



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर

हमीरपुर (हि.प्र.) - 177 005 (भारत)

[भारत सरकार शिक्षा मंत्रालय के तहत एक राष्ट्रीय महत्व का संस्थान]

NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR

HAMIRPUR (H.P.) - 177 005 (INDIA)

[An Institute of National Importance under Ministry of Education (Shiksha Mantralaya)]

{ESTATE OFFICE}

NOTIFICATION

Pursuant to the approval of BOG vide item no. BOG/48/2022-12/12 dated 15-12-2022, Allotment of Residential Accommodation Rule- 2022, NIT Hamirpur, is hereby notified for implementation in the Institute with immediate effect.


Estate Officer
NIT Hamirpur (H.P.)

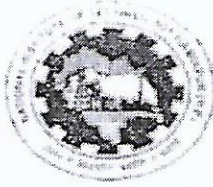
NO.NIT/HMR/EO/M-1/Vol-27/2023/719-723.

Date:- 11/01/2023.

Copy to the following:-

1. Director, NIT Hamirpur for kind information please.
2. Registrar NIT Hamirpur for kind information please.
3. Dean (P&D) –cum- Chairman, HAC for information please.
4. Faculty In-charge Computer Centre for information with the request to displaying the Institute website (Copy enclosed)
5. Meeting Assistant for information with reference to letter no. NIT/HMR/48th BOG MIN/2023/326-28 dated 05-01-2023.


Estate Officer
NIT Hamirpur (H.P.)



(433)

राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर (हि.प्र.) - 177 005 (भारत)
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)
(An Institute of National Importance under Ministry of HRD)

NATIONAL INSTITUTE OF TECHNOLOGY, HAMIRPUR (HP)-177005

ALLOTMENT OF RESIDENTIAL ACCOMMODATION RULES-2022

1. Application and commencement	<p>(i) These rules shall be called National Institute of Technology, Hamirpur Allotment of Residential Accommodation Rules, 2022</p> <p>(ii) These rules shall be applicable to all members of staff in full time employment of NIT Hamirpur whether permanent, quasi-permanent, temporary or adhoc/contract.</p> <p>(iii) These rules shall come into effect after the approval of Competent Authority.</p>
2. Definition	<p>(i) "Institute or NITH" means National Institute of Technology, Hamirpur.</p> <p>(ii) "Director" Means Director of the Institute or "Head of the Institute"</p> <p>(iii) "Estate Officer" Means Estate Officer of the Institute.</p> <p>(iv) "House Allotment Committee (HAC)" means a Committee constituted by the Director (as given under clause 4 of these rules), from time to time to carry out the functions assigned under these rules.</p> <p>(v) "Employee" means a member of the staff of the Institute.</p> <p>(vi) "Classification of the members of staff shall be as per NIT statutes clause 22 (1)</p> <p>(vii) "Allotment" means the grant of license to occupy a residence in accordance with provisions of these rules.</p> <p>(viii) "Allottee" means an employee of the Institute to whom residential accommodation is allotted.</p> <p>(ix) "Family" means spouse, children, parents, unmarried brothers and sisters who ordinarily reside with and are dependent on the employee.</p> <p>(x) "Allotment Year" Means the year beginning on 1st January or such other period as may be notified by</p>

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	<p>the Director.</p> <p>(xi) "Eligible office" means a Dean (P&D) office or House Allotment Committee which have been declared by the Director as eligible for allotment of residences under these rules falling within the control of the Institute.</p> <p>(xii) "Eligibility" the eligibility of an employee for institute accommodation shall be determined as per Pay level of such employees in his present post held in the institute.</p> <p>(xiii) "Emoluments" means the emoluments as defined in G.F.R. 2017</p> <p>(xiv) License Fee" means the sum of money payable monthly in accordance with the instructions issued by GOI (to be revised accordingly) and notified by the Director from time to time in respect of a residence allotted under these rules.</p> <p>(xv) Priority date" of an officer in relation to a type of residence to which he/she is eligible under the provisions of rule.</p> <p>(xvi) "Residence" means any residence under the administrative control of the Director of the Institute.</p> <p>(xvii) "Subletting" includes sharing of accommodation by an allottee with another person with or without payment of license fee.</p> <p>(xviii) "Type of Residence" in relation to an employee means the type of residence to which he/she is eligible under these rules.</p>															
3. Type of Residences and Eligibility for House Allotment	<p>All employee of the institute who have applied for accommodation for eligible for house allotment as per eligibility criteria defined as envisaged below:</p> <table border="1"> <thead> <tr> <th>S.No</th><th>Entitled type (Type of Residences as per MoUD)</th><th>Eligible Pay Level (as per MoUD rules 2017)</th></tr> </thead> <tbody> <tr> <td>1.</td><td>I</td><td>Level 1</td></tr> <tr> <td>2.</td><td>II</td><td>Level 2-Level 5</td></tr> <tr> <td>3.</td><td>III</td><td>Level 6-Level 8</td></tr> <tr> <td>4.</td><td>IV</td><td>Level 9- Level 11</td></tr> </tbody> </table>	S.No	Entitled type (Type of Residences as per MoUD)	Eligible Pay Level (as per MoUD rules 2017)	1.	I	Level 1	2.	II	Level 2-Level 5	3.	III	Level 6-Level 8	4.	IV	Level 9- Level 11
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3.	III	Level 6-Level 8														
4.	IV	Level 9- Level 11														

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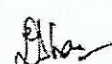
	5.	IV (S)	Level 11
	6.	V- A	Level 12
	7.	V-B	Level 13, 13A
	8.	VI- A	Level 14
	9.	VI-B	Level 15 (index number 1 to 4 in the level)
	10.	VII	Level 15 (index number 5 to 8 in the Level)
4. Application for allotment/ allotment procedure	<p>An employee shall apply for the allotment of a house, whenever the applications are invited. Seniority & eligibility of appropriate type will be notified by the member secretary one week before the house allotment committee meeting. The HAC shall be constituted by the Director for period of 2 years or till further constitution; whichever is earlier. The constitution of House allotment Committee is as under:</p> <ol style="list-style-type: none"> 1. One Professor (nominated by Director)- Chairman 2. Dean (P&D)- Member 3. Executive Engineer- Member 4. AR (Administration)- Member 5. Estate Officer- Member Secretary 6. One Faculty Nominee (nominated by Director) 7. One Non-teaching Nominee (nominated by Registrar) <p>Functions of the House Allotment Committee : The House Allotment Committee shall : -</p> <ol style="list-style-type: none"> (i) Scrutinize and certify the priority lists before allotment of Houses. (ii) Make recommendation for House allotment for eligible employees as per these rules (iii) Make recommendation for cancellation of House allotment in case of breach of these rules (iv) Examine all cases involving departure from the normal allotment rules; And (v) Consider any other matter referred to it by the Director of the Institute and give its recommendation to the Director of the institute, whose decision shall be final and binding. 		










<p>5. Date of Priority</p>	<p>(i) The calculation of date of priority and preparation of waiting lists for different types of accommodation shall be as under: -</p> <p>(a) The date of priority in respect of type I to type IV accommodation shall be determined on the basis of the date of joining of the employee in the NIT Hamirpur service and the eligibility for the type of accommodation shall be decided as per their level of the applicant in the pay matrix:</p> <p>Provided that an applicant under this category shall be allowed to bid for one type lower accommodation than the type eligible for such.</p> <p>The inter-se seniority for the type I to type IV accommodation shall be considered on the basis of the following factors, namely:-</p> <ul style="list-style-type: none"> • Where the priority date of two or more applicants is the same, the applicant having a higher pay level shall be senior in the waiting list; • Where the date of priority and pay level of two or more applicants are same, the applicant retiring earlier may be accorded priority over the applicant retiring later. <p>(b) The date of priority in respect of type IV(S) and above accommodation shall be determined on the basis of the date from which the applicant has been continuously eligible for the type of accommodation as per the level of the applicant in the matrix.</p> <p>The inter-se seniority for the type IV (S) and above accommodation shall be considered on the basis of the following factors, namely:-</p> <ul style="list-style-type: none"> • Where the priority date of two or more applicants is the same, the applicant having a higher level shall be senior in the waiting list; • Where the date of priority and the pay level of two or more applicants are the same, the applicant who has joined the NITH service earlier shall be senior in the waiting list; and • Where the date of priority, pay level and the date of joining the NITH service of two or more applicants are the same, the applicant retiring earlier may be accorded priority over the applicant retiring later.
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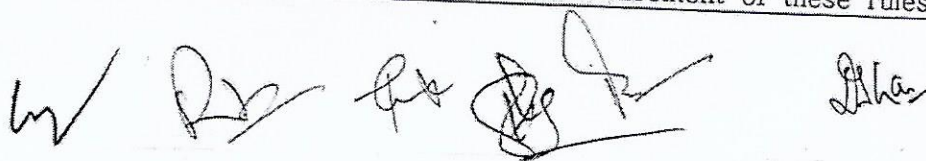
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6. Adhoc Allotment	<ul style="list-style-type: none"> After allocation of Residences to above mentioned staff/employees, the staff outsourced through outsourcing agency, may also be allotted Type-I and Type II houses setting priority according to the consolidated salary and other criteria as decided by HAC from time to time, if such residences are vacant.
7. Power to make/ cancel the allotment	<p>(i) The power to make allotment or to cancel the same of a house shall vest in the Director.</p> <p>(ii) The recommendations of the House Allotment Committee shall be placed before the Director for his approval who may approve the same or reject or modify them after recording reasons for such rejection or modification. The secretary of the house allotment committee shall thereafter implement the orders of the Directors accordingly.</p>
8. Non- acceptance of offer	An offer of allotment of an accommodation shall be accepted by the allottee within eight days from the date of allotment of the accommodation through automated system or by manual system. If any allottee fails to accept the allotment of residential accommodation within eight days from the date of allotment of the said accommodation, or fails to take possession of that accommodation within five working days from the date of receipt of the letter of authorization, he/she shall be debarred to apply for accommodation for a period of three months from the date non-acceptance of allotment subject to payment of one month's normal license fee for that type of accommodation.
9. Period for which allotment subsists	<p>(i) An allotment shall be effected from the date of receipt of allotment offer till the employee is on duty in the institute.</p> <p>(ii) A house allotted to an employees may be retained on the happening of the events in column (i) of the schedule I for the period specified in the corresponding entry in column (2), thereof provided the house is required for the bonafide use of the employees or the members of his family.</p> <p>(iii) Where a residence is retained under sub rules (ii), the allotment shall be deemed to be cancelled on the expiry of admissible concessional period.</p>


<p>10. Provisions relating to license fee</p>	<p>(i) Where an allotment of accommodation has been accepted, the eligibility of license fee shall commence from the date of his occupation as applicable at the time and the license fee shall be deducted by the accounts sections of the Institute through the salary bill of the allottee.</p> <p>(ii) Where after an allotment has been cancelled or is deemed to be cancelled, the residence remains or has remained in occupation of the employees to whom it was allotted or of any person claiming to him, such an employee shall be required to pay damages for use and occupation and residence charges calculated at the panel rate.</p> <p>(iii) In case of retiring officer/officials the leave encashment benefits will be released only if they have vacated the accommodation allotted to them while in services. The amount of leave salary shall be drawn by the drawing and disbursing officer immediately on retirement and the same shall be put in FDR for four months in the name of retiree/pledged with the drawing and disbursing officer as security for the damage.</p>
<p>11. Maintenance of Residence</p>	<p>(a) The employee to whom a residence has been allotted shall maintain the residence and premises in a clean condition to the satisfaction the Chairperson HAC, through their own resources.</p> <p>(b) No addition and alteration are to be made in the building or walls to be disfigured or erect any temporary structure in the area allotted to him/her or carryout unauthorized extension form electric or water connection for temper with them without prior approval from HAC.</p> <p>(c) An employee to whom residence has been allotted shall not be permitted to cut the tree and shrubs in the premises allotted to him/her without the permission the Chairperson, HAC.</p> <p>(d) Any employee shall not be allowed to keep pet/domesticate animals in the allotted residence premises.</p>
<p>12. Continuance of allotment made</p>	<p>Any valid allotment of residence which is subsisting immediately before the commencement of these rules</p>



prior to issue of these rules.	shall be deemed to be an allotment duly made under these rules.
13. Change of Residence	<p>(i) An allottee to whom an accommodation has been allotted under these rules may apply for a change to another same type of accommodation only after taking physical possession of accommodation allotted under initial allotment.</p> <p>(ii) Only one change shall be allowed in the same type of accommodation to the allottee.</p> <p>(iii) An allottee who intends to change the accommodation already allotted to him shall make an application in the form specified by the Estates Office, and thereafter, the name of such allottee shall be included in the concerned type unified waiting list.</p> <p>(iv) The change of same type of accommodation shall be offered as per the priority in accordance with these rules and having regard to the allottee's preference: Provided that no change in the same type of accommodation shall be allowed to an allottee within six months of the date of superannuation.</p> <p>(v) If an allottee fails to accept a change of accommodation offered to him within eight days of the issue of such offer or allotment, he shall not be considered again for a change of accommodation for that type of accommodation.</p> <p>(vi) An allottee who, after accepting a change of accommodation fails to take possession of the same, shall be charged one month licence fee for such accommodation in accordance with provisions of these rule in addition to the normal licence fee for the accommodation already in his possession the allotment of which shall continue to subsist: Provided that if the Estate Officer fails to make the accommodation offered on change habitable within the prescribed time period, a certificate from the concerned Executive Engineer shall be furnished in this regard by Estate Officer and, allottees will be exempted from payment of licence fee for the intervening period in such cases.</p> <p>(vii) Where an allottee, who is in occupation of an accommodation, is allotted another accommodation and he occupies the new accommodation, the allotment of former accommodation shall be deemed to have been cancelled from the date of physical occupation of the new accommodation:</p> <ul style="list-style-type: none"> • Provided that such date of occupation the allottee may, retain the former accommodation on payment of

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	<p>normal licence fee for a period of thirty days for shifting to the newly allotted accommodation.</p> <p>Provided further that if the pervious accommodation is not vacated within a period of thirty days, the allottee shall be liable to pay damages for use and occupation of the pervious accommodation, furniture and garden charges as may be determined by the Government from time to time with effect from the 31st day from the date of physical occupation of the new accommodation and the accommodation slotted in the change shall be deemed to have been cancelled under these rules.</p>
14. Sharing of accommodation	<p>(i) No officer/official shall share the residence allotted to him/her including any of out-house or garages, there to unless authorized to do so by HAC.</p> <p>(ii) Any sharing of accommodation with close relatives shall not be treated subletting /sharing. The following relations will be treated as close relation viz, father, mother, brother, sister, grandfather, grandmother, grandsons, granddaughters, uncles, aunts, first cousins nephews, nieces, directly related by blood to allottee, father-in-law mother-in-law, sister-in-law son-in-law daughter-in law and any other relationship established by legal adoption.</p>
15. Cancellation of Allotment	<p>(i) If any officer/officials to whom a residence has been allotted, sublets the residence or creates any unauthorized structure in any part of the residence or uses the residence or any portion thereof for any purpose other than that for which it is meant or tempers with the electric or water connection or commits any other breach of rules or the terms & conditions of the allotment letter or uses the residence or premises for any purposes, which the NIT authorities consider to be improper or conducts himself/herself in a manner, which in the opinion of the NIT is prejudicial to maintenance of harmonious relation with his/her neighbor or has knowingly furnished incorrect information in any application or written statement with a view to securing and allotment, the NIT authorities may without prejudice initiate any disciplinary action against such employee and/or cancel the allotment of the residence.</p>







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	<p>(a) If any officer/ officials sublets a residence allotted to him/her or any portion thereof in contravention of these rules, the action as deemed fit may be taken against such employee and/or damages shall be recovered.</p> <p>(b) Where action to cancel the allotment is taken on account of subletting of the premises by the allottee, a period of seven days shall be allowed to the allottee or any other person residing with him/her therein to vacate the premises. The allotment shall be cancelled w.e.f. the date of vacation of the premises or expiry of the period of seven days from the date of orders for the cancellation of allotment, whichever is earlier.</p> <p>(c) Where the allotment of residence is cancelled for pre-judicial conduct to the maintenance of harmonious relations with the neighbors, the officials at the discretion of the NIT authority may be allowed another residence in the same type at any other places, if available.</p>
16. Allotment to Husband and Wife	<p>(i) No employee shall be allotted a residence under these rules if the wife or husband, as the case may be, of the employee has already been allotted a house by the institute of any other Govt. organization at Hamirpur unless such house is surrendered.</p> <p>(ii) Provided this sub rule shall not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by a Court.</p> <p>(iii) Where two employees in occupation of separate residences allotted under these rules marry each other, they shall, within one month marriage, surrender one of the two residences.</p>
17. Allotment of alternate accommodation in case of retirement etc.	<p>Allotment of alternate accommodation or regularisation of accommodation in the name of certain persons in retirement cases-</p> <p>1. In the event of retirement of an allottee, the same accommodation may be regularised in the name of the spouse or ward of the retired allottee, if the spouse or ward is entitled for it.</p> <p>2. In case, the entitlement of the spouse or ward is lower type than the accommodation allotted to retired allottee,</p>

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	<p>an alternate entitled type of accommodation may be regularised in the name of spouse or ward.</p> <p>3. In case, the spouse or ward is entitled for higher type of accommodation than the accommodation allotted to the retired allottee, an alternate one type below the entitled accommodation may be allotted to the spouse or ward subject to a maximum of type V accommodation on payment of normal licence fee and on fulfilment of the following condition:-</p> <ul style="list-style-type: none">• The spouse or ward has been residing continuously for at least three years with the retiring allottee prior to his retirement and has not drawn house rent allowance for this period and in case such spouse or ward is in the service of NITH for less than three years, then, he has not drawn house rent allowance since the date of his joining the NITH Service,• The spouse or ward joins the NIT service within the permissible period of retention and the accommodation in occupation has not been vacated. <p>4. In case of more than one eligible ward, the retiring official will have option to exercise his choice in favour of his wards.</p> <p>Explanation- For the purpose of this rule, "Ward" shall include-</p> <ul style="list-style-type: none">• A married daughter, working in an eligible office, irrespective of the fact that the retiring allottee is having a son, who is also employed in NITH, and he is in a position to maintain the parents;• A daughter-in law, working in NIT Hamirpur
18. Allotment of alternate accommodation in case of transfer etc.	<p>Allotment of alternate accommodation or regularisation of accommodation in the name of certain persons in transfer cases-</p> <ul style="list-style-type: none">• In the event of transfer of an allottee to another station, the same accommodation may be regularised in the name of eligible spouse of the transferred allottee, if the spouse is entitled for it.• In case, the entitlement of the spouse is alower type than accommodation allotted to transferred allottee, an alternate entitled type of accommodation may be regularised in the name of spouse.

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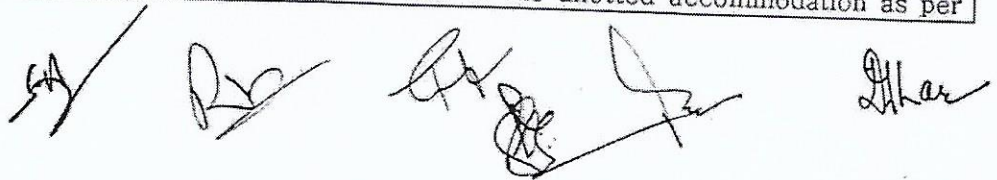
	<ul style="list-style-type: none"> • In case, the spouse is entitled for higher type of accommodation than the accommodation allotted to transferred allottee, an alternate one type below the entitled accommodation may be allotted to the spouse subject to a maximum of type V accommodation on payment of normal licence fee. • The applicant for regularisation or allotment shall be submitted before the expiry of the permissible period of retention after the transfer of the allottee or, from the date of appointment of the spouse, whichever is later. • All dues outstanding in respect of the accommodation occupied by the transferred allottee shall be cleared before submission of the application for regularisation or alternate allotment. • The pay of the spouse shall be taken into account for determining the entitled type of accommodation as per these rules on the date of regularisation of the spouse. • The alternate allotment in the name of the spouse will be made, to the extent possible, in the same area, failing which in a nearby area.
19. Non-admissibility of alternate accommodation	<p>Non-admissibility for regularisation or alternate accommodation-</p> <p>The facility of regularisation or allotment of alternate accommodation under rule 17 and 18 shall not be admissible in the following cases:-</p> <p>(a) Where the allottee or any member of his family owns a house at the place of posting where regularisation is being sought</p> <ul style="list-style-type: none"> • Provided that either one type below accommodation or same accommodation may be regularised in the name of spouse or ward whose date of priority is covered on the date of retirement of the retiring allottee or on the date of death of the deceased allottee, irrespective of being a house-owner at the place of their posting subject to such condition as applicable to house owning allottees and as per the guidelines issued by Directorate of Estates, GOI from time to time; and <p>(b) Where the allottee has become ineligible for allotment of accommodation, due to any reason, on or before the date</p>







	<p>of his death or retirement.</p> <p>(c) In the event of resignation from Government service.</p>
20. Surrender of an allotment	<p>Surrender of an allotment of accommodation-</p> <p>(a) An allottee may surrender an allotment of accommodation at any time during the allotment period.</p> <p>(b) An allottee who surrenders the accommodation shall not be considered again for allotment of accommodation for a period of one year from the date of such surrender.</p>
21. Maintenance of allotted accommodation	<p>Maintenance of accommodation by the allottee-</p> <p>(a) The allottee to whom a residential accommodation has been allotted shall maintain the accommodation and premises in a clean condition and such allottee shall not grow any tree, shrubs or plants contrary to the instructions issued by the Government or by its maintenance agencies nor cut or lop off any existing tree or shrubs in any garden, courtyard or compound attached to the accommodation save with the prior permission in writing of the concerned maintenance agencies.</p> <p>(b) Tree, plantation or vegetation, grown in contravention of this rule may be caused to be removed by the concerned maintenance agencies at the risk and cost of the allottee concerned.</p>
22. Cooperation with maintenance agencies	<p>Cooperation with maintenance agencies by the allottees to carry out repair work-</p> <p>(a) All allottees of accommodation will cooperate with respective maintenance agencies of residential accommodation in carrying out all kinds of repair or renovation works.</p> <p>(b) In case a complaint for non-cooperation is received from maintenance agency against any allottee, strict action shall be taken against him as per these rules and the instructions issued by the Estates Office from time to time.</p>
23. Misuse of accommodation	<p>Misuse of accommodation for trade or business or any other unauthorised activity-</p> <p>(a) The accommodation shall be used for residential purpose only by the allottee and other authorised person as per these rules.</p> <p>(b) Action shall be taken against the allottee for unauthorised use of the allotted accommodation as per</p>

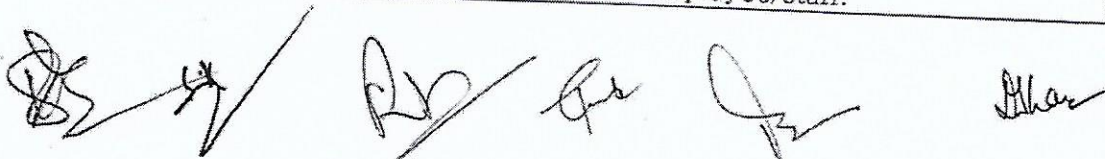


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	these rules and instructions issued by the Directorate of Estates in this regard from time to time
24. Payment of requisite charge or fee to public utility services	<p>Payment of requisite charge or fee to public utility services-</p> <p>(a) The allottees of accommodation shall pay the charges and fees to all utility services such as electricity, water, gas etc., regularly on receipt of the bill for such payment.</p> <p>(b) In case an allottee has not paid the dues to the public utility authorities before vacation or surrender of the accommodation, vacation or surrender of accommodation shall not be accepted by the maintenance agency.</p>
25. Unauthorised constructions	<p>Unauthorised constructions in the Institute premises</p> <p>(a) No unauthorised construction shall be allowed in residential colonies and the unauthorised constructions, if any shall be removed or demolished by the concerned maintenance agency or the Estate officer notified under the public premises (Eviction of unauthorised occupants) Act, 1971 (40 of 1971), as the case may be in accordance with provisions of that Act.</p> <p>(b) In case any further unauthorised construction is found in the accommodation of the same allottee, the accommodation provided to such allottee shall be cancelled from the date of inspection of the accommodation and he shall be debarred for allotment of accommodation for remaining period of services in future.</p> <p>(c) The procedure for dealing with cases relating to unauthorised construction or encroachment in accommodation or public premises and the responsibilities of respective maintenance agencies shall be specified by the Estate Office from time to time.</p>
26. Unauthorised occupation	<p>Unauthorised occupation after cancellation of allotment-</p> <p>(a) Where, after an allotment of accommodation has been cancelled or is deemed to have cancelled under any provisions of these rules, the accommodation remains or has remained in occupation of the allottee to whom it was allotted or any person claiming through such allottee shall be liable to pay damages for use and occupation of the accommodation services, furniture and garden charges, as may be determined by the Central Government from time to time.</p>
27. Issue of	Issue of vacation notice and show cause notice to the



vacation notice and show cause notice to the allottees	<p>allottees-</p> <p>(a) The vacation notice shall be issued to all allottees of accommodation or to their families at least fifteen days before the date of expiry of the permissible period of retention.</p> <p>(b) In case where the allottees have not vacated the quarters after expiry of permissible retention period the concerned authority will issue show cause notice to such unauthorised occupants under the public preises (Eviction of Unauthorised Occupants) Act, 1971(40 Of 1971)</p>												
28. Action in case of non-compliance of vacating order for	<p>Disciplinary proceedings against persons who fail to vacate temporary allotment of accommodation-</p> <p>(a) The temporary accommodation allotted for marriage and other social purpose shall be vacated on expiry of the allotment period.</p> <p>(b) In case of failure to vacate the allotted accommodation the matter shall be referred to the HAC for appropriate disciplinary action against him and damages shall be charged for such unauthorised occupation.</p>												
29. Reservation of Houses	<p>The residential houses for the following categories of officer/officials may be reserved in NIT campus in view of the exigencies of essential services based on the eligibility depending upon the availability of houses and suitability deemed fit by the Director.</p> <table border="1"> <tr> <th>No. of House reserved</th><th>Officer/Officials to whom earmarked</th><th>Type of House</th></tr> <tr> <td>01 (One)</td><td>(i) For Medical Officer</td><td>IV</td></tr> <tr> <td>01 (One)</td><td>(i) One House for Registrar of the Institute</td><td>V</td></tr> <tr> <td>01 (One)</td><td>(i) One house for Executive Engineer of the Institute</td><td>IV</td></tr> </table>	No. of House reserved	Officer/Officials to whom earmarked	Type of House	01 (One)	(i) For Medical Officer	IV	01 (One)	(i) One House for Registrar of the Institute	V	01 (One)	(i) One house for Executive Engineer of the Institute	IV
No. of House reserved	Officer/Officials to whom earmarked	Type of House											
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30. Special Power of Director	<p>In public interest, the Director shall have authority to allot:</p> <p>i) Higher category of a house than the one to which an employee is entitled.</p> <p>ii) A house out of turn to an employee/staff.</p>												



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31. Breach of Rule	If employee to whom residence has been allotted commits any breach of these rule or uses the residence or premises or permits the residence or premises to be used for any purpose which Institute considers to be improper or conducts himself/ herself in a manner which in the opinion of the Director, is prejudicial to the maintenance of harmonious relations with the allottee's neighbour or peace in the campus, he/she will be required to vacate residence without prejudice to any other disciplinary action being taken against him/her and may be declared to be ineligible for a residence for a specified period to be decided by the House Allotment Committee.
32. Status of Allottee	In every case of allotment of NIT Staff quarters, the allottee shall be deemed to be a licensee only and not a tenant.
33. Possession and vacation of the House	While taking the possession of the house, allottee must ensure that the inventory register is signed by him/her and to see that fitting and accessories i.e. of water supply and electricity are intact. Similarly while vacating the house, all the accessories and fitting should be in order and keys handed over to the authorized representative of the Estate Officer. No dues certificate to this effect will be obtained by the individual from the Estate Officer. Any breakage shall be the responsibility of the occupant and its cost thereof shall be recoverable from the allottee from the pending dues with the NIT.
34. Allotment to scheduled castes, Scheduled Tribe and differently abled Employees	<p>Reservation in allotment to scheduled castes and scheduled tribe employees:</p> <p>(i) The reservation in allotment of accommodation to scheduled castes and scheduled tribe employees shall be five percent in type-I to type-II and ten percent in Type-III and type-IV accommodation.</p> <p>(ii) The allotment from type-I to IV shall be made in the ratio of 2:1 vacancies to scheduled castes and scheduled tribe employees, respectively.</p> <p>(iii) Separate unified waiting lists for type-I to IV accommodation shall be prepared for the scheduled castes and scheduled tribe employees.</p> <p>(iv) In case there is no scheduled tribe applicant, in the unified waiting list, the quota reserved for the scheduled tribe may be allotted to a schedule castes applicant.</p> <p>(v) The houses for differently abled employees shall be preferentially allotted eligible Houses on the ground floor, if requested.</p>
35. Retention of the	(i) They will have to pay License fee + HRA admissible to

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allotted accommodation beyond the specified time limit in the special case.	them, besides payment of water charges, Garage Charges etc for the requested period or the period of deputation whichever is small. (ii) Such retention shall only be allowed for relieving of the employee on deputation in Government organisation and shall not include the foreign service or resignation cases.
36. Interpretation of Rule	The decision of the Director as to the interpretation of these rules shall be final.
37. Relaxation of Rules	The Director may, for the reasons to be recorded in writing, relax all or any of the provisions of these rules in public interest or in case of extreme compassion and exigencies of service.
38. Saving Clause	All the orders/regulations which are not amended with effect of these rules shall remain valid as prevalent before the application of these rules as if they have not been amended.
39. Amendment of Rules	Director NIT Hamirpur shall be empowered to amend/change the clauses of rules/sub-rules on recommendation of HAC as deemed necessary from time to time.

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SCHEDULE-I

RETENTION OF ACCOMMODATION

Concessional period of retention:-

1. The allottee may, subject to the conditions laid down in these rule, be permitted to retain the accommodation on the happening of any of the events specified in column (2) of the table below, for the period specified in the corresponding entry in column (3) thereof, provided that the accommodation is required for the bonafide use of the allottee or members of his family:

Sr. No.	EVENTS	PERMISSIBLE PERIOD FOR RETENTION OF THE ACCOMMODATION
(1)	(2)	(3)
(i)	Resignation, dismissal or removal from Service, termination of Service or unauthorised absence without permission, compulsory retirement {under CCS (CCA) Rules, 1965} and for non-regular Government servants.	One month on normal licence fee
(ii)	Retirement, voluntary retirement, retirement on medical grounds, terminal leave or compulsory retirement [under FR 56 (j)], retirement on deputation from ineligible organisation during the initial constitution of such organisation, technical resignation, death of allottee on re-employment (irrespective of retention availed on retirement) and death of an allottee who is not a regular NITH servant or deputation outside India.	Six months on normal licence fee
(iii)	Transfer to a place outside from the existing place, transfer to an ineligible office in the same station, on proceeding on foreign service in India, temporary transfer in India or transfer to a place outside India or deputation within India	Two months on normal licence fee plus six months on double licence fee
(iv)	To eligible spouse or ward in case of death of the allottee or in case of missing persons (from the date on which Police authority have certified the employee is missing)	Twelve months on normal licence fee and for a further period of twelve months on normal licence fee provided

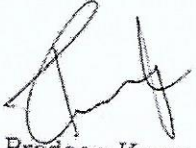
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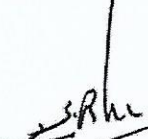
		the deceased or missing allottee or any member of the family does not own a house at the place of occupation of accommodation.
(v)	Study Leave	Actual period of leave or two years whichever is earlier
(vi)	All authorised and sanctioned leave except extraordinary leave without medical grounds, on proceeding on training, on mandatory posting under Central Staffing Scheme to Lok Sabha or Rajya Sabha secretariat on certificate from Establishment officer, Department of Personnel and Training, and on transfer to a non-family station abroad declared by Ministry of External Affairs (provided the allottee or members of family does not own a house at the last place of posting)	For the full period of leave/posting on normal licence fee
(vii)	On transfer or deputation to Public Sector Undertaking, Statutory and Autonomous bodies on their initial constitution	Sixty months on normal licence fee plus House Rent Allowance drawn by the allottee from the organisation
(viii)	Leave preparatory to retirement or refused leave granted under FR 86 or Earned leave granted to Government servant who retired under FR 56 (j)	For the full period of leave on full average pay subject to a maximum period of one hundred and eighty days in the case of leave preparatory to retirement and four months in other cases, inclusive of the period permissible in the case of retirement on normal licence fee.
(ix)	(i) On mandatory posting to Public Sector Undertaking, Statutory and Autonomous Bodies under Central Staffing Scheme on certificate from Establishment Officer,	Full Period of posting on normal licence fee plus House Rent Allowance drawn by the allottee from the organisation.





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	<p>Department of Personnel and Training or from other Ministries or Departments of the Government of India; and</p> <p>(ii) On mandatory posting at the same station to Public Sector Undertaking, Statutory and Autonomous Bodies under Non-Central Staffing Scheme on certificate from Establishment Officer, Department of Personnel and Training for balance period of central deputation after serving four years under Central Staffing Scheme</p>	
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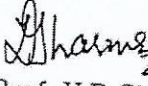

Dr. Pradeep Kumar
Dean SW (Member)


29/9/2022
Dr Sant Ram Chauhan
Member


29/9/22
Dr Kuldip Kr Sharma
Member


29.9.2022
Dr R. S Banshtu
Estate Officer (Member)


29/9/22
Kumar Saurabh
Member Secretary


29.9.22.
Prof. Y.D Sharma
Chairman