



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

Subrata Sarkar
Professor
Mechanical Engg. Dept.

August 3, 2017

Prof. I. Manna
Director

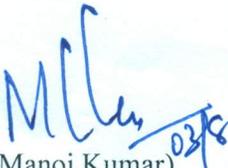
Subject : A comprehensive guideline for house allotment under HAC-II

Dear Sir,

Please find attached herewith a comprehensive guideline for house allotment under HAC-II as instructed. I would like to inform you that now and onwards floating of houses, seniority lists and subsequent allotments will be made via email instead of prevailing practice of auctioning an apartment. This is expected to improve transparency and remove bottlenecks in the process of allotments.

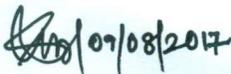
The document illustrating guidelines for allotment of houses (Type-I II & II-Flats) is placed for your kind approval.

Thanks and with best regards,


(Manoj Kumar)
Member Secretary


(Ramanuj Katiyar)
Member


(P Srinivas)
Member


(Surajit Das)
Member

on leave
P.S. Lahura
(Member)


(Subrata Sarkar)
Chairman, HAC-II


(Prof. I. Manna)
Director

GUIDELINES FOR THE HOUSE ALLOTMENT OF TYPE –IA (S/Room), IB (D/Room), I, II (OLD) and II (NEW FLAT).

- 01 General information
- 02 Eligibility
- 03 Seniority lists
- 04 Other allotments
- 05 Refusal of an offer after acceptance or deferment of a quarter
- 06 Procedure for allotment when more than one house lies vacant
- 07 Consideration to a higher category of house
- 08 Lateral shifting

01 General Information

Quarters on the campus will be allotted on the basis of eligibility and seniority list maintained for the purpose. The floating of a house, the seniority list and subsequent allotment will be circulated via email and will also be available on the notice board of Estate Office. For each type of house, separate seniority list will be maintained for eligible members. The seniority for the purpose of house allotment shall be determined as stated below. Employees willing to get a house should apply in a prescribed format.

02 Eligibility

In general, permanent staff members or persons working in the prescribed pay-scales against a permanent post are eligible for the allotment of a quarter. Other employees of the institute on regular pay-scales are also eligible for a quarter. A person will be deemed to be eligible for a particular type of house on the date, henceforth referred to as the "Date of Eligibility", s/he attains the minimum Grade Pay GP. The revised eligibility criterion from July 2017 approved by the competent authority is as follows:

Type of Houses	Revised eligibility criterion from July 2017	Grade Pay
II	PB-2 (Rs. 9300-34800)	Rs.4800/-, Rs.4600/-, Rs.4200/-
I	Minimum Pay Rs.6460/- in PB-1 (Rs.5200-20200)	Rs.2800/-, Rs.2400/- Rs.2000/-, Rs.1900/-
IB	PB-1 (Rs.5200-20200)	Rs.1900/-, Rs.1800/-
IA	PB-1S (Rs.4440-7440)	Rs.1650/-, Rs.1400/-, Rs.1300/-

Note:

- i All persons eligible shall be grouped according to their GP, persons with higher GP will be considered senior to those with lower GP, irrespective of the actual Basic Pay. Seniority of the persons having the same GP shall be determined for a particular type of house in order of Basic Pay, Date of Eligibility, and Date of Birth.
- ii In an allotment process if there is more than one vacant house of a particular type, the allotment will be made in order of seniority.
- iii In case of refusal of allotment of a house by a person on or before the deadline of acceptance/rejection, the offer will be made to the next person in the seniority list, and the procedure will be repeated till the entire seniority list is exhausted. The houses remaining vacant after this procedure will be floated again in the next round.
- iv In an allotment process, no allotment or lateral shift of houses shall be made if the employee is due for superannuation within next 12 months of the said allotment.

03 Seniority Lists

- i A seniority list of all the eligible employees for type I and II will be drawn on the basis of applications received up to the last date for submitting applications. For each type of house, separate seniority lists will be maintained for eligible members.
- ii The List will be circulated via e-mail at non-students list. The list will also be available on the notice board of the Estate Office which can be examined by an employee any time.

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09/08/2017

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- iii At each round of floating of houses fresh seniority list will be prepared on the basis of applications received. The list prepared for floating of houses could not be used in any other round of floating.
- iv Separate seniority list for female employees (not living on campus) and SC/ST employees will be maintained.

Determination of seniority

- i An employee with a higher GP will be considered senior to a person with a lower GP irrespective of the actual Basic Pay.
- ii If there are more than one employee with a same GP, then a person with a higher pay in the Pay Band will be considered senior.
- iii If point (i) and (ii) do not break the deadlock, then a person who joined the institute earlier will be considered senior.
- iv If point (iii) fails to break the tie, then a person whose date of birth falls earlier will be considered senior.

Upper/Ground floor quarters

- i Upper floor quarters will be allotted for the first time to an applicant, while ground floor quarters will be allotted to persons living in upper floors.
- ii The seniority for a ground floor house will be determined by the number of days an employee was allocated an upper floor house. However, in case a ground floor house is not taken by an occupant of the U/F house, then it will be put for allocations to the employees who are eligible for that type of G/F house.
- iii The above distinction between the upper and lower floor is not applicable for the flat type apartment.

Allotment of lower category house:

- i An employee opting for a lower category house, other than the one he/she is entitled to, may be allotted the same on priority. As soon as an employee joins, his/her name will be put in the seniority list. Such a person can be allocated a house of a lower type subjected to availability.
- ii The above facility is applicable to employees who are eligible for allotment of house in the ambit of HAC-II and are having GP up to Rs.4800/-.

04 Other Allotments

Allotment on Medical Ground:

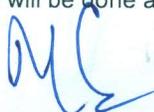
- i Allotment of a house under medical ground is permissible for the employee and his/her dependents as per Institute Record; however, one has to apply for it.
- ii All such applications will be forwarded to the Institute's Medical Board for its opinion and recommendations.
- iii Based on the recommendation and merit of application, HAC-II may allot a house to the employee on medical ground, however, the scope of such allotment will be restricted to the same type of house that the employee is entitled to.

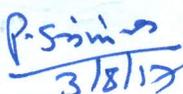
Allotment to Physically Challenged Employees:

Physically Challenged employees will be given priority in allotting houses following merit of application. As far as possible they will be allotted a ground floor house depending on the employee's physical condition.

Allotment to Mess Employees:

This will be done as per the Board decision, which exists on this subject.




P. Srinivas
3/8/17






09/08/2017

