

NIT Arunachal Pradesh HOUSE ALLOTMENT RULES (HAR)-2021

Clause-1. APPLICABILITY:

The rules apply in the matter of allotment of Quarters of the Institute to its employees *i.e.* all regular fulltime staff members of the Institute.

Clause-2. POWER OF ALLOTMENT:

The Director of the Institute shall exercise the power of allotment under these rules. The power of allotment may be delegated by the Director to officials chosen by him.

Clause-3. DEFINITION:

- i. **“Institute”** means National Institute of Technology, Arunachal Pradesh.
- ii. **“Director”** means Director of National Institute of Technology, Arunachal Pradesh.
- iii. **“Registrar”** means Registrar of the Institute.
- iv. **“Dean”** means specified Dean of the section of the Institute, such as Dean of Planning and Development (P&D), Dean Welfare, etc.
- v. **“Competent Authority”** means the Director, Dean, Registrar, Committee appointed for any purpose.
- vi. **“Emolument”** means the basic pay of an employee(excluding special pay, if any)

Explanation:

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

- vii. **“Allotment”** means the license to an institute employee to occupy by the provision of these rules. Under this clauses, the institute employee is an allottee. In every case, the allottee shall be deemed to be a licensee and not a tenant.
- viii. **“Allottee”** means as employee or faculty to whom residential accommodation is allotted.
- ix. **“Employees”** means the employee of the institute.
- x. **Category of Employees:**
 - a. **“Faculty”** means the staff holding any of the following designations:
Director, Deputy Director, Professor, Associate Professor, Assistant Professor including those on full time contract and on Ad-hoc appointment.
 - b. **“Officer”** means an employee not belonging to the faculty, but holding posts where the entry level of cadre is in level 10 and above in pay matrix. They include posts such as Registrar, Dy. Registrar, Assistant Registrar, Engineer, Librarian, Assistant Librarian, Medical Officer, Security Officer, Scientific/Technical Officer, and their promotional posts and all such posts as may be decided by the Director from time to time.
 - c. **“Non-Teaching Staff”** means the employees of the institute other than the faculty or Officer.
- xi. **“Family”** means the Spouse, children, parents, **dependent brother and sisters**, normally residing with the employee.

- xii. **“Close relatives”** means in laws, uncle, aunts, first cousins, nephews, nieces, directly related by blood and relationship established by legal adoption.
- xiii. **“License Fee”** means the sum of the money payable by an allottee every month as per the practice followed in the Institute, by the allottee for a house allotted to him/her under these rule, exclusive of water, electricity other charges.
- xiv. **“Subletting”** means letting out whole or part of the accommodation by an allottee to another person with or without payment of License fee by such other person.
- xv. **“Pay Level”** means applicable Pay Level of the employee as per 7th Pay Commission Pay Level of Central Pay Commission which is liable to be revised from time to time.
- xvi. **“Seniority”** of an employee for allotment of a particular type of accommodation shall be counted from the date he/she effectively serves NIT Arunachal Pradesh.

Clause-4. ELIGIBILITY:

- 1.1 The Institute residences shall be allotted on license only. Following categories of Faculty/ Officers/ Staff and employees shall be eligible for allotment of Institute residences.
- a) Regular with institute
 - b) Visiting faculty/ Chair Professor
 - c) Emeritus Fellows/ Emeritus Professors
 - d) Faculty/ Staff on Deputation.
 - e) Persons eligible under terms & conditions of a MoU with the NIT Arunachal Pradesh.
 - f) Any Other Faculty / Temporary Faculty, Re-employed / Contractual supporting Staff associated with the institute which are not covered above are eligible for temporary accommodation if available with the institute and when approved by the Director.
- 1.2 If a person and his/her spouse are both employees of the Institute, only one of them shall be eligible for the allotment of residence.
- 1.3 A person, who is having a period less than two years from the date of his superannuation shall not be eligible to apply for another residence.
- 1.4 No person will be eligible to apply for fresh allotment of a residence of the same type in which he/she is living unless he/she has completed two years from the date of occupation of the residence. However, one can always apply for a higher type of residence, if eligible.
- 1.5 Rule 1.4 is automatically exempted for those cases which expire the locking period mentioned above or have any exemption approval from Director of the institute.
- 1.6 Any valid quarter / residence allotment which is subsisting immediately before the commencement of these rules shall be deemed as to be an allotment duly made under “ NIT Arunachal Pradesh HOUSE ALLOTMENT RULES (HAR)-2021”.

Clause-5. CATEGORIES (on basis of availability) OF RESIDENCES:

5.1 The Institute has classified the available family residences based on living area as given below:

Sl. No.	Allotment on Seniority/ Academic Grade Pay / [Level in 7 th CPC Matrix]	Residence Type	Revised rates of Licence fee / month	Remarks
1	Up to Rs. 2800 / [1 to 5]// Rs. 4200 to Rs. 5400 / [6 to 9]	Type-III (70m ²)		
3	Rs. 5400 to Rs. 7000 / [10 to 11]// Rs. 7600 to Rs. 9500[12 to 13A2]	Type-IVB/A (128m ²)		
5	Above 9500 [14 and above]	Type-IVA (137m ²)		
6	Reserved for Institute Director	Directors Lodge (Reserved)		

5.2 If any type of quarter remains vacant after allotment to the specified category, that quarter may be re-advertised allotment to the category on pay level higher/lower to the specified category.

Clause-6. ALLOTMENT PROCEDURE FOR RESIDENTIAL HOUSES / QUARTERS:

- 6.1 The Estates/Registrar Office and Engineering Section along with their staff shall inspect each vacant residence and will arrange necessary repairs and whitewashing etc. They will also certify that the vacant residence is safe and livable and seek approval from the Dean (P&D) for approval of such a house for allotment. No major repair work should be done after the allotment. Any kind of architectural modification will not be entertained.
- 6.2 Announcement of vacant residence will be made in the month of **March** and **August** months.
- 6.3 Application/ your choice, once made, can also be withdrawn up to the last date for receipt of application.
- 6.4 The priority date *i.e.* seniority in relation to house allotment as per NIT Arunachal Pradesh HAR-2021, for regular eligible employees/staff as per clause-4 and entitlement as per clause-5, will be decided in the following order:
- The higher Grade Pay [or level of the pay in the 7th CPC Pay Matrix] of the employee; The date from which the employee is continuously drawing his existing Grade Pay or Pay Level in the 7th CPC pay matrix.

- ii. Where the date of drawing Grade Pay or Level of Pay in pay matrix for one or more employees is the same, the seniority of the officers shall be determined based on present basic pay, *i.e.* the employees who have higher a basic pay on the last date of inviting applications for house allotment.
- iii. Where the date of drawing the AGP [or Pay Level in pay matrix] and the basic pay of two or more employees are the same, the earlier date of joining in the service of the institute (length of service with NIT Arunachal Pradesh only) shall be the next determining principle of interest seniority.
- iv. Where the seniority, basic pay, and date of joining in the service of the institute (*i.e.* NIT Arunachal Pradesh only) of two or more employees are the same, the employee with higher age (*i.e.* earlier date of birth or the one retiring earlier) will be accorded higher priority for house allotment over the employee with lesser age or the one retiring later from the institute service.
- v. In case the institute has one/two vacant quarters and two or more employees are applied for the same then the priority shall be based on the lottery to minimize the chaos.
- vi. On the death of a Faculty/Staff member who has been occupying an Institute accommodation, priority allotment may be made to the son, daughter, or spouse of the staff member if any of them is a staff member of the institute (based on his/her AGP), and has been residing with the deceased faculty/staff. Otherwise, the type of residence shall be vacant within **six** months from the date of death of the deceased faculty/staff.
- vii. Each allottee of an Institute residence shall be charged a license fee, water charges, and electricity consumption charges. Electricity charges shall be based on the actual consumption of units for each quarter/house and the rate shall be based on the purchase of electricity by the institute. (Exemption for Director, caretaker, and Security guard)
- viii. No person will be eligible to apply for fresh allotment of a residence of the same type in which he is living unless he has completed two years from the date of occupation of the residence. However, one can always apply for a higher type of residence (not lower), if eligible.
- ix. If the allottee vacates the allotted residence before the completion of two years and is not residing in an Institute residence, no application by the allottee for Institute residence will be entertained for the next two years from the date of vacation of the Institute residence.
- x. After allotment of a residence, the allottee will be issued a formal order of allotment by the Registrar's Office.

- xi. If the allottee fails to accept the allotment of a residence as per terms and conditions of allotment for a residence or fails to take possession of the residence within two weeks from the date of issuance of the allotment letter, he/she shall not be eligible for another allotment for a period of one year from the date of issue of allotment letter.
- xii. Any Physically Handicapped (PH) faculty/ Officer/ Staff will be given preference in allotment of quarters at the ground floor.
- xiii. The residence /quarter / house once allotted must be occupied in the condition as-is within two weeks (14 days) from the date of receipt of the allotment order by the allottee after vacating the previous Institute residence in which he/she might be residing, Failure to do so within the stipulated time will result in the automatic cancellation of the allotment. Further, allottee will be debarred from applying for any Institute residence for the next two years, excepting for transit accommodation.

Clause -7. SUBLETTING AND SHARING OF RESIDENCE:

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

Clause-8. SURRENDER OF RESIDENCE:

An allottee who surrenders in his/her accommodation before the expiry of two years from the date of his occupying the quarter, will not be eligible for fresh allotment. An allottee who decides to surrender a residence will be informing the HAC in writing at least 15days before the date when the residence is proposed to be surrendered.

Clause-9. OCCUPATION WHILE ON LIEN/UNDER LONG LEAVE:

If the allottee goes for a long leave (Sabbatical leave, study leave, deputation, on in lien, etc.), for more than one year, the allottee should, in normal condition, vacant the house and surrender the same to the Registrar office. If an allottee holds a lien on his/her post by virtue of his deputation to another academic or R&D Institute of GoI, he/she may retain his/her accommodation by paying the license fee at the standard rate for six months.

Clause-10. CARE OF THE HOUSE:

- i. An allottee shall use the institute residence strictly for the purpose of the allottee's own or family's residence and shall maintain the premises and the compound in a clean condition.
- ii. No large tree is to be planed or allowed to grow 3 meters from the building.

Clause-11. SAFETY AND HYGIENE PRACTICES:

- i. An allottee cannot keep any type of pets such as cats, dogs, or birds, and loud music playing will not be entitled. Allottee should maintain harmony among the neighbours or the community. Consumption of alcohol and fire camping are not permitted around the quoters/Campus.

- ii. An allottee shall not keep animals or birds for trade, business or profit.
- iii. An allottee is not permitted to rear domestic animals such as Cows, Gayal, goats, sheep, pigs, chicken, ducks etc. in the residential quarters for milk, eggs, or meat, even if it is only for consumption by the family.
- iv. Incidence of infectious disease in any residence will immediately be reported to the Medical officer of the institute, and all precautions taken to prevent the spreading of the infection.
- v. No dangerous material shall be stored in the residences, or in their immediate vicinity, and disposal of wastage should be kept at disposal areas, for storage or recycle.

Clause-12. UNAUTHORISED OCCUPATION AND PUNITIVE ACTIONS:

A person residing in an Institute residence or occupying a garage shall be deemed to be unauthorized occupant i.e. the residence or the garage (or both) is occupied without allotment.

- i. An unauthorized occupant will be liable to eviction by the Registrar Office under NIT statutes; as well as under Section 2 and Section 3 of the Public Premises (Eviction of unauthorized occupants) Act 1971 (act No. 49 of 1971) applicable to residential accommodation occupation.

Recommended by the Campus House Allotment committee(HAC):

- 1.
- 2.
- 3.
- 4.
- 5.

Note:

- 1. House Requisition Form
- 2. The structure and Position of Quarters will be provided later.