

## **Information for the Applicants for Type III/IV/V Quarters**

### **1. Eligibility in the Present Pay Scale**

Quarter	Minimum Grade Pay
Type III	Rs. 5400/-
Type IV	Rs.7600/-
Type V	Rs. 10,000/-

### **2. Seniority**

Seniority of an applicant is determined on the basis of (a) Grade Pay (b) Basic Pay (c) Date of Eligibility (d) Date of Birth. An employee drawing higher grade pay is senior to one drawing lower grade pay. In the same grade pay, the person drawing the higher basic pay is senior. If the basic pay is same for both then the person who became eligible earlier for the particular type of quarter he/she is applying for gets priority. If (a), (b), (c) are same for two applicants then the older of the two is senior.

### **3. Date of Eligibility**

The date of eligibility is the date on which an applicant became eligible (either in the present or an earlier pay scale whichever is applicable) for the type of quarter he/she is applying for. In case the applicant is eligible for a higher level quarter then the date of eligibility for that type of quarter should also be indicated.

The date of eligibility of a Visiting Faculty, who subsequently joins the Institute as a regular faculty (without loss of continuity) will be the date of his/her joining the Institute as a Visiting Faculty.

### **4. Lateral Shifting**

Lateral shifting is 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. The period is counted from the date of occupation (not the date of allotment) of the present quarter of the applicant. However, for lateral shifting also the Rule #2 is valid and the applicant will be considered along with other applicants.

## **IMPORTANT**

1. Ground Floor Type III quarters will be treated at par with Upper Floor Type III/Duplex Type III/Type V/2 Type III quarters. No separate seniority list for Ground Floor Type III will be prepared. Any applicant eligible for Type III can apply for Ground Floor Type III houses. However, the rule for lateral shift to Type III is not applicable to those residents (living in Upper Floor/Duplex Type III) who have been allotted their present house under the old HAC-I guidelines (that is, before 23.2.2013).

2. In an allotment process, no allotment/lateral shifting will be allowed to a person, if he/she is due for superannuation within 12 months from the date of floating of Type III/IV/V quarters.

3. Employees who have been already allotted a quarter in an earlier floating and have accepted the offer, and are in transit cannot apply in subsequent floating.

4. Employees on Sabbatical/Long/Short/Deputation leave cannot apply unless they are likely to return by the date of allotment.

**Date: April 17, 2013**

**Chairman, HAC-I**