

GUIDELINES FOR THE ALLOTMENT OF TYPE –IA (S/Room), IB (D/Room), I & II

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01 General Information

Quarters on the campus will be allotted on the basis of seniority lists maintained for this purpose. **The seniority list will be uploaded on to the Estate Office website (www.iitk.ac.in/estateoffice/) and will also be available on the Estate Office notice boards.** Only upper floor quarters will be allotted for the first time, while ground floor quarters will be allotted to persons living in upper floors. **Employees willing to get a house allotted should apply in a prescribed format.**

02 Eligibility

In general, only permanent staff members or persons working in the prescribed pay-scales against a permanent post are eligible for allotment of a quarter. Project employees and Mess employees on regular pay-scales are also eligible for allotment of a quarter:

The revised eligibility criterion from 01.01.2009, as given below, has been approved by the competent authority.

Type of Houses	Revised eligibility criterion from 01.01.2009	Grade Pay
II	PB-2 (Rs. 9300-34800)	Rs.4800/-, 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/-

03 Seniority Lists

- A** A seniority list of the all the eligible employees for type I and II will be drawn using the data from the personal files.
- B** This will be a perpetual list and nobody will have to apply for inclusion of his/her name in the list. All the names will be automatically included.
- C** The list will be automatically updated as and when a person becomes eligible, his/her salary changes, he/she joins the institute etc.
- D** The list will be **uploaded on to the Estate Office website (www.iitk.ac.in/estateoffice/) and will also be** available in estate office and can be examined by an employee any time with prior appointment with the concerned person. The list will also be available on the notice board of the estate office.
- E** As a concession to female employees, advantage in determining the date of eligibility at the time of preparation of seniority list will be given to female employees (not living on campus) in house allotment and one house after every four houses will be allotted with this privilege provided the female employee's name appears in the seniority list. Such advantage will be admissible once only **for a particular female employee.**

Determination of Seniority:

Upper Floor Quarters:

- I) An employee with a higher Grade Pay will be considered senior to a person with a lower Grade Pay
- II) If there are more than one employees with the same Grade Pay then a person with a higher pay in the Pay Band will be considered senior
- III) If point (1) and point (2) do not break the dead-lock then a person who joined the institute earlier will be considered senior.
- IV) If point (3) fails to break the tie then a person whose date of birth falls earlier will be considered senior.

Ground Floor Quarters:

- i) 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.
- ii) Lateral shift (shifting to the same type/floor of house) will be considered in very special cases and will be looked into case-to-case basis. Decision will be taken by the HAC II committee based on the application with valid reason.

Allotment of lower category house:

An employee opting for a lower category house, other than **the one** he/she may be 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 (subject to availability) by the HAC-II.

No allotment / changeover of houses shall be made if the employee is due for superannuation within next 12 months.

04 Other Allotments

A. Allotment on Medical Ground:

Exceptionally genuine medical ground of employees only will form the basis of allotment on medical grounds. These cases will be considered and decided by the house allotment committee in its meetings. The scope of such allotment will be restricted to same type of house and no house in higher category will be allotted on medical grounds.

B. Allotment to SC/ST Employees:

One house after every nine houses allotted will be given to SC/ST employees if his/her name appears in the seniority list.

C. Allotment to Mess Employees:

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

D. Allotment by the Director:

The Director in the interest of the Institute may allot a house to any person on a priority basis. The Director on the recommendation of the House Allotment Committee will decide cases not covered by the guidelines.

E. Allotment to Physically Handicapped (PD) Employees:

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

05 Deferment/ Refusal of a quarter for Normal allotment

(a) A person not wanting a house may intimate in writing to the Estate Office well in advance that he/she is not interested in getting a house allotted and ask for deletion of his/her name/deferment of allotment for a period of six months or one year (only two times). By doing so, s/he will maintain his/her original position in the seniority list. However, it is clarified that this option will not be given if a house is actually allotted to him/her.

(b) If a person fails to occupy a house allotted (which is ready for occupation) within thirty days, the allotment of house may be cancelled. If such persons wish to be considered again, they must inform so in writing to the Estate Office within one month from the date of offer of allotment. His/her name will be re-included in the seniority list but it will be moved down at bottom of the list and **the prior** seniority will be lost

These guidelines will apply to both upper floor and ground floor house seniority lists.

06 Change or Mutual exchange of Houses

Change or mutual exchange of a house will be allowed as per details given at Sl. No. 15 of Allotment of Premises Rules, 1983. The relevant portion is quoted below:-

"An allottee may apply to the Director:-

- (a) for a change over of his premises for another similar premises falling vacant, or
- (b) Permission for a mutual exchange of premises with another allottee occupying similar premises,

and the Director may at his discretion allow the change over or exchange of premises, as the case may be, subject to such conditions as may be prescribed by him in this behalf."

For the purpose of such a change or mutual exchange it is clarified that the premises must be similar in Type and Phase. Also, upper and ground floor quarters will not be considered as similar. In addition, no mutual exchange will be allowed with persons nearing retirement ie.12 months. or persons likely to vacate their quarters, or persons likely to be allotted a higher category of house. At most one such change or mutual exchange will be considered by the HAC in its meetings and sent to the Director for his approval.

07 Procedure for allotment when more than one house lies vacant

If there is more than one house of a particular type is lying vacant at a time, the houses will be listed in the order of their dates of vacation and allotted to persons in order of seniority. In case of refusal by person(s), other allottees in the lower order of seniority will be asked to give option. Houses remaining vacant after first round will be floated again following the same procedure.

08 Consideration to a higher category of house

Persons becoming eligible for a house of a higher category, owing to assessment and increase of pay etc., MUST apply afresh for higher category of house. In his/her application the date of attainment of basic pay for the eligibility should be verified by the administration Section

09 Procedure for Registration of Applications

In order to ensure proper accountability and transparency, a register will be maintained in the Estate Office, where a person will fill in his full particulars and obtain his/her seniority from the register, so that if at a later date any query is raised it can be verified that the individual had actually applied for a house allotment.