

Guidelines for House Allotment

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ABV-Indian Institute of Information Technology and Management Gwalior

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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 he or she attains the minimum Pay Level in the Pay Matrix as shown in Table-1. Types of houses are classified based on plinth areas of residential accommodation. Plinth area of houses increases from type I to type VI.

Table-1: Indicative description of eligibility and associated pay levels for houses

Type of House CPWD/Institute classification		Faculty and staff (minimum pay level in the pay matrix of 7 CPC)	
Type I	Type A/ B	GP: 1300/1650	Level 1/2/3/4
Type II	Type C	GP: 2400/2800	Level 5
Type III	Type IV	GP: 4200/4600	Level 6/7/8/9
Type IV	Type III	GP: 5400/6000/7000/8000	Pay level 10/11/12
Type V	Type IIA	GP: 9500	Pay level 13
Type VI	Type IIAA	GP: 10500/12000	Pay level 14/15

2. Reservation of houses under different categories

Houses that are to be made available to the faculty and staff members of ABV- IITM Gwalior, henceforth referred to as “available houses”, will exclude the houses already allotted or allotted by the Institute for any other purposes. However, the license fee of non-Institute employees for different types of houses will be charged as per prevailing rates as declared by the Institute.

In future, if there is any change in the sanctioned strength in faculty and staff, then rules pertaining to division of houses among faculty and staff will be enunciated.

3. General procedure for house allotment

Houses will be allotted based on the seniority as per the seniority lists maintained in the competent section of ABV-IITM Gwalior.

- The date of eligibility of employee on contract with regular pay scale, who subsequently joins the Institute as a regular employee, will be the date of his/her joining the Institute as a contractual employee.
- In an allotment process, if there is more than one vacant house of a particular type, then allotment will be made in the order of seniority.
- 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. No response will be treated as refusal. Houses remaining vacant after this procedure will be floated again in the next cycle.

- d) In an allotment process, no allotment/lateral shift will be allowed to a person if he/she is due for superannuation within the next 12 months of the said allotment.

4. Allotment procedure for implementation of the quota system

Status of vacant houses under each category of employees will be provided at each cycle of house allotment process. Houses will be allotted based on the seniority list of various groups of employees.

5. Allotment of a lower type of house

An employee opting for a lower type of house, other than that to which he or she is entitled, may be allotted.

6. Lateral shift

Depending upon the availability of the houses, the lateral shift will be allowed if the employee has stayed for three (03) years in any type of houses.

7. Allotment under medical ground

Allotment of house under medical ground is permissible for the employee and his/her dependents (as per the Institute record). However, one has to apply for it. All such applications will be forwarded to the Medical Board constituted by the ABV-IITM Gwalior for its opinion and recommendations, based on which the House Allotment Committee (HAC) may recommend allotment of a house to the employee on medical ground. However, the scope of such allotment will be restricted to the same type of house (or lower) that the employee is entitled to.

8. Retention of house by employee proceeding on various kinds of leave

An employee proceeding on Long/Short/Sabbatical/Deputation leave may retain his/her house during the period of authorized leave from the Institute up to a maximum period of two (02) years. During this period, prevailing charges and license fee shall be payable.

In case the duration of such approved leave is for more than two years, then the house needs to be surrendered on or before the expiry of two years. 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. If it is not available, he/she will be accommodated in transit accommodation until the same becomes available.

If an employee on an approved leave of more than two years, fails to surrender his/her allotted accommodation to the Institute on or before two years, 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.

9. Subletting of houses

No subletting of houses is allowed.

10. Allotment to husband and wife

No employee shall be eligible for allotment of residential accommodation, if his/her wife or husband 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 must surrender one of the houses within a month of getting married.

11. Temporary allotment on unsafe/dangerous grounds

If the existing residential house becomes unsafe (for construction issues), the allottee may make an application for another house. This application will be forwarded to a designated committee for its opinion and recommendations, based on which the HAC may recommend allotment of a house to the employee for the period the allotted house is taken up for repair.

After repair, the allottee will be required to return to the originally allotted house within 15 days of issuance of fitness certification by Institute Engineering Division (IED).

12. General condition of allotment and rules for occupancy

- a) House allotment will be based on seniority list of the employees.
- b) All leftover of house resulting in any cycle of house allotment will be allotted in the next cycle of house allotment.
- c) The date on which allottee is informed about the allotment by letter/e-mail shall be considered as the “date of allotment”.
- d) An allottee will be given one week time to either accept or reject the allotted house, failing which the allotment will be treated as cancelled and the employee will be debarred to apply for accommodation for one (01) year from the date mentioned in the allotment letter.
- e) If an allottee rejects an offer of allotment after accepting beyond one week time of acceptance, then allottee will be debarred from opting for a house in subsequent rounds for any type of house allotment for two (02) years from the date of rejection of the offer.
- f) If any applicants withdraw his/her application before allotment of the house, then there will not be any penalty on the applicant.
- g) The allottee, who has accepted the allotment, shall take physical possession of the allotted accommodation from the IED within six (06) weeks following the date of acceptance of the allotment letter, failing which the allotment shall stand cancelled on the 1st day following the end of the sixth week, and the allottee 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.
- h) An allottee may retain existing accommodation, if any, till six weeks from date of acceptance of the new accommodation or till the time ongoing repair work gets completed in the allotted house as certified by IED.
- h) 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.

13. Concessional period for which the house may be retained on a normal license fee

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. Following table describes maximum allowable period under various types of events.

#	Event	Maximum period
1	Allottees resignation /dismissal / removal /termination / the term end of contract period from service	One (01) month
2	Allottees retirement (normal/compulsory/voluntary) from service	Four (04) months
3	Death of the allottee (for dependent family)	Six (06) months
4	Allottees proceeding on leave (Long/Short Sabbatical/ Deputation)	Twenty-four (24) months

14. Seniority List and General Procedure for House Allotment

For each type of house, separate seniority lists will be maintained for faculty members and staff members. The seniority for the purposes of house allotment shall be determined as follows:

- a) All persons eligible for a particular type of house shall be grouped according to their GP/AGP/Level. Persons with higher GP/AGP/Level will be considered senior to those with lower GP/AGP/Level, irrespective of the actual Basic Pay.
- b) Seniority of persons having the same GP/AGP/Level shall be determined for a particular type of house in the order of Basic Pay, Date of Eligibility and Date of Birth.
- c) The date of eligibility of a contractual faculty on regular pay scale, who subsequently joins the Institute as a regular faculty, will be the date of his/her joining the Institutes as a Contractual Faculty.
- d) In an allotment process, if there is more than one vacant house of a particular type, the allotment will be made in the order of seniority.
- e) In case of refusal of allotment of a house by a person on or before the deadline of acceptance/rejection, the offer will be made to the next person in the Seniority List, and the procedure will be repeated till the entire Seniority List is exhausted. Houses remaining vacant after this procedure will be floated again in the next round.
- f) In an allotment process, no allotment/lateral shift will be allowed to a person, if he or she is due for superannuation within the next 12 months of the said allotment.

15. Power to allot houses

House allotment committee will recommend allotment of houses considering choices of employees and their seniority in respective group of employees. Houses will be allotted to employees after approval of the competent authority of the Institute.

16. 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.

In unforeseen and exceptional circumstances, the Director may use his/her discretionary power to allot any house in the interest of the Institute.

17. Saving clause

The matters which are not covered by the above guidelines shall be dealt with in accordance with the provisions of the Government of India (GoI) norms as applicable to the Central Government organizations as approved by the competent authority of the Institute.