



(Approved by .....

**INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY,  
AMARKANTAK (M.P)**

**“Rules for allotment of Residential  
Accommodation”**

.....2021)

**Estate Section**  
IGNTU, Amarkantak

## **“GUIDELINES & RULES FOR ALLOTMENT OF RESIDENCE ACCOMMODATION”**

### **1. Short title and application:**

- i) These rules may be called IGNTU Residential Accommodation Rule, 2021.
- ii) These rules shall come into force from the date of notification.

### **2. Definitions:**

In these rules, unless the context otherwise requires,-

- a) “Allotment” means the grant of a license to a University employee to occupy a IGNTU residence or a portion thereof owned, leased or requisitioned by the University, for use by him as residence;
- b) “Allottee” means the employee whom the residence has been allotted by Estate & Security Branch on the approval of Competent Authority;
- c) “Chairman” means the Chairman of the IGNTU residence Allotment Committee appointed by the Vice Chancellor of the University;
- d) “Competent Authority” means the Vice Chancellor of the University or any such authority authorized by the Vice Chancellor;
- e) “Residence Committee” means the IGNTU Residence Allotment Committee constituted by the Vice Chancellor;
- f) “Employee” means all the regular employees of the University both in Teaching and Non- Teaching category in the establishment of the University;
- g) “Family” means an employee or an employee’s wife or husband as the case may be residing with him/her or legitimate children, step children dependent on the employee and residing with him or her or parents or other persons dependent on the employee and legally residing with him/her;
- h) “IGNTU” means the Indira Gandhi National Tribal University;
- i) “License Fee” means the sum of money payable at the rate in accordance with the Central Government rates as prescribed by Central Government in respect of the residence allotted under these rules;
- j) “Normal Rent” mean the rent equivalent to HRA being drawn by the employee while serving the University;
- k) “Penal Rent” mean the rent equivalent to three times of the HRA being drawn by the employee while serving the University;
- l) “Pay” for purposes of determining the eligibility for a category of residence include Pay Level as applicable to an employee as per rules of the University;
- m) “Residence” means a building or part thereof used for residential purposes and situated within the University Campus(s) under the full administrative control of University;
- n) “Subletting” means letting out the whole or part of the residence allotted under these rules by an allottee to any person;
- o) “Temporary Transfer” means a transfer which involves absence of University employee from his/her place of posting for a period not exceeding six months;
- p) “University” means the IGNTU;
- q) “Vice-Chancellor” means the Vice-Chancellor of IGNTU.

### **3. Classification of Residences:**

Save as otherwise provided by these rules, an employee shall be eligible for allotment of residence of the type shown in Column I of the Table below:

Category of Residence (1)	Living Area Approx. (Sq. m.) (2)	Pay Level (3)
Statutory quarters	Up to 224.5	Statutory Officers – Pay level 14 in the pay matrix in 7 <sup>th</sup> CPC and above.
Type VI A	Up to 159.5	Employees in level 14 in the pay matrix in 7 <sup>th</sup> CPC and above.
Type V B	Above 106	Employees in level 13, 13A in the pay matrix in 7 <sup>th</sup> CPC and more. The allotment of University Residence(s) will be on priority basis of seniority to the employees on list with Pay level 14 in the pay matrix in 7 <sup>th</sup> CPC, then after to level 13, 13A in the pay matrix in 7 <sup>th</sup> CPC.
Type V A	Up to 106	Employees in level 12 in the pay matrix in 7 <sup>th</sup> CPC and more. The allotment of University Residence(s) will be on priority basis of seniority to the employees on list with level 13, 13A in the pay matrix in 7 <sup>th</sup> CPC.
Type IV (Special)	59 to 91.5	Employees in level 11 in the pay matrix in 7 <sup>th</sup> CPC above The allotment of University Residence(s) will be on the priority basis of seniority to the employees on list with level 12 in the pay matrix in 7 <sup>th</sup> CPC.
Type IV	59 to 91.5	Employees in level 9, 10 & 11 in the pay matrix in 7 <sup>th</sup> CPC above The allotment of University Residence(s) will be on the priority basis of seniority to the employees on list with level 11 in the pay matrix in 7 <sup>th</sup> CPC.
Type III	44 to 65	Employees in level 6, 7 & 8 in the pay matrix in 7 <sup>th</sup> CPC and more. The allotment of University Residence(s) will be on the priority basis of seniority to the employees on list with level 9, 10 & 11 in the pay matrix in 7 <sup>th</sup> CPC.
Type II	26.5 to 50	Employees in level 1, 2, 3, 4 & 5 in the pay matrix in 7 <sup>th</sup> CPC.
Transit Accommodation		Visiting or contractual staff on the rolls of the university and any other regular employee in the university as per order of the Vice Chancellor.

**4. Provision of one step lower category of residence than the entitlement, to be made as under:**

If a residence in the category to which an employee is entitled is not available, he/she may be allotted a residence in the lower category i.e. one step below, the one to which he/she is entitled provided that his/ her date of station seniority is earlier than any employee on the waiting list for lower category of the residence, and his request has been accepted by the Vice Chancellor on the recommendation of IGNTU Residence Allotment Committee. For this purpose the date of joining the University shall determine his/her seniority viz-a-viz others entitled to that category. Further this will not debar him/her subsequently from the allotment of a residence to which he/she is entitled.

**5. Allotment of Residence:**

- a) The allotment of residences will be made on the recommendation(s) of the IGNTU Residence Allotment Committee, which is framed as per GOI norms. The members including Chairman of the Committee shall be appointed by the Vice-Chancellor for a period of one year. The constitution of the committee will be as under:

One Dean/ Director	-	Chairperson
Two Professors	-	Member
In-charge Estate	-	Member
Deputy Registrar (Admin.)	-	Member
Executive Engineer	-	Member
Section Officer (Establishment/ Estate)	-	Member Secretary

- b) Allotment of residence(s) will be made on the basis of a station seniority list of all applicant employees which will be prepared for consideration of allotment of residences according to entitlement for a particular category of residence as per rules 8. Spouses living with their husband/wife and children living with their parents need not be included in the list.

**6. Eligibility of Employees for allotment of residence:**

- a) Employees who are appointed on regular establishment, Pay Level with Academic Grade pay / Grade pay (pre-revised) as applicable;
- b) Notwithstanding the provisions of Rule 8, other kind of employment i.e. Contract, visiting faculty, deputationists and adhoc employees etc. are not entitled for allotment of residence. Their request may be considered by the Competent Authority of the University for allotment of Hostel/ Guest rooms/ Transit Accommodation, if available, purely on temporary basis for a specified period.

**7. Counting of Past Service rendered in other organization before joining IGNTU**

The past service of the employee rendered in other organizations before joining IGNTU will not be counted for the purpose of seniority for allotment of residence.

**8. Seniority list of employees for allotment of residence:**

- a) The allotment of the residences will be made on the basis of station seniority which will be prepared and maintained by Establishment branch of the University. An employee who seeks allotments of residence may submit an application in the prescribed format to the Estate and Security Branch of the University.

The position of the applicant employees in the station seniority list shall be determined by the date of his/her joining in the University services, in the manner that one who joins earlier shall have the seniority in allotment.

- b) The date of joining of two or more officers/ officials in the University is same, the seniority amongst them may be determined on the basis of date of birth.
- c) No change in the seniority list shall be made on account of increments/ fixation of pay etc. earned by an employee during the year.

**9. Allotment to husband and wife- Eligibility in case of employee who are married to each other:**

- a) No University employee shall be allotted a residence under these rules unless the wife or the husband of the employee, as the case may be, who has already been allotted or likely to be allotted a residence or accommodation in any other govt. organization surrenders the same;
- b) Provided that this rule shall not apply where the husband and wife are residing separately in pursuance of an order made by any competent Court;

- c) Where two University employees in occupation of separate residences allotted under these rules, marry each other, they shall have to surrender one of the residences within one month from the date of the marriage;
- d) Where a residence is not surrendered as required by sub-rule (a) & (b), the allotment of the residence of the lower type shall be deemed to have been cancelled on the expiry of such period and if the residence are of the same Type, the allotment of either of them as the IGNTU Residence Allotment Committee deems fit, shall be deemed to have been cancelled on the expiry of such period;
- e) When both husband and wife are employees in the University the entitlement of each of them for the allotment of a residence, under these rules shall be considered independently.
- f) Notwithstanding anything contained in sub-rules (a) to (d) above:
  - i) Where two officers, in occupation of separate residences at the same station, one allotted under these rules and another from a pool to which these rules do not apply, marry each other, they shall surrender any one of the residences within one month of such marriage;
  - ii) If a residence is not surrendered as required under clause (i) above, the allotment of the residence by the University shall be deemed to have been cancelled on the expiry of such period.

**10. Shifting from one residence to another residence:**

- i. Any shifting from one residence to another residence in the same entitled category of residence(s), shall be allowed as per order of the Vice-Chancellor on the recommendation of the IGNTU Allotment Residence Committee based on the seniority of the applicant in the level of Pay Matrix.
- ii. In case of multiple storey buildings, change of residence shall be considered downward only after getting possession of quarter by the official as per order of the Vice-Chancellor on the recommendation of the Committee for Allotment of Residential Accommodation.

**11. Subject to the other provisions of these Rules, allotment once made, shall not, ordinarily be changed, except for the following reasons:**

- a) The University employee occupying residence retires or is transferred to any institution not maintained by the University or his services are terminated;
- b) The University employee becomes entitled to a higher category of residence and when such residence is available;
- c) Non-acceptance of offer of allotment or failure to occupy the residence by an allottee (read Rule 12 below).

**12. Non acceptance of offer of allotment or failure to occupy the residence by an allottee:**

- a) Where a University employee fails to accept the allotment of a residence or fails to take possession of that residence within the stipulated time from the date of issue of the letter of allotment, he / she shall not be eligible for another allotment for a period of twelve months from the date of issue of the allotment letter. On the expiry of this period of twelve months, he may apply in fresh. If an employee does not accept the allotment second time also, he shall be debarred for further allotment of residence of that category for three years and if the employee does not accept allotment even third time he will be debarred for five years. The next refusal to accept the allotment of residence will render him / her ineligible for allotment of residence.
- b) The residences which are not occupied within one month of allotment, may be considered as vacant for the purpose of allotment to next eligible applicant in the seniority list.

- c) An allotment shall be effective from the date on which it is accepted.
- d) An offer of allotment of an accommodation shall be accepted by the allottee within eight days from the date of allotment of the accommodation failing which it is deemed to have been cancelled.

### **13. Cancellation of Allotment of residence:**

Notwithstanding the provision(s) of rule 9, an allotment shall be treated as cancelled, in the circumstances, mentioned below and may be cancelled by the Competent Authority in the circumstances hereinafter specified:

- a) When an allottee has ceased to be in the service of the University;
- b) When an allottee accepts allotment but fails to take possession and do not start living in the allotted residence within a period of one month;
- c) If he uses the premises allotted to him in a manner so as to be a source of annoyance or nuisance to the neighborhood;
- d) If the employee indulges in any commercial activity or misuses in any form, the residence allotted to him;
- e) If the employee violates any provisions of the present Rules.

### **14. Without the permission in writing from the Competent Authority, an employee shall not:**

- a) construct any structures in any part of the allotted premises;
- b) use the allotted premises or part thereof for purposes other than for which they were meant;
- c) make unauthorized extensions from electric or water connections or tamper with them;
- d) make any structural alteration in any part of the residence without the permission of the authorities which is likely to impair its value & utility;

### **15. Retention of residence for extended period:**

An allottee may be permitted to retain the residence in the following cases subject to the maximum period noted against each on payment of normal rent / license fees or both as applicable which the employee was paying previously during his normal allotment period,-

- a) Resignation, dismissal or removal - Three months; from services and Termination of service or unauthorized absence without permission
- b) Retirement from Service - Three months
- c) In case of death of an employee - Six months (with specific approval of the Competent Authority);
- d) When an employee proceeds on EOL/ Lien/ CCL/ Sabbatical/ Study Leave as duty leave, Deputation within India - One year or equivalent to the leave duration, whichever is higher. New accommodation shall not be allotted. (In case the deputation period of an employee exceeds one year, he will be asked to vacate the residence, after expiry of one year, within one month, for which penal rent will be charged beyond the period of one year.)
- e) In case the employees leaves the organization to join any other government / autonomous organization on deputation and resign in the middle of the academic session he /she will be allowed to continue in the residence till the end of current academic session beyond one year provided that the child / children are studying in any class from 1<sup>st</sup> to XII in University Campus.
- f) Provided further that an employee who proceeds abroad on deputation shall not be allowed to retain the residence beyond a period of one year with the payment of normal

rent, i.e., HRA and License fees. However, on his return after one year he will be allotted residence subject to availability of accommodation as early as possible. If such an employee fails to vacate the residence on the expiry of one year period he / she will be charged Penal Rent i.e. 3 times of the HRA;

#### **16. Allottee to do:**

- a) The allottee shall maintain the allotted residence in clean and sanitized condition to the satisfaction of the University;
- b) The allottee shall be responsible for any damage beyond fair wear and tear of all fitting and fixtures provided in the allotted residence, during the period for which the residence remains allotted to him;
- c) In the event of an allottee violating any of the conditions mentioned in the foregoing clauses, the Vice-Chancellor would be competent to take action against the allottee including levy of penal rent or cancellation of allotment as the circumstances of the case may warrant;
- d) In event of complain, if allottee permits, at all reasonable times, any officer of the University or employees of the maintenance, Engineering or Medical Health Department to enter the allotted premises as per law for inspection etc;
- e) If any person to whom a residence has been allotted, commits breach of any of these rules or uses or permits the residence or premises to be used for any purposes, which the Vice-Chancellor considers to be improper, in the eye of law and the Vice Chancellor may -
  - i) Order him/her to vacate the premises and;
  - ii) Declare him/her ineligible for University residence for a period as may be specified by him / her in each case.

#### **17. Inventory of Residence:**

An allottee shall on occupation or vacation of the residence, will sign an inventory of fittings and or furniture in the residence. Such an inventory shall be prepared and signed by the Superintendent Engineer/Executive Engineer / Assistant Engineer of University Works Division or an Officer of the University authorized by the Competent Authority to do so.

#### **18. Earmarked residences:**

Notwithstanding other provisions of these rules, the residences to the key functionary officers of the Univeristy shall be provided accommodation as per their entitlement.

#### **19. Reserve Quota Residences:**

- a) **Reservation of SC/ST Category in General Pool Residence:** Reservation in General residence to SC/ST category employee shall be provided as per Govt. of India norms. The allotment shall be made in the ratio of 2:1 for SC/ST employee respectively. The rolling roster should be maintained for allotment of residences. In case there is no eligible applicant under this category, the same may be allotted to General category applicant.
- b) Women reservation as per GOI norms.

#### **20. Allotment of residences to the dependents of deceased employees:**

The dependent of the deceased employee who is taken into University service in the wake of demise of the employee occupying a Residence may be allotted the same residence on ex-gratia basis for a period of one year from the date of death of the employee. Subsequently the type of residence to be allotted will be as per entitlement of the category of residence of the employee as per his/her entitlement. In these cases, the employee will be taken on first priority for changed to lower entitled class, as and when residence is vacant / allotted.

## **21. Sharing:**

Competent Authority on the request of the allottee may allow the sharing of the residence with University employee who is also eligible for allotment of residence for a specific period. In this case both will have to pay the License fee and no HRA will be paid to them.

## **22. Eviction Procedure:**

When the allottee fails to vacate the residence allotted to him / her with the period stipulated at clause 15 above, the University will initiate vacation procedure as follows:

- a) The employee will be allowed grace period of one month to vacate the accommodation with specific permission. The grace period will commence automatically on expiry of period at clause 15. A notice will be served / pasted on the door, giving date of vacation. Normal Rent (equivalent to HRA) will be charged during the grace period and information may be sent to the address of employee;
- b) After expiry of Grace period, employee will be charged Penal Rent at three times of the Normal Rent. A second notice will be served / pasted to vacate the accommodation within one month;
- c) After expiry of one month of penal rent, the employee will be served final notice to vacate within two weeks, and charged penal rent;
- d) After expiry of final notice period, the Residence Committee will employ the Security agency and the labor to enforce physical vacation and take possession of the accommodation, with due approval of the Competent Authority;
- e) Residual Authority- The employee concerned may appeal to the Vice Chancellor against the decision of the Allotment Committee in implementation of above procedure or for any other matter pertaining to vacation of the residence, the decision of the Vice Chancellor shall be final and binding.
- f) The above procedure is to be unequivocally accepted and understood by all employees before taking possession of the residence, and also an undertaking to the effect is to be made in the application.

## **23. Repealing of rules:**

The existing residence allotment rules if any are hereby repealed. Notwithstanding such repeal anything done or any action taken under or in pursuance of the said rules shall be deemed to have been done or taken under these rules by the Vice-Chancellor or IGNTU Allotment Committee as the case may be.

## **24. Relaxation of Rules:**

- i. The Vice Chancellor shall have discretionary power to allot two quarters in each categories of accommodation to the employees of the University.
- ii. The Vice Chancellor may for special reasons to be recorded in writing, relax any of the provision of these rules on case to case basis. Any decision of the Vice Chancellor for specific relaxation on case to case basis will not be taken as precedence for future reference / consideration. Notwithstanding anything constituted in these rules, Government of India orders issued from time to time shall be adopted under the orders of the Vice-Chancellor.

## **25. Interpretation of the Rules:**

If any issue arises as to the interpretation of these rules, the decision of Vice-Chancellor shall be the final.





**Indira Gandhi National Tribal University,  
Amarkantak, Dist–Anuppur (M.P)**

**Application for Allotment of IGNTU Residence**

**Part-I (For office use only)**

Type for which applied	Staff Quarter allotted	Remark

**Part-II (To be filled in by the applicant)**

- Please read “Guidelines & Rule for Allotment of Residence Accommodation” before filling the form. Incomplete application will be rejected without any further reference.
- Please fill up the form neatly/ in BLOCK LETTER.
- Please tick which ever required to do so.

1.	Type for Staff Quarter Applied for	Type II / III/ IV / V
2.	Name of the Applicant/ Employee	
3.	Father's Name of the Applicant	
4.	Designation	
5.	Department/ Branch/ School	
6.	Date of Birth	
7.	Employee Code	
8.	Pay level in the pay matrix as on date	
9.	Basic Pay as on date	
10.	Date of joining in the University	
11.	Date of joining on present pay level	
12.	Category (General/ SC/ ST/ PH)	
13.	Permanent Address	
14.	Phone No.	
15.	Marital Status – (Married / Un-married)	
16.	Details of Members in the family	

Date:

Signature of the applicant

**UNDERTAKING**

**(Along with application for allotment of residence)**

**I undertake the following:**

- (a) That I fully understand the rules for allotment of residence and I shall abide by the rules stated in the “Guidelines & Rule for Allotment of Residence Accommodation” and amendment, if any, from time to time;
- (b) That I will vacate the residence within the time specified as per rule. and in case of failure to vacate, the University will be free to take possession of the said residence as per procedure specified within “Guidelines & Rule for Allotment of Residence Accommodation” and amendment, if any, from time to time;
- (c) I also certify that above undertaking has been signed by me on my own will without any pressure.

Signature: \_\_\_\_\_

Name of the Employee: \_\_\_\_\_

Designation: \_\_\_\_\_

Employee Code: \_\_\_\_\_