

ACCOMMODATION ALLOTMENT RULES OF IIPA

(Revised on the basis of discussions with the representatives of the
Faculty/Staff on 3.1.2012)

1. These rules shall be known as Accommodation allotment rules (1996) of IIPA and shall come into effect from the date of approval by the Competent Authority.
2. **Definitions**
 - 2.1 Salary block for the purpose of determining edibility for a category of house shall mean Pay Band and Grade Pay/AGP.
 - 2.2 Emoluments for purpose of recovery of licence fee shall include:
 - (a) Pay
 - (b) Grade Pay? AGP
 - (c) Subsistence Grant ,incase of IIPA employee under suspension, who is in receipt of the amount of the subsistence Grant . provided that if such IIPA employee is subsequently allowed to draw pay for the period of suspension. the difference between the license fee recovered the basis of the subsistence Grant and the emoluments ultimately drawn shall be recovered.
 - 2.3 'Family' for purpose of these rules shall include only wife, husband, children, parents, brothers and sisters residing with the employee and who are fully dependent on him/her.
 - 2.4 The term ' allotment' means the license given to an employee of the IIPA to reside in premises owned by the IIPA .Subject to the terms and conditions laid in connection there with by the competent authority of the IIPA. as a personal privilege.
3. Save as otherwise provided by these IIPA employee will be eligible for allotment of a house of the class as shown in schedule I.
4.
 - (a) The category of existing house would be as shown in schedule I.
 - (b) The License fee payable would be calculated at the rates prescribed by Central Govt. from time to time unless otherwise provided in these rules.
5. The allotment of residential accommodation shall be made only to a permanent and whole time member of the IIPA staff.
6. In the allotment of accommodation staff members whose presence on the campus is essential for the efficient management and supervision of the IIPA work. will have preference over others in their respective categories. A list of "Essential Services" is given in schedule II.
7.
 - (a) Allotment shall be made on the basis of common (faculty and staff) seniority list prepared by the Administration every year in January tbr applications will be

received till 30th December of preceding year and 30th June of the same year respectively. If the respective dates happens to be holidays, the last date of receipt of applications shall be the immediately preceding working day. The seniority list shall be prepared for each category of accommodation separately on the basis of the entitlement of the applicants to the respective category on the basis of length of service in Pay Band, Grade Pay which correspondence to the category of accommodation for which the applicant is eligible. In case the length of the service of two or more applicants being considered for the same class of accommodation happens to be same, the seniority of the applicants will be determined by the length of service of the employee in the Institute as a whole.

(b) The allotments will be recommended by a permanent committee consisting of one senior most Professors as Chairman, Registrar as a Member Secretary and President of the staff Association as a member. The allotment Committee shall meet as soon as applications are received and shall recommend the most eligible applicant for allotment to particular category of accommodation.

(c) The allotment Committee shall also have power to recommend out of turn allotment in exceptional situation if in the Judgment of the committee the case merits consideration on compassionate /medical ground/other exigencies by giving detailed reasons justifying such recommendations. The Committee shall however exercise the out of turn allotment only out of the class of accommodation to which the applicant is otherwise entitled.

Out of turn allotment shall not exceed 10% of the accommodation available in each category at any point of time.

8. In case, there is no request from any member of the staff eligible for the allotment to a particular category of allotment, such accommodation may be considered for allotment to the senior most member in the next lower category.
9. An employee to whom a residence has been allotted, shall convey his acceptance of the allotment as above, the allotment made shall be cancelled and such licensee shall have no entitlement of allotment for two years.
10. The allotment shall be effective from the date of occupation by a licensee or licensee or from the 15th day of the receipt of the order of allotment whichever is earlier, and shall continue as such unless it is cancelled or surrendered by the licensee.
- 10.(a) Before allotment of a quarter the Institute may carry out necessary normal repairs and white washing etc on a uniform basis. And no alteration or structural change will be allowed. If any allottee desires any alteration structural he/she may seek necessary approval for getting any such changes. However same may be considered and carried out by the Institute but at the allottee's cost.
11. An allotment shall be treated as cancelled in the circumstances mentioned below, and also may be cancelled by the Director IIPA in the circumstances hereinafter specified:
 - (a) when an allottee has ceased to be in service of the IIPA.
 - (b) when an allottee has taken leave for a period exceeding twelve months.

Provided further that an accommodation may be retained in the following cases subject to the maximum period noted against each:

	Cases	Normal Period	Extension which could be permitted in exceptional circumstances
(i)	Termination of service	2 Months	2 months on twice the rent. In exceptional cases he/she will be allowed to retain on market rent for such period as recommended by the allotment committee.
(ii)	Retirement from service	2 month	2 month on Twice the normal license fee and further 4 months on market on market rent.
(iii)	In the event of death	6 months	6 months on market rent.
(vi)	Extra —Ordinary Leave*	Period of Leave granted by the IIPA.	

* (In case the allottee goes out of Delhi along with his/her dependents, accommodation may be surrendered to the IIPA but in that case the allottee shall be provided the first available quarter of equivalent type immediately on his return.)

Provided further that after expiry of extended period the Institute shall take appropriate legal action for evacuation.

12. The liability for payment of license fee, rates and taxes, if any, shall commence as laid down in para 10 above.
13. Every person to whom accommodation has been allotted shall maintain the allotted premises in a clean and sanitary condition to the satisfaction of the IIPA, Municipal and Health Authorities.
14. Licensee shall be responsible for any damage beyond normal wear and tear of all linings and fixtures provided in the allotted premises. during the period for which the residence has been and remain allotted to him/her and or remain under his /her occupation.
15. The Licensee shall, not
 - 15.1 sublet or share or part with the possession. with or without consideration of licence fee, the whole or part of the allotted premises. or any of the out —houses or apartment thereof; and shall not encourage using of premises by any person other than his family members for any purpose.
 - 15.2. construct temporary or unauthorized structure in any part of the allotted premises:
 - 15.3. use the allotted premises or part thereof for purposes other than which it is meant; and

- 15.4. make unauthorized extensions from electric or water connections or tamper with them.
16. A licensee shall, on occupation or vacation of the residence, sign an inventory of fittings and/ or furniture available in the residence. Such an inventory shall be prepared and signed by the authorized officer on behalf of the I IPA.
17. Every licensee shall, at all reasonable times, permit authorized officer of the IIPA or employee of the maintenance section to enter upon the allotted premises for inspection, repair, etc.
18. If the house is vacated within 1st to 15th of the any month or is occupied on or after 16th of the any month, the License fee for 15 days shall be charged; if the house is occupied on or before 15th or vacated after 16th of any month the license fee for full month shall be charged.
19. Normally employees, whose duties are not connected with hostel, will not be given accommodation in the hostel rooms. But in case an employee is provided accommodation in the hostel rooms, the licence fee will be charged as laid down in para 4(b)above.
20. The allottees of type C or D shall ensure that the private domestic help employed (if any) by them shall have family size and their identity is verified by the Police.
21. To check the movement of unauthorized persons in the campus. all the residents including children above 12 years of age shall be provided with identity cards and are expected to carry the same along with them and produce as and when demanded by the security or other authorized officers.
22. The Licensee shall not keep livestock (including pigs)/ poultry. etc. in the campus of the Institute nor will use the premises allotted to him/her in a manner so as to be source of annoyance or nuisance to the neighborhood.
23. No person shall be allowed to keep pet animals unleashed. Even the leashed animals when taken out, should be under the complete control of the owner. It will also be the responsibility of the owner to ensure that their pets don't spoil the campus.
24. If any person to whom a residence has been allotted commits breach of any of these rules or uses or permits the use of residence or premises for any purpose which the IIPA considers to be improper, the Director IIPA may;
 - (i) require him/her to vacate the premises immediately; and
 - (ii) Declare him/her in-eligible for the IIPA accommodation for a period as may be specified by him/her in each case.
25. The Government of India's rules will be applicable mutatis mutandis in the matter not provided in these rules.
26. If any question as to the interpretation of these rules arises, the decision of the Director IIPA shall be final.

SCHEDULE-1
(Vide Para 3 above)
Salary Block

Category of Accommodation Nos. Salary Block (in the pre-revised scale of pay)

I.	C-1	Earmarked for Director
II.	C-II & DII	PB IV and GP/AGP Rs.8700 and above
III.	Family suites on ground floor of Hostel including F/S No-6, 14 and 15.	PB III and GP/AGP Rs5400/- and above
IV.	APPPA flats (excluding earmarked for APPPA Participants)	Below PB III & GP/AGP Rs 5400/- but excluding Group D
V.	H-2 Type	"D" Staff

SCHEDULE —11
(Vide Para 6 above)

List of Persons Performing Essential Services

Category	Reservation
1. Registrar	One
2. Warden	One
3. Driver	Two
4. Electrical Supervisor	One
5. Electrician	One
6. Sweeper	One
	(according to seniority)
7. Plumber	One
8. Assistant posted to work in Hostel Counter	One

SCHEDULE —III

Request for Allotment of Accommodation

1. Name : _____
2. Designation : _____
3. Address in Full(Present) : _____

4. *No. of Family Members : _____
(vide para 2.3)
5. Date of Appointment (at IIPA) : _____
6. Date of Appointment to the : _____
Present post
7. Present Scale of Pay : _____
8. Present Pay, Pay Band& GP/AGP(Please give details as noted below):

(1) Basic Pay	Rs. _____
(2) AGP	Rs. _____
(3) Special Pay	Rs. _____
(4) Personal Pay	Rs. _____
(5) Deputation (Duty Allowance)	Rs. _____
9. Date of next increment : _____
10. Whether married or unmarried : _____
11. (i) Type of the IIPA accommodation
entitled to according to the salary block : _____
(ii) Date of entry in the qualifying salary block : _____
(iii) Total emoluments drawn on that date : _____
12. House No. and type of the IIPA residence. if any
already allotted to you : _____

I hereby:

- (i) Undertake to abide by all the rules and conditions that may be prescribed by the IIPA from time to time : and in event of any violation, my allotment is liable to cancelled.
- (ii) Certify that the information given above is correct to the best of my knowledge.

Date : _____

Signature of the applicant