

**Indian Institute of Technology Kanpur**  
**Dean of Administration**

Letter no. DOAD/EO/IITK/2025- 514

Dated: 10.11.2025

**Circular**

Sub: Amendments in the comprehensive housing policy.

Ref: Circular No. DOAD/EO/IITK/2024-501 dated 11.09.2024

The comprehensive housing policy (HAC-II) incorporating amendments dated 07.11.2025 as approved by the Director, is circulated herewith for information to all concerned. These amendments shall be applicable with immediate effect.

Vaibhav Srivastava  
7/11/2025

Prof. Kumar Vaibhav Srivastava

Dean, Administration

P. P. Chandra  
07.11.25

*Incorporating amendments dated 07.11.2025.*

# Indian Institute of Technology Kanpur

## Guidelines for House Allotment (Type I and Type II) (HAC-II)

### 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	Employees Eligibility (Minimum Pay Level in the Pay Matrix)
I	2
II (including flats)	6 (up to Pay Level 9 only)

### 2. General procedure for house allotment

Houses will be allotted based on the seniority as per the seniority list maintained by the Registrar's Office.

- i) A seniority list of all the eligible employees for type I and II will be drawn based on 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) At each round of floating of houses, a fresh seniority list will be prepared based on applications received.
- iii) Separate seniority list for SC/ST and female employees (not living on campus) will be prepared.
- iv) 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.
- v) 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.

### 3. Allotment of a lower type house

- i) An employee opting for a lower type house, other than that to which s/he is entitled, may be allotted as per seniority.
- ii) The above facility is applicable to employees who are eligible for allotment of a house in the ambit of HAC-II and are having Pay Level up to 9.

#### 4. Other allotments

##### A. 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 the application, HAC-II may allot house. 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.*

##### B. Allotment to physically challenged employees

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

##### C. Allotment to female employees

- i) An advantage is given to a female employee not living on campus while determining the date of eligibility at the time of preparation of seniority list in a process of house allotment.
- ii) As a concession to female employees not on campus, one house after every ten houses will be allotted if the female employee's name appears in the seniority list.
- iii) Such a privilege to a female employee in house allotment will be admissible once only.

##### D. Allotment to SC/ST employees

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

##### E. 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 atleast 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)
1 to 9	Type-I	Rs. 350/- per day	Rs. 5000/-
	Type-II	Rs. 500/- per day	Rs. 5000/-

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

#### 5. Lateral Shift

- i) Lateral shifting will be allowed after a person has stayed in a particular house for a minimum period of 4 years.
- ii) A fresh application needs to be submitted against the floating of houses.

#### 6. Retention of house by employee proceeding on Lien

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

In case the duration of such approved leave is for more than one year, then the house has to be surrendered on or before the expiry of one year. 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, subject to availability.

If an employee on an approved leave of more than one year, fails to surrender his/her allotted accommodation to the institute on or before one year, 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.

#### 7. Subletting of house

No subletting of houses is allowed.

#### 8. 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.

#### 9. Temporary allotment on unsafe/dangerous grounds

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

*Incorporating amendments dated 07.11.2025.*

This application will be forwarded to a designated committee for its opinion and recommendations, based on which the HAC-II 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.

#### 10. 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 the 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 first 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.

**11. 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 Lien	12 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.

**12. 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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