



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.

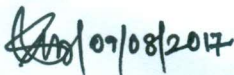
The document illustrating guidelines for allotment of houses (Type-I II & II-Flats) is placed for your kind approval.

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.

SI

P. J. ...  
2/8/17

*[Signature]*

*[Signature]*  
09/08/2017

*[Signature]*

