Indian Institute of Technology Kanpur
Dean of Administration

Letter no. DOAD/EO/IITK/2026- 453 Dated: 16.11.2026

Circular

Sub: Amendments in the comprehensive housing policy.

Ref: Circular No. DOAD/EO/IITK/2025-513 dated 10.11.2025

The comprehensive housing policy (HAC-I) incorporating amendments dated 06.11.2026 as approved by the Director, is circulated herewith for information to all concerned. These amendments shall be applicable with immediate effect.

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Incorporating amendments dated 06.11.2026

Indian Institute of Technology Kanpur

Guidelines for House Allotment (Types III, IV, and V) (HAC-I)

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" as s/he attains the minimum Pay Level in the Pay Matrix as shown in Table-1.

Table-1: Eligibility Pay Levels for houses

Type of House/Flat	Employees Eligibility (Minimum Pay Level in the Pay Matrix)
III	10
IV	12
V	14

2. Reservation of houses under different categories

a) The houses that are to be made available to faculty and staff members (categories A1 and A2 explained below), henceforth referred to as "available houses", will exclude the houses allotted by the Institute for any other purposes. However, the license fee of non-Institute employees for different types of houses will be charged as per prevailing rates declared by theInstitute.

Category A1

- All Scientific & Design staff (Academic and non-Academic) and Research establishment Officers (REOs), Librarian cadre.

Category A2

- All Groups "A" staff other than those already covered under Category A1.

b) Ninety percent (90%) of "available houses" under the type IV and type V (combined) categories will be reserved for faculty members, while out of the remaining ten percent (10%), five percent (5%) each will be reserved for staff members belonging to categories A1 and A2.

c) Eighty percent (80%) of the "available houses" under type III categories will be reserved for faculty members, while out of remaining twenty percent, eight percent (08%) and twelve percent (12%) 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. General procedure for house allotment

Houses will be allotted based on the seniority as per the seniority lists maintained by the respective administrative offices for faculty/A1/A2 category.

a) The date of eligibility of employee on contract, who subsequently joins the Institute as a regular employee, will be the date of his/her joining the Institute as a contract employee.

b) 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).

c) In case of refusal of allotment by a person on or before the deadline of acceptance/rejection, the offer will be made to the next person in the seniority list. The procedure will be iterated until the entire seniority list is exhausted. However, the time limit for acceptance/rejection for each of these iterations will be two working days. No response will be treated as refusal. Houses remaining vacant after this procedure will be floated again in the next round.

d) 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, use the individual seniority lists of all applicants under each category (Faculty/ A1/ A2) as provided by the respective administrative offices.

b) Among the persons on the top of each of the lists, identify the senior-most one in terms of the date of eligibility, allot as per his/her first choice, provided the quota exists in the categories 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) until all the available houses get exhausted (read with clause (e) below).

e) In a particular round of allotment, in each case of paucity of an eligible candidate 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 status of the vacancy of houses under each category will be explicitly stated.

5. Allotment of a lower type house

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

6. Lateral shift

For type-III houses, 02 lateral shifting may be permitted after a period of 03 years & next 05 years.

For type-IV houses, only one lateral shifting may be permitted after a period of 07 years.
No lateral shifting for type-V houses is permissible.

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7. Allotment under medical ground

Allotment of house (not any particular one) under medical ground is permissible for the employee and his/her dependents (as per the 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-I (HAC-I) 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. *There is no provision of allotment of Ground Floor house on medical grounds.*

8. Retention of house by employee proceeding on FST/Deputation

An employee proceeding on FST/Deputation may retain his/her house during the period of authorized leave from the Institute up to a maximum period of two years. During this period, prevailing charges and license fee shall be payable.

In case the duration of such approved leave is for more than two years, then the house has to be surrendered on or before the expiry of two years. For such cases, the returning employee at the end of the approved period of leave will be eligible for out of turn/priority allotment of the entitled type of house. If it is not available, he/she will be accommodated in transit accommodation until the same becomes available.

If an employee on an approved leave of more than two years, fails to surrender his/her allotted accommodation to the Institute on or before two years, then the allottee will be treated as unauthorized occupant and the prevailing penal damages will be charged along with initiation of eviction proceedings against him/her.

9. Subletting of houses

No subletting of houses is allowed.

10. Allotment to husband and wife

No employee, nor any person other than an employee, shall be eligible for allotment of residential accommodation, if his/her wife or husband, as the case may be, has already been allotted any such accommodation, until the same is surrendered.

For employees who get married during employment and are presently occupying two separate accommodations, then upon marriage, they have to surrender one of the houses within a month of getting married.

11. Temporary allotment on unsafe/dangerous grounds

If the existing residential accommodation becomes unsafe (for construction issues), the allottee may make an application to HAC-I.

This application will be forwarded to a designated committee for its opinion and recommendations, based on which the HAC-I may allot a transit accommodation to the employee for the period the allotted accommodation is taken up for rectification on priority. After rectification, the allottee will be required to return to the originally allotted accommodation within 15 days of issuance of fitness certification by IWD.

12. Allotment of temporary (transit) accommodation for the new employee

a) The new employee will be provided only free accommodation, for up to a maximum of two months, in a standard room in Visitor's Hostel-2 (VH2) or any other suitable accommodation.

b) Within this period, if a regular accommodation could not be provided by the Institute, the employee shall shift to temporary housing options as provided by the Institute (at present, Single Bedroom Apartment (SBRA) of the Institute). No HRA will be payable during this occupancy and prevailing charges and license fee shall be applicable. An employee who does not shift tothe available temporary/transit accommodation, will be charged the prevailing monthlyrent of VH2 or other accommodation allotted by the Institute.

c) In case the Institute is not able to provide temporary/regular housing within two months, the arrangement as per clause (a) will continue until the period a temporary/regular housing is provided.

13. General condition of allotment and rules for occupancy

a) Floating of the houses will be done after a set of pre-approved civil/electrical, etc., works are completed, with only whitewashing/wall coloring remaining, which will be done after consultation with the allottee. For this, IWD will be given at the most three weeks.

b) The date on which allottee is informed about the allotment by e-mail shall be considered as the "date of allotment". An allottee will be given a week to either accept or reject the allotted house. *In case an applicant rejects a house within seven (07) days after allotment, he/she will be ineligible to apply in the next cycle of allotment. However, he/she can apply in the alternate cycle.* If the allottee fails to respond within 7 days, the allotment will be treated as cancelled and the employee will be debarred to apply for accommodation for one year from the date mentioned in the allotment letter.

c) If an allottee rejects an offer of allotment after accepting beyond one week of acceptance, then allottee:

   i) will be debarred from opting for a house in subsequent rounds for any type of house allotment for two years from the date of rejection of the offer and

   ii) will be charged five (5) times monthly license fee for the current accommodation as a one-time penalty.

d) The allottee, who has accepted the allotment, shall take physical possession of the allotted accommodation from the IWD within 6 (six) weeks following the date of acceptance of the allotment letter, failing which the allotment shall stand cancelled on the 1st day following the end of the sixth week, and the allottee:

   i) will be debarred from opting for a house in subsequent rounds for any type of house allotment for three years from the date of rejection of the offer and

   ii) will be charged ten (10) times monthly license fee for the current accommodation as a one-time penalty.

e) In case the allotted accommodation is not ready after whitewashing/wall colouring within three weeks of acceptance, IWD will issue a status report on the work to be completed as per the prevailing approved specifications to the Estate Office and allottee. In this case, IWD will issue a readiness certificate on completion of remaining works and the allottee will be given three weeks from the date of issue of the readiness certificate to

move to the new house, failing which clause (d) will be applied. All personal works (e.g. carpentry, interiors, etc.) in the allotted house can be taken up only after the actual physical possession of the house.

f) An allottee may retain current accommodation till six weeks from date of acceptance of the new accommodation (with exception of clause (e) above where it will be three weeks from the issue of readiness certificate from IWD). If the current accommodation is not handed over to IWD within this period, the allottee will be charged penal rent as per clause (c) (ii) above.

g) *Commercial activity from allotted house is strictly prohibited.*

h) *Parking and charging of car/Taxis/E-Rickshaw by outhouse residents.*

- *Cars/Taxis/E-Rickshaw of outhouse residents will not be allowed to park in the common space of any house. These can be parked only in parking stand.*
- *Charging of vehicle car/taxi/e-rickshaw by outhouse residents using domestic electricity is not permitted. Such charging shall be done at charging station only. Further, in case of non-compliance electricity of entire house will be charged on Commercial/Industrial rates.*

i) In all the above cases and wherever applicable, if the due date falls on a holiday, the immediate next working day will be the due date for all purposes.

14. Allotment of Garages

a) There are some garages available for allotment for type III licensees in possession of a car.

b) Rent will be charged as per rates determined by the Institute.

c) The seniority for allotment of the type III garages will be based upon the date of application for allotment of a garage subject to the applicant possessing a car on the date of application for a garage. Applications from licensees not in possession of a car shall not be accepted.

d) Application for allotment of the above garages is to be made on a prescribed form to the Chairman HAC-I, along-with supporting documents as mentioned in the form.

e) Whenever a garage falls vacant it will be allotted to licensees listed on the waiting list in order of their seniority.

f) In case the licensee of a garage disposes of or is no longer in possession of the specific car mentioned in the prescribed form, it will be incumbent upon the licensee to inform the Chairman HAC-I, about the date on which the licensee ceased to be in possession of the specific car in question as well as the tentative date of acquiring another car if the licensee intends to do so. In case the licensee does not intend to acquire another car, the garage has to be returned to the custody of the Institute under intimation of HAC-I. However, in case the licensee intends to acquire another car the licensee can retain the garage for another three months but must submit copies of documents in support of the acquisition of the new car within this period. Failing which the garage must, in any case, be handed back to the Institute with intimation to HAC-I.

g) Requests for mutual transfers of garages between licensees will not be considered.

15. Temporary allotment for marriage function and death related rituals only

i) Only un-floated vacant houses will be made available for a regular employee only for the following purposes:

(a) Marriage of self and son/daughter. In this case, a request should be made at least

one month in advance.

(b) Death related rituals.

ii) Maximum two (2) houses for a maximum period of seven (7) days may be allotted as per the availability of such houses.

iii) Rent (GST included) and a refundable security deposit will be charged in advance as given below. However, electricity and CUGL charges will be charged as per actuals.

Pay level as per 7th CPC	Type of accommodation	Rent (GST included)	Security Deposit (refundable)
10 and above	Type-III	Rs. 750/- per day	Rs. 7500/-
	Type-IV	Rs. 1000/- per day	Rs. 10000/-
	Type-V		

iv) Damages, if any will be recovered from the allottee.

16. Concessional period for which the accommodation may be retained on a normal license fee

S. No.	Event	Maximum Period
1	Allottees resignation /dismissal / removal /termination / the term end of contract period from service/compulsory retirement	1 month
2	Allottees retirement [normal/compulsory {under FR 56(j)}/voluntary] from Service	6 months
3	Death of the allottee (for dependent family)	12 months
4	Allottees proceeding on FST/Deputation	24 months
5	*Allottee proceeding on FST/deputation (If offered 05 years tenure position)	60 months

Beyond this period, the occupant will be treated as an unauthorized occupant for which penal damages provision will be imposed as per the Institute rule and also a legal proceeding under the Public Premises (Eviction of Unauthorized Occupants) Act, 1971 shall be initiated against the unauthorized occupant.

*With a condition that allottee will keep his/her belonging in one room and remaining portion will be given as transit accommodation on mutual agreement to his/her colleague who is in regular payroll with at least in pay level of 10 and above. The charges of license fee, electricity, water, electric fix etc. will be deducted by the occupant salary for such houses. Both of the faculty/officer will give undertaking in this matter to Estate Office. If such arrangement is not possible, he/she will be required to surrender the house.

17. Discretionary Power of the Director

Situations, not covered by the guidelines, and in case of an anomaly in the allotment process, the final decision will rest with the Director under his/her discretionary power.

Also, the Director, in exceptional circumstances, may use his/her discretionary power to allot any house, in the interest of the Institute.

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