

Aloke Dutta
Professor
Department of Electrical Engineering

26
August 19, 2011

Prof. S.G. Dhande
Director

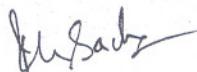


Ref: Your Office Orders Nos. DIR/IITK/2011/72 dated June 15, 2011
and DIR/IITK/2011/90 dated August 2, 2011

Dear Sir:


With respect to the above office orders, this is for your kind information that we have completed the task and the final report of the committee is attached herewith.

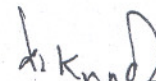
Thanks and with best regards.


R.K. Sachan
(Member)

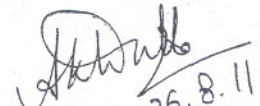

Navpreet Singh
(Member)

J. Kumar*
(Member)


P.M. Dixit
(Member)


D. Kundu
(Member)


S.P. Rath
(Member)


26.8.11
(Aloke Dutta)
Convenor

* Prof. Jitendra Kumar could not attend any of the meetings, however, he has sent his comments via e-mail.

Encl.: Report of the Committee (Revised Guidelines for House Allotment for HAC-1)

- o All HODs are requested to discuss this report in their departments. (Faculty + design/scientific staff)
- o The feedback will be discussed in IAC.
- o R is requested to collect the feedback from Group A officers & present it in IAC.
- o IAC will provide the final view on the proposal.

All IAC Members,

Dte

Scan and send
to nrc + research
engineers

S. Dhande 2-9.

**GUIDELINES FOR HOUSE ALLOTMENT (TYPES -III, IV, AND V)
(HAC-1)**

1. Eligibility

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)/Academic Grade Pay (AGP), as listed below:

| Type of House | Eligibility (Min. GP/AGP) |
|---------------|---------------------------|
| V | Rs. 10,000/- |
| IV | Rs. 7,600/- |
| III | Rs. 5,400/- |

NOTE:

- a. In case of Medical Officers, the Non-Practicing Allowance (NPA) will not be taken into consideration in the Basic Pay for determining their eligibility.
 - b. The Registrar, Librarian, and Superintending Engineer (Head, IWD) will be eligible for Type-V houses, irrespective of their GP and Basic Pay.
 - c. The Principal Medical Officer will be eligible for Type-IV house, irrespective of his/her GP and Basic Pay.
 - d. The Principal of the Campus School will be eligible for Type-III house, irrespective of his/her GP and Basic Pay.
- * Cases b, c, and d are also eligible for priority allotment.

2. Reservation of Houses Under Different Categories

- a. The houses that are to be made available to the faculty and staff members (Categories A1 and A2 – explained at the end of these Guidelines), henceforth referred to as "available houses", will exclude the houses allotted by the Institute for other purposes (e.g., student accommodation, etc.), under priority allotment [refer to Clauses 1b, c, and d], and to any outside person (e.g., SBI/UBI staff members, NCC Commanding Officer, etc.).
 - b. Ninety percent of the "available houses" under Type IV and Type V (combined) categories will be reserved for faculty members, while out of the remaining ten percent, five percent each will be reserved for staff members belonging to categories A1 and A2.
 - c. Seventy seven percent of the "available houses" under Type-III category will be reserved for faculty members, while out of the remaining twenty three percent, ten percent and thirteen percent will be reserved for staff members belonging to categories A1 and A2 respectively.
- * In future, if there is any change in the sanctioned strength in any of the categories (Faculty/A1/A2), then the numbers given in b and c above should be revisited.

3. Seniority Lists and General Procedure for House Allotment

For each type of house, separate seniority lists will be maintained for faculty members and staff members belonging to categories A1 and A2. The seniority for the purposes of house allotment shall be determined as follows.

All persons eligible for a particular type of house shall be grouped according to their GP/AGP: Persons with higher GP/AGP will be considered senior to those with lower GP/AGP, irrespective of the actual Basic Pay.

Seniority of persons having the same GP/AGP shall be determined for a particular type of house in the order of Basic Pay, Date of Eligibility, and Date of Birth.

The Date of Eligibility of a Visiting Faculty, who subsequently joins the Institute as a regular faculty, will be the date of his/her joining the Institute as a Visiting Faculty.

In an allotment process, if there is more than one vacant house of a particular type, the allotment will be made in the order of seniority (to be read with Clauses 4 and 6).

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. Houses remaining vacant after this procedure will be floated again in the next round.

In an allotment process, no allotment/lateral shift (Clause 6) will be allowed to a person, if s/he is due for superannuation within the next 12 months of the said allotment.

4. Procedure for Implementation of the Quota System

During an allotment process having vacancies in the quotas for two or more categories and where applicants from all or two of the categories are present, then the procedure for allotment will be as follows:

- a. First, make individual Seniority Lists of all the applicants under each category (Faculty/A1/A2).
- b. Then, among the persons on top of each of the lists, identify the senior-most one in terms of the Date of Eligibility, allot his/her first choice, provided quota exists in the category in which s/he belongs, and go to step c. Otherwise, repeat this process for the other two persons in the order of Date of Eligibility, depending on the availability of the quota, and then go to step c.
- c. For the remaining houses, repeat step b for the next senior-most person across the lists, and allot the best choice available to him/her.
- d. Repeat step c till all the available houses get exhausted (read with clause e below).
- e. In a particular round of allotment, in case of paucity of eligible candidates in one or more categories, the quota for other categories can be temporarily exceeded, which should be adjusted in subsequent rounds of allotments.

Also, while floating the houses, the information regarding the complete vacancy situation of houses under each category should be explicitly stated.

5. Allotment of a Lower Category House

An employee opting for a lower category house, other than that to which s/he is entitled for, may be allotted the same on priority.

6. Lateral Shift

Lateral shift will be allowed in Type III houses after a person has stayed in a particular house for a minimum period of 3 years. For Type IV and Type V houses, such minimum periods will be 5 years and 7 years respectively.

7. Allotment under Medical Ground

Allotment of a house (not any particular one) under medical ground is permissible for the employee and his/her dependents (as per Institute Record); however, one has to apply for it. All

such applications will be forwarded to the Institute's Medical Board for its opinion and recommendations, based on which, the House Allotment Committee-1 (HAC-1) 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.

8. Retention of House by Persons Proceeding on FST (Long/Short Leave)/Sabbatical/Deputation

A person proceeding on FST (Long/Short Leave)/Sabbatical/Deputation may retain his/her house during the period of leave from the Institute, subject to a maximum of two years.

9. Rejection of an Offer of Allotment after Acceptance

If a person rejects an offer of allotment after accepting it, then s/he will be debarred from opting for houses in subsequent rounds of floating for a period of one year from the date of rejection of the offer.

10. Discretionary Power of the Director

Situations, not covered by the guidelines stated above, will be decided by the Director on the recommendation of the HAC-1. Also, the Director, in exceptional circumstances and in the interest of the Institute, may use his/her discretionary power to allot any house to any of the faculty/staff members, after consulting the HAC-1.

Category A1

Academic (Non-Vacation)

- Chief Scientific Officer/Principal Scientific Officer/Senior Scientific Officer/Scientific Officer
- Chief Research Engineer/Principal Research Engineer/Senior Research Engineer/Research Engineer
- Chief Computer Engineer/Principal Computer Engineer/Senior Computer Engineer/Computer Engineer
- Librarian/Deputy Librarian/Assistant Librarian
- Workshop Superintendent
- Operation Manager

Technical Staff (Recruited under DOFA)

- Chief Pilot Instructor/Senior Pilot Instructor/Pilot Instructor
- Chief Aircraft Maintenance Engineer/Senior Aircraft Maintenance Engineer/Assistant Aircraft Maintenance Engineer

Category A2

All Group "A" staff other than those already covered under Category A1, as well as all Group "B" staff, having a GP of Rs. 5400.
