). This shall not be applicable to those who become eligible for the same type of house, due to their seniority during their service with the Institute. (BG/110/95)
ELEGIBILITY/ENTITLEMENT OF DIFFERENT TYPES OF ACCOMODATION

A: ACADEMIC STAFF

<table>
<thead>
<tr>
<th>Type/Category</th>
<th>Total No. of houses on Campus</th>
<th>Identification of houses (Total No. of houses)</th>
<th>Living area sq. ft (sq.m.)</th>
<th>Eligibility/Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>1</td>
<td>Director's Lodge (203.18)</td>
<td>2187</td>
<td>Earmarked for Director</td>
</tr>
<tr>
<td>IIA</td>
<td>17</td>
<td>Bungalows (with S/Q &amp; Garage)</td>
<td>1623 (150.80)</td>
<td>Scale of Rs. 18,400-22,400 and all scales above with minimum basic emoluments of 19,400.</td>
</tr>
<tr>
<td>IIB</td>
<td>26</td>
<td>Bungalows(with S/Q &amp; Garage)</td>
<td>1575-1455 &amp; 1164 (146.30-135.12 &amp; 108.10)</td>
<td>Scale of Rs.18,400-22,400 and all scales above.</td>
</tr>
<tr>
<td>IIIA</td>
<td>140</td>
<td>Four storied Duplex East Campus (48) +Six storied Taxila West Campus (44) +Four storied Simplex West Campus (48)</td>
<td>1309-1235 (121.62-114.69)</td>
<td>Scale of Rs. 16,400-20,000 and all scales above</td>
</tr>
<tr>
<td>IIIB</td>
<td>90</td>
<td>Duplex, West Campus (20) +Duplex, East Campus ( 70 ) ( 108.42-</td>
<td>1167-1136 above* 105.58 )</td>
<td>Scale of Rs. 12,000-18,300 and all scales above</td>
</tr>
<tr>
<td>IVA</td>
<td>27</td>
<td>Duplex, Mini Campus (27)</td>
<td>921 (85.57)</td>
<td>Scale of Rs.10,000-15,200 and all scales above.</td>
</tr>
<tr>
<td>IVB</td>
<td>72</td>
<td>Six storied Vaishali (44) +Four storied New Vaishali West Campus ( 28 )</td>
<td>843 (78.34 )</td>
<td>Scale of Rs. 10,000-15,200 and all scales above **</td>
</tr>
<tr>
<td>IVC</td>
<td>40</td>
<td>Four storied Simplex East Campus ( 40 )</td>
<td>832-818 (77.30-76.00)</td>
<td>Scale of Rs. 10,000-15,200 and all scales above***</td>
</tr>
<tr>
<td>V</td>
<td>06</td>
<td>Three room flats in Nalanda Complex, West Campus</td>
<td>773 (71.78 )</td>
<td>Scale of Rs.8,000-13,500 and all scales above.</td>
</tr>
<tr>
<td>VI</td>
<td>31</td>
<td>I.P. Flats, West Campus (Transit)</td>
<td>457 (42.50)</td>
<td>Scale of Rs. 8,000-13,500 and all scales above.</td>
</tr>
<tr>
<td>VII</td>
<td>—</td>
<td>IP Flats/Solar houses earmarked for project staff (IRD / Institute)</td>
<td>457-419 (42.50 - 38.92 )</td>
<td>Scale of Rs. 6,500-10,500 and all scales above</td>
</tr>
</tbody>
</table>
### B: NON - ACADEMIC STAFF

<table>
<thead>
<tr>
<th>Type/ Category</th>
<th>Total No. of houses</th>
<th>Identification of houses</th>
<th>Living area sq. ft / sq.m.</th>
<th>Eligibility/ Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>IA+</td>
<td>17</td>
<td>Bungalows (with S/Q &amp; Garage)</td>
<td>1623 / 150.80</td>
<td>Scale of Rs. 18,400-22,400 and all scales above with minimum basic emoluments of 19,400.</td>
</tr>
<tr>
<td>IIB+</td>
<td>26</td>
<td>Bungalows(with S/Q &amp; Garage)</td>
<td>1575-1455 &amp; 1164 (146.30-135.12 &amp; 108.10)</td>
<td>Scale of Rs. 18,400-22,400 and all scales above</td>
</tr>
<tr>
<td>IIIA+</td>
<td>140</td>
<td>Four storied Duplex East Campus (48) +Six storied Taxi West Campus (44) +Four storied Simplex West Campus (48)</td>
<td>1309-1235 / 121.62-114.69</td>
<td>Scale of Rs. 16,400-20,000 and all scales above</td>
</tr>
<tr>
<td>IIIB+</td>
<td>90</td>
<td>Duplex, West Campus (20) +Duplex, East Campus (70)</td>
<td>1167-1136 / 108.42-105.58</td>
<td>Scale of Rs. 12,000-18,300 and all scales above *</td>
</tr>
<tr>
<td>IVA+</td>
<td>27</td>
<td>Duplex, Mini Campus (27)</td>
<td>921 / 85.57</td>
<td>Scale of Rs.10,000-15,200 and all scales above</td>
</tr>
<tr>
<td>IVB+</td>
<td>72</td>
<td>Six storied Vaishali (44) +Four storied New Vaishali West Campus (28)</td>
<td>843 / 78.34</td>
<td>Scale of Rs.10,000-15,200 and all scales above **</td>
</tr>
<tr>
<td>IVC+</td>
<td>40</td>
<td>Four storied Simplex East Campus (40)</td>
<td>832-818 / 77.30-76.00</td>
<td>Scale of Rs.10,000-15,200 and all scales above***</td>
</tr>
<tr>
<td>D</td>
<td>32</td>
<td></td>
<td>718 / 66.70</td>
<td>Min. Emoluments Rs. 8,000</td>
</tr>
<tr>
<td>C</td>
<td>49</td>
<td></td>
<td>540 / 50.20</td>
<td>Emoluments in the range of Rs. 5,200-7,999</td>
</tr>
<tr>
<td>B</td>
<td>399</td>
<td></td>
<td>418-337 / 38.84-31.35</td>
<td>Emoluments in the range of Rs. 3,050 – 5,199</td>
</tr>
<tr>
<td>A</td>
<td>346</td>
<td></td>
<td>323-240 / 30.00-22.33</td>
<td>All staff joining as Group D employees</td>
</tr>
</tbody>
</table>

+ Number of units will be determined by Note 2 below.

* As a special provision, all staff in the scale Rs. 10,000-15,200 will also be eligible for type IIB houses from the date their basic emoluments become equal to or greater than Rs. 12,000.

** As a special provision, all staff in the scale of Rs. 8,000-13,500 will also be eligible for type IVB houses from the date their basic emoluments become equal to or greater than Rs. 10,000; however, for the purpose of combined seniority, the seniority of those joining the Institute in scales of Rs. 10,000-15,200 and above will be increased by antidating the priority date by three years.

*** As a special provision, all staff in the scale of Rs. 8,000-13,500 will also be eligible for type IVC houses from the date their basic emoluments become equal to or greater than Rs. 8,000; however, for the purpose of combined seniority, the seniority of those joining the Institute in scales of Rs. 10,000-15,200 and above will be increased by antidating the priority date by three years.
NOTES:

1(a) Type A to D houses are for non-academic staff only and type V to VII houses are for academic staff only.

(b) Types II to IV houses are for academic staff as well as non-academic staff in overlapping scales with sharing as per note 2 below.

2(a) Earmarked accommodation vide Rule 8(c) is not to be considered in the sharing of regular accommodation between academic and non-academic staff as per the requirement of Rule 8 (a). The share of accommodation for non-academic staff in overlapping scales for type II to IV houses will be as follows.

Maximum total houses for non-academic staff: 20

<table>
<thead>
<tr>
<th>Type / Category of houses</th>
<th>Share of non-academic staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>IIA</td>
<td>Nil</td>
</tr>
<tr>
<td>IIB</td>
<td>Nil</td>
</tr>
<tr>
<td>IIIA</td>
<td>Nil</td>
</tr>
<tr>
<td>IIIB</td>
<td>2</td>
</tr>
<tr>
<td>IVA</td>
<td>3</td>
</tr>
<tr>
<td>IVB</td>
<td>6</td>
</tr>
<tr>
<td>IVC</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

(b) Earmarked accommodation vide Rule 8(c) will be excluded from the above share. However, allotment of regular accommodation vide Rule 8(d) or Rule 22 to academic or non-academic staff will be included in the respective share of academic or non-academic staff.

3(a) The total number of type II to type IV houses in occupation by non-academic staff as on 1st July of each year will be reviewed by the House Allotment Committee before 15th July. If the total numbers of houses in occupation is 20 or more, no vacancies (if any) will be filled in different categories of houses.

(b) If the total number of houses in occupation is less than 20, the Estate Officer shall put the case regarding the category-wise occupancy of houses by the non-academic staff as well as the excess/vacancy position in each category for consideration by the House Allotment Committee. The HAC will make recommendations to the Director for approval of vacancies to bring the total number of houses in occupation by non-academic staff upto 20.
(c) If the number of houses in occupation of the non-academic staff in a particular category exceeds the number as in 2(a) above, then the house/houses vacated by such staff after 15th July shall be allotted to the academic staff till the non-academic staff reaches the desired number for that year.

(d) To fill the vacancies as approved in 3(b) above, the house/houses falling vacant in that category after 15th July shall be advertised for change among the occupants of houses of that category or for fresh allotment to non-academic staff on the basis of combined seniority. By this process the resultant house/houses shall be allotted only to non-academic staff members till their vacancy of houses in that category for the year is completed.

4. Accommodation in type VI and VII houses including transit accommodation as well as accommodation in Nalanda Complex (2-room flat), and Vindhyachal Annexe flats, IP flats and Solar Houses is earmarked for academic staff. These will be allotted on the basis of common seniority list of academic staff, irrespective of the date of joining the Institute on an academic post, subject to the provisions of clause 2(k).

5. Change of Residence / Entitlement (Type II to Type V Houses)

(a) All staff joining the Institute in higher scales will also be eligible for all lower types/sub-types of residences as per entitlement indicated in tables of Annexure A. All staff will continue to retain their seniority and entitlement for all lower types/sub-types of residence even after they become eligible for a higher type of residence and occupy the same. The movement from a higher type to lower type of residence will be as per clause 5(e) below.

(b) Change of residence from a lower type of residence to a higher type of residence or from a lower sub-type to a higher sub-type is permitted at any time subject to entitlement.

(c) Change of residence within the same type/sub-type of residence to all floors including the same floor is permitted only after one year’s stay in an allotted house of that type/sub-type.

(d) Change of residence from a higher type/sub-type of residence to any lower type/sub-type of residence is permitted after 3 years. Movement back to higher type after effecting such a movement is permitted only after 3 years of moving to lower type of residence.

(e) Academic staff residing in transit accommodation will have to move to any regular
accommodation (Type II to V) as and when offered to them by the Institute.

6. **Change of Residence/ Entitlement (Type A to D houses)**

(a) All staff will continue to retain their seniority and entitlement for the type of residence to which they were entitled when they joined the Institute even as their emoluments increase with time and they become eligible to a higher type of residence as long as they have no accommodation on Campus.

(b) Once a higher type of residence is occupied, the entitlement for any lower type of residence is not valid. However, if an employee leaves the residence, his seniority will be governed by 6 (a) above (after a minimum period of one year).

(c) Under Rule 7 (b) of the House Allotment Rules, staff joining the Institute will be entitled to one type lower residence, with the exception that type “A” residence will not be available to staff entitled to higher type of residence at the time of joining the Institute. This implies that all staff who are eligible for type B houses at the time of joining the Institute shall not be entitled to type A houses.

(d) Change of residence from a lower type of residence to a higher type of residence is permitted at any time subject to entitlement.

(e) Change of residence within the same type of residence to all floors including the same floor is permitted only after one year's stay in the allotted house of that type.

(f) Change of residence from higher type of residence to lower type is not permitted.