

भारतीय प्रौद्योगिकी संस्थान कानपुर
INDIAN INSTITUTE OF TECHNOLOGY KANPUR
संपदा कार्यालय / ESTATE OFFICE

The Estate Office plays an instrumental role in the management of assets of the Institute. The Estate office is involved in various activities, including house allotment, commercial shops management, the realization of license fees and electric/water charges from the commercial shops, estate management and civic amenities, eviction of unauthorized occupants, etc.

Rules for Allotment of Institute Residential Accommodation:

- A guideline for house allotment rules under HAC-I and HAC-II may be seen from the following URL link:

HAC-I ([HAC-I-updated-guidelines-26-10-23.pdf \(iitk.ac.in\)](https://www.iitk.ac.in/estateoffice/hac-i-updated-guidelines-26-10-23.pdf))

HAC-II ([HAC-II-updated-guidelines-26-10-23.pdf \(iitk.ac.in\)](https://www.iitk.ac.in/estateoffice/hac-ii-updated-guidelines-26-10-23.pdf))

- Estate Office issues a notification of vacant houses and sought application from the eligible faculty / staff of the Institute for allotment according to the guidelines for house allotment.

Commercial Establishment (Shops / Canteens / Outlets) - Monitoring, Management and Allotment:

- A committee (CEMMC-Commercial Establishment Monitoring and Management Committee) comprising the following members has been constituted by the competent authority of the Institute for monitoring and management of commercial establishments on the campus, which may be seen from the following URL link:

<https://www.iitk.ac.in/estateoffice/constitution-of-committee-pertaining-to-cemmc>

[Office-Order-No-90-12-12-23.pdf \(iitk.ac.in\)](https://www.iitk.ac.in/estateoffice/office-order-no-90-12-12-23.pdf)

- The commercial establishments are allotted through open tender process by following two bids system. The tender for allotment of commercial establishments shall be invited by the Estate Office. The tenders shall be opened in the presence of a committee formed and approved for the purpose. The recommendation of the committee for the award of the contract shall be put to the competent authority of the Institute for approval. On approval of the competent authority, the award letter is issued to the successful bidder.

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