

## CHAPTER 6

### **ESTATE OFFICE, RULES FOR ALLOTMENT OF RESIDENCES ON THE CAMPUS AND OTHER MATTERS UNDER ESTATE AND WORKS**

#### **6.1 ESTATE OFFICE**

Estate Office works under the charge of the Estate Engineer who is also the Institute Engineer. He is supported by Estate Section for administrative and accounting work. The Estate Office performs the following functions:

1. Allotment of residences on approval from Chairman, House Allotment Committee.
2. Allotment of Commercial Establishments and kiosks on the advice of Commercial Establishment Committee.
3. Grant of licence to vendors through advice of Commercial Establishments Licensing Committee.
4. Permission for use of Guest House – 1 and 2, Children's Park (for putting shamiana by employees and others for social, religious and official functions).
5. Realization / recovery of licence fee / rent etc. (including Water charges & Electricity Bill) by raising of rent and demand statement and issuance of bills etc.
6. Action against misuse of Institute accommodation like sub-letting, unauthorized construction, occupation, and keeping certain animals.
7. Execution/renewal of agreement/deed for commercial establishments and leased accommodation hired by the institute.

The Estate Office is guided by the following committees:

1. House Allotment Committee;
2. Sub-letting Committee;
3. Commercial Establishments Monitoring Committee (CEMC);
4. Commercial Establishments Licensing Committee (CELC).

The Estate Engineer has been vested with judicial powers to effect eviction of residential and commercial accommodation occupied unauthorizedly by an employee or a vendor.

The residences are allotted by the House Allotment Committee in accordance with the provision in the Statutes and the House Allotment Rules approved by the BOG.

## **6.2 ALLOTMENT OF RESIDENCES**

Statute 34 provides for allotment of residential accommodation to the Institute employees and recovery of licence fee and other charges from them.

## **6.3 HOUSE ALLOTMENT RULES**

The House Allotment Rules notified vide Circular No. 1851 dated 15.5.2012 is given in Annexure 6.1.

## **6.4 LEASED ACCOMMODATION**

Due to shortage of accommodation, the Institute allows leased accommodation to the new faculty. The present rules for providing leased accommodation to the newly appointed faculty are as follows:

- (i) The Institute may hire leased residential accommodation (approximately 1200 sq. ft.) in the neighboring colonies for its newly recruited faculty within the rent ceiling indicated below.

Professor / Assoc. Professor / equivalent upto Rs.20,000 p.m.\*

Asstt. Professor / Lecturer / equivalent upto Rs.12,000 p.m.\*

\*(as per VIth Pay Commission Scales to be proportionately enhanced as per VIIth pay commission scales.)

- (ii) The faculty members who are allotted leased accommodation towards the above monthly rent would pay to the Institute 10% of his emoluments (i.e. pay including Dearness allowance and City Compensatory Allowance). The Institute would contribute the amount equal to the House Rent Allowance payable to the faculty member from the salary head of the Non-plan budget of the Institute. The balance of the amount payable to the landlord for the leased house will be paid from the interest earned by placing the accumulations in the industrial liaison fund of the Institute in fixed deposit.
- (iii) If the monthly rent exceeds the ceiling indicated under (i) above, the faculty member shall pay the difference in addition to 10% of his emoluments.
- (iv) The period for each of an individual house taken on lease may be 3 years or less, as decided by the Director at his discretion, depending upon the circumstances of each case.
- (v) The Institute will not bear the responsibilities for meeting any other charges including security deposits. All these charges shall be met by the faculty members concerned.

## **6.5 LICENCE FEE FREE ACCOMMODATION**

In accordance with the Statutes and the approval of Board of Governors vide provision 34(4) of the Statutes; the following have been provided licence fee free accommodation:

1. Director
2. Deputy Director (s)
3. Deans/Chief Warden
4. Wardens
5. Asstt. Wardens
6. Registrar
7. Institute Engineer / Estate Officer
8. Security Officer
9. Senior Medical Officer / Asstt. Medical Officers
10. Incharge, Guest Houses
11. Jr. Engineers (Public Health) and (Electrical)

#### **6.6 PROFESSOR(S) APPOINTED AS DIRECTOR(S) / PRINCIPLE(S) OF OTHER N.I.TS / COLLEGES**

Professors of MNIT Jaipur who are appointed as Directors /Principle of other N.I.T's / Colleges can retain the house allotted to them in campus for two years only.

#### **6.7 TELEPHONES**

All faculties and staff are currently provided internal phone with zero dialing facility and perk of reimbursement of mobile charges upto a ceiling of Rs.750/- (including free 600 minutes) per month (CUG Mobile Plan of Vodafone).

#### **6.8 HALLS/ROOMS/GROUNDS/COMMUNITY FACILITIES ETC.**

Guest Houses /Grounds / Children's Park /Institute Canteen facilities are allowed for use for organizing institute functions. These facilities are also allowed for use by the institute staff for religious and social gathering on rental basis with the prior approval of the competent authority.

The following would be the terms and conditions and eligibility criteria for allotment & tariff of rooms and food rates in Institute Guest House.

1. Allotment of rooms in Guest House No.1 (GH-1) & Guest House no.2 (GH-2) would be on first come first serve basis.
2. Booking of rooms in Guest House No.1 will not be permitted before 15 days & rooms in Guest House No.2 will not be permitted before 30 days.
3. Guest House Coordinator will allot room only for 7 days after that Guest House Caretaker has to take permission again from Guest House Coordinator.

## Eligibility for Guest Houses (1 & 2)

### Category – A

Institute Guest

1. External Members of Board of Governors, Financial Committee, Building and Works Committee, Selection Committee, MHRD Representative etc.
2. Directors and Chairpersons of NITs, IITs, IIMs.
3. External Examiners
4. Eminent Persons for Delivering Special Lectures.
5. Any Other Approved by the Director.

### Category – B

1. Officials from Government, Public Sector, Undertaking and Industries for Campus Interview, Delegates of Conference/ Workshop/ Seminar organized in MNIT, Former Staff Serviced in MREC/ MNIT/ NIT/ IIT and Parents of Students Duly certified by HOD/ Warden.
2. Employees of MNIT for
  - (i) Marriage/ any other Social Function of Self or His/ Her Family Members (Son, Daughter).
  - (ii) Employees Real Sister's / Brother's Marriage.
  - (iii) Any Other Approved by the Director.

### Category – C

Those not recovered by the Category – A and B with approval of the Guest House Incharge (Coordinator) / Director.

### Tariff for Guest Houses – Per Room Per Day:

S. No.	Facilities	Categories		
		A	B	C
1	Guest House No. 1 (GH-1)	Free	300	600
2	Guest House No. 2 (GH-2)	Free	150	300
3	Dining Hall of GH-2	N.A.	1, 000	2, 500
4	Dining Hall + Adjoining Garden of GH-2	N.A.	5, 000	10, 000

- Consolidated Cleaning Charges (Additional) Rs. 1, 000/- for Dining Hall of GH-2 and Rs. 10, 000/- Dining Hall of GH-2 + Adjoining Garden of GH-2.

Or As decided by Institute authority from time to time.

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**Catering Charges for All Categories (Rs.):**

Tea	Coffee	Milk 200 ml	Biscuits One Plate	Breakfast	Lunch	Dinner	Breakfast + Lunch + Dinner	Special Lunch / Dinner
5	10	15	15	50	100	100	200	150

**Note:**

- (i) Two Rooms of GH-1 (Room No. 6 & 7) will be allotted only with the prior approval of the Director.
- (ii) Allotment of Dining Hall + Adjoining Garden of GH-2 will be made with the prior permission from Dean Administration / Director.  
Or As decided by Institute authority from time to time.

**iii. Children's Park**

Normal Rs. \_\_\_\_\_ Director or his Nominee

Concessional Rs. \_\_\_\_\_

Security Deposit Rs. \_\_\_\_\_ (Refundable)

**vi. Lecture Halls  
Class Rooms**

**viii. Grounds**

**viii.iv Sports Pavilion** \_\_\_\_\_ (Normal) Dean of Students  
\_\_\_\_\_ (Concessional)

**ix.iii Central Lawn**

The employee will have to inform the Security Officer for security purposes. Institute will neither provide electrical connection nor the water supply. The responsibility of cleaning will remain with the user only.

**x. General**

1. In all cases the charges will be for actual days of usage and not for the day of the Function only.
2. Concessional charges will be applicable for all functions organized through the Institute where funds are received by MNIT Jaipur and overhead charges are paid to the Institute.
3. For Official functions of the Institute, the Venues will be booked without rental charges but with Honorarium for the staff deployed for the function.
4. A copy of all the booking for all functions will invariably be sent to the Security Office and Registrar's Office.

## **6.9 USE OF INSTITUTE GROUNDS/LAWNS**

In order to provide proper security environment to the Faculty, Students and Staff as well as to all Residents of the Campus and also to safeguard the property of the Institute from trespassers, undesirable/unauthorized persons. The Faculty, Student, Staff and Residents of the Institute are requested to cooperate. The Grounds / Lawns are used only by those for whom these are meant and not by the trespassers and undesirable/unauthorized persons. The Security personnel of the Institute have been authorized to monitor and check the use of these grounds and drive-away the trespassers and undesirable / unauthorized persons.

## **6.10 WORK-CHARGED EMPLOYEES**

- (i) Director is authorized to consider giving all service benefits to employees appointed on work-charged basis in terms of Board of Governor's decisions at par with the regular employees of the Institute except that these employees will be considered for conformation only when the ban on creation of posts is lifted by the Ministry.
- (ii) Appointment of staff (work charged) is to be made only under one of the three modes of recruitment provided in the Statutes.
- (iii) On subsequent absorption in permanent post on regular basis in the Institute, the past service rendered continuously on work charged basis be counted as temporary service for purposes of retirement benefits as for temporary employees of the Institute.
- (iv) The balance of earned leave at the credit of the work-charged employees subsequently absorbed on permanent posts on regular basis in the Institute, is carried forward subject to the prescribed limit of accumulation of leave on the following conditions:-
  - (a) There is no break in their service;
  - (b) They make an application for carrying forward of their leave;
  - (c) The carried forward leave is exhausted first and the leave earned in respect of service rendered after their appointment in the Institute is availed later; and
  - (d) The benefit of carry forward does not automatically confer any other right to claim the benefit of previous service in respect of any other matter.
- (v) Service rendered on work charged basis by employees before being appointed on regular basis without any break may also be counted for purpose of grant of one special increment.

- (vi) The work-charged staff is provided (i) Liveries, (ii) retirement benefits at par with the comparable categories of Institute regular employees and same working timings are followed by all the site staff (work-charged as well as regular) in the Maintenance and Construction Divisions of the Works Organisation as that of other regular staff of the Institute.

## **6.11 MONITORING OF ACTIVITIES WITHIN THE CAMPUS**

To improve the quality of life within the MNIT Campus, a system of reporting of various activities has been devised. The campus has been divided into ten territorial zones. Each zone has been assigned to J.E. for reporting various matters affecting the community life of the Institute. The matters are as under:

- (a) Encroachment of MNIT land by outsiders.
- (b) Erection of any unauthorized structure within the Campus either by residents of the Campus or by outsiders.
- (c) Unauthorized dumping of materials inside the Campus premises by outsiders.
- (d) Leakage of water supply and sewer lines.
- (e) Wastage of water through hydrants, overflowing of tanks.
- (f) Breach of roads, paths, fencing and boundary wall.
- (g) Defects in electric installations such as lighting.
- (h) Special-maintenance problems connected with safety and security
- (i) Any other damage, defects to the Institute property like missing of manhole covers, road gully gratings etc.
- (j) Any other matter prejudicial to the security and safety to the Institute community.

The J.E. shall make a round of his assigned zone as frequently as possible but certainly once in a week and list out items to be reported. He shall submit weekly report to the Estate Engineer who will monitor the activities and take appropriate action based on the report received. The matter of immediate concern shall be reported directly to the concerned J.E. /A.E.N./Ex.E.N. for taking action.

## **6.12 GUIDELINES/ RULES FOR ADDITION-ALTERATION WORKS FROM INSTITUTE NON-RECURRING & RECURRING FUNDS AND FUNDS OF SPONSORED/ CONSULTANCY PROJECTS**

### **6.12.1 PREAMBLE**

These guidelines/rules for Addition-Alteration works for Departments /Centres / Sponsored /Consultancy Projects/Laboratories have been framed in order to provide a conducive working environment for teachers and students to promote excellence expected from MNITJ and as such should be interpreted in that context, so that the Addition-Alteration works are done in time which permits laboratory and research work to be pursued with greater vigor. These Rules also contain details of accounting & maintenance of records.

### **6.12.2 ABBREVIATIONS AND DEFINITIONS**

### 6.12.2.1 ABBREVIATIONS

A/Cs	Accounts Section
Audit	Internal Audit Section
BOG	Board of Governors
CFA	Competent Financial Authority
CS	Consumable Stores
E.C	Execution Committee
FACULTY-	All Academic Staff
HOD/C-	Head of the Deptt. /Centre
IIED	Industrial Institute Interaction Entrepreneurship Development
TFC-	Tender Finalization Committee

### 6.12.2.2 DEFINITIONS

**6.12.2.2.1** The definitions in this section should be interpreted in the context of this document only.

**Department:** Department shall imply Department/Inter-Disciplinary Program/Centre/Central Facility/Unit or any entity in the Institute which has a separately allocated budget.

**Project:** Project shall mean any sponsored consultancy project or any other activity of the IIED/TEQIP/CEP etc of the Institute.

**Contractor:** Contractor refers to the company/vendor specialized firm /individual entrusted with the Addition-Alteration work.

### 6.12.3 COMPETENT FINANCIAL AUTHORITY (CFA)

#### 6.12.3.1 for execution of Addition-Alteration works

<b>CFA</b>	<b>Individual work costing</b>
HOD	Upto Rs. 50,000
Registrar	Above Rs50,000& upto Rs.2.5Lakhs
Director	Above Rs. 2.5 Lakhs

**Note: Works will not be split into smaller lots to avoid getting approval of Director.**

All works costing above Rs. 2.5 Lakhs will have to be got executed through Estate & Works. However if any Department so desires, the works costing even upto Rs.2.5Lakhs could also be got executed through the Estate & Works.

### 6.12.4 GUIDELINES FOR ADDITION-ALTERATION WORKS

The Guidelines are as enclosed at Annexure “A”. The HOD would satisfy himself about the quality and quantity of work got executed under these rules.



### **6.12.5 IMPLEMENTATION OF RULES**

The Institute shall lay down guidelines specifying normal time for each of the processing function under these rules so that all actions are completed expeditiously.

### **6.12.6 INTERPRETATION OF RULES**

Wherever difficulties arise in interpreting these rules or relaxations are required for smooth functioning of research and teaching work, the Director shall be the Competent Authority for approval on behalf of the Board of Governors.

**ESTATE & WORKS DEPARTMENT**

**Subject:- Guidelines for execution of “Addition-Alteration Works” being undertaken/ executed directly by HODs from their own funds.**

1. It is imperative that such works should be in conformity with the architectural concept of the Academic Area and should be confined to the interiors. Large variations in types of fixtures may not generally be made. The maintenance of all elements of the new work which are at variance to the normal maintenance items of works will be undertaken by the Department. **These must not endanger the stability of the structure.** Generally no alteration to water supply, drainage and electric distribution network should be made. If unavoidable these will be carried out with prior concurrence of maintenance unit of Estate & Works. In order to maintain clean surroundings, rubbish, malba and dismantled materials should be promptly got removed by HOD.
2. All proposals for Addition-Alteration works proposed by a Department be submitted as per Annexure-B to Estate & Works Deptt. for Technical clearance. Technical feasibility report would be referred to the Renovation Committee for deliberations / recommendations and approved by the Director before actual execution.
3. Approval from Competent Financial Authority may be taken after Technical Approval as in (2) above has been obtained.

**PROPOSAL FOR ADDITION-ALTERATION WORKS BEING UNDERTAKEN / EXECUTED DIRECTLY BY HODs FROM THEIR OWN FUNDS.**

Name of Work:-.....  
Location of Work (Room/Lab. No.):.....  
Drawing /Details of Work: - Enclose small note and sketch on separate sheet (s)  
Department:-.....  
Estimated cost of work: -.....

For execution of the above work the Department will abide by the following: -

1. The work is an interior work and the basic look /elevations or aesthetics of the existing Block / Building will not be altered. No structural changes will be made.
2. No alteration to water supply, drainage and electric lines would be made. If any alteration is needed that would be carried out only after prior concurrence of Maintenance Unit of E & W, in which case relevant drawings indicating these changes would be enclosed. There will be no damage to any electrical / water or sewer line and other installations in adjoining areas. In case of any such damage the same would be got made good from agency doing the work.
3. The work would be planned in such a way that there is least dismantling and damage to the existing infrastructure.
4. For this work no additional load of electrical power would be needed / additional power is required and a note on requirement with justification is enclosed (Tick the desired option).
5. No new telephone EPABX is required.
6. The responsibility of dumping all buildings rubbish/ malba and dismantled / discarded materials etc. in Nallah behind Hospital or any other place earmarked for the purpose will lie with the constructing agency. The Deptt. will inform agency where to dump the waste. Final payment of the agency doing the work would be released after its compliance strictly. Similarly any useful materials are also to be removed / disposed off.
7. Entries in Inventory Register / Asset Register will be made in the Department.

Date :-.....

Signature \_\_\_\_\_

Name : \_\_\_\_\_

Head of Deptt.: \_\_\_\_\_

**ANNEXURES**

**CHAPTER 6**

<b>Annexure</b>	<b>Title</b>	<b>Page</b>
6.1	House Allotment Rules.	4-26

**ANNEXURE 6.1**  
**(Refers 6.3)**

**HOUSE ALLOTMENT RULES**

**1. SHORT TITLE AND APPLICATION**

- (a) These rules may be called the Rules for Allotment of Residences in the Malaviya National Institute of Technology, Jaipur.
- (b) These rules shall come into force with effect from such date as may be notified by the Institute.
- (c) These rules shall apply to all employees of the Institute and others mentioned in it and cover the residential accommodation within the MNIT campus.
- (d) With the coming into force, these shall supersede all the earlier rules.

**2. DEFINITIONS**

- (a) *Allotment* means the grant of license to an Institute employee to occupy a residence in accordance with the provisions of these rules.
- (b) *Occupation* means that an Institute employee has taken permission of the resident which has been allotted to him / her.
- (c) *Occupation Date* means the date on which the employee occupy the allotted residents.
- (d) *Allottee* means an employee to whom residential accommodation is allotted
- (e) *Committee* means the House Allotment Committee of the Institute.
- (f) *Authorities* mean the authorities as defined by the N.I.T. Act and Statutes.
- (g) *Director* means the Director, Malaviya National Institute of Technology, Jaipur.
- (h) *Pay Matrix* means the Pay Matrix as granted to the employee by the Institute.
- (i) *Seniority date* of an employee is the First date from which he or she became eligible for the type of accommodation in question and has continued to remain eligible till date.
- (j) *Employees* means whole time employee of the Institute who are eligible for residence on the campus in terms of these rules.
- (k) i) *Academic Staff* means the staff belonging to any of the following categories: Director, Deputy Director(s), Professor, Associate Professor, Assistant Professor and such other academic posts as mentioned in the Recruitment Rules.  
ii) *Non-academic Staff* means the employees of the Institute other than the Academic Staff.
- (l) *Estate Engineer* means an officer of M.N.I.T. Jaipur, designated as such by the competent authorities of the Institute.
- (m) *Family* means the wife or husband, as the case may be, children, step children, legally adopted children, parents, brothers and sisters as ordinarily reside with and are dependent on the employee.
- (n) *Institute* means the Malaviya National Institute of Technology, Jaipur.
- (o) *License Fee* means the sum of money payable monthly in respect of a residence allotted under these rules, in accordance with the provisions made in the Statute No. 34 (2) of M.N.I.T. Jaipur Act and Statutes and any revision thereof.

- (p) *Residence* means any residence for the time being under the administrative control of M.N.I.T. Jaipur.
- (q) *Sharing* means allowing another N.I.T. employee to occupy part of the accommodation with the prior approval of the House Allotment Committee.
- (r) *Subletting* means letting out whole or part of the accommodation by an allottee to another person with or without payment of license fee by such other person.
- (s) *Temporary Transfer* means a transfer which involves an absence from the headquarters or Jaipur for a period not exceeding four months.
- (t) *Type* in relation to an employee means the type of residence to which he is entitled under the provisions of these rules.

### **3. House Allotment Committee (HAC)**

The Committee to consider allotment of residence and consisting of the following:

- (i) Chairman: A Professor to be nominated by the Director.
- (ii) Estate Engineer: Member Secretary.
- (iii) A Professor or an employee of equivalent academic rank.
- (iv) An Associate Professor or an employee of equivalent academic rank.
- (v) An Assistant Professor or an employee of equivalent academic rank.
- (vi) A member of the administrative staff equivalent to Deputy Registrar.
- (vii) A member of the administrative staff equivalent to Assistant Registrar.

The members at S. No. (iii) to (vii) will be nominated by the Director. The Director may also nominate one or more member / observer at his discretion.

The Estate Engineer will be responsible for executing decisions taken by the House Allotment Committee.

### **4. ELIGIBILITY**

The following categories of employees are eligible for allotment of residence in the campus subject to the provision of these rules.

- (a) All employees who are appointed on regular scales of pay;
- (b) All employees on deputation;
- (c) All employees appointed in visiting capacity; and
- (d) All employees appointed on contract basis on regular scale of pay

Note 1: All persons employed against temporary positions in Institute projects, such as Thrust area, R & D projects and Institute sponsored projects and Research or scientific staff (such as Research Associates, etc.) on the pay roll of organizations

**5. ALLOTMENT TO HUSBAND AND WIFE: ELIGIBILITY IN THE CASE OF EMPLOYEES WHO ARE MARRIED TO EACH OTHER.**

- (a) No employee shall be allotted a residence if the wife or the husband, as the case may be, of the employee has already been allotted a residence unless such residence is surrendered simultaneously with occupation of the new residence.

Provided that this sub-rule shall not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by court of law.

- (b) Where two employees in occupation of separate residence allotted under these rules marry each other, they shall surrender one of the residences within one month of the marriage.
- (c) If a residence is not surrendered, as required by sub-rule (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 residences are of the same type, the allotment of such one of them, as the Chairman, House Allotment Committee may decide, shall be deemed to have been cancelled on the expiry of such period.
- (d) Where both the husband and wife are employed in the Institute, the title of each of them for allotment of a residence under these rules shall be considered independently.

**6. CLASSIFICATION OF RESIDENCES**

Save as otherwise provided by these rules, an employee will be eligible for allotment of residence of the type given in Annexure 'A' to these rules. Changes, if any, to this Annexure will be notified from time to time by the Registrar.

**7. ALLOTMENT OF SERVANT QUARTERS.**

The servant quarters attached to the houses, if any are treated as the integral part of the house / quarters allotted to the occupant. All the responsibilities for proper maintenance and good upkeep of the servant quarters lie with the allottees.

1. The allottee should make an application and obtain explicit permission from the Institute for allowing the personal servants to stay in the servant quarters.
2. In case of any change of occupant of servant quarter fresh permission may be obtained.
3. The servant quarters can be allotted by the occupant to authorized citizens of the country only whose character antecedents are verifiable.
4. The servant quarters can be allotted by the occupant only to a single family with restricted number of occupants to a maximum of 4 people dependent on the occupant.
5. All the occupants should invariably obtain a photo ID card in group or individual with full details of each family member in the Performa.

6. In case of any complaint about the activities of the occupants of servant quarters, the Institute reserves the right to evict them from the servant quarters including lodging of FIR as per the constitutional law.
7. The allottee should not use the servant quarters for making any profits / rent or gains through sub-letting the servant quarters in any form.
8. The occupants of servant quarters shall not indulge in any kind of organisation of fairs and festivals, gatherings, inviting outsiders in small or large numbers or be involved in organizing religious gatherings on a regular basis.
9. All the vehicles used by the occupants of servant quarters should be registered with the security wing of the Institute with proper vehicle pass. The occupants of servant quarter shall not have access to the community facilities whether free or paid.
10. Any family member of the occupants of the servant quarter if found guilty on involvement of any unauthorized activity shall be prohibited from entering the campus including referring the cases to the competent authorities

## **8. APPLICATION FOR ALLOTMENT OR CHANGE OF RESIDENCE**

An employee who seeks allotment/change of a residence shall apply on the prescribed form to the Chairman, House Allotment Committee / Estate Engineer.

## **9. ALLOTMENT OF RESIDENCES**

- (a) Save as otherwise provided in these rules, a residence on falling vacant will be allotted to an applicant having the earliest priority date for that type of residence from among the following those desiring a change, or those without accommodation, or those living in a lower type of accommodation.
- (b) For allotment of Type A to D houses and Acharya Bhavan, one type above and one type below of entitled residence will be considered for allotment and the seniority will be determined from date the person becomes entitled to the appropriate type of residence.
- (c) A residence of a type higher than that to which an applicant is eligible under these rules will not be allotted except when there is no employee entitled for a particular type of residence is in waiting.
- (d) Change of residence will be allowed as per clauses relating to Change of residence listed under Point 1 and 2 in “Annexure A” of House Allotment Rules.

## **10. MAINTENANCE OF SPECIAL POOLS FOR CERTAIN CATEGORIES OF EMPLOYEES**

- (a) The following are entitled to specific houses earmarked for them.
  - i) Director (A-1)



ii) Registrar (B-17)

This list may be revised from time to time by the Institute. These earmarked houses must be vacated within 15 days of the relinquishment of the office by the officer, except those who join the Institute on deputation. In such cases the house should be vacated within two months of relinquishing of the charge.

(c) Priority Pool:

Certain number of employees belonging to some categories particularly those who perform night duties / shift duties and are in- charge of essential services as detailed below would be classified as essential staff whose presence in the Institute campus is required for the Institute work.

- i. Hostel Wardens, Medical Officer, Estate Engineer
- ii. Dispensary (one male and one female nurse) / Computer Centre (one Technician maintaining server).
- iii. Security Officer.
- iii. Persons deployed to handle emergencies of electricity, water - supply and air - conditioning.

Such staff should give an undertaking that they will be available for the services 24X7 except when out of station. In case it is found that they fail to provide services without appropriate reason, HAC may cancel their allotment and they may be asked to vacate the premises without any notice period.

(d) On retirement of an employee, who had been occupying an Institute accommodation, priority allotment may be made to the employee's spouse if she or he is also an employee of the Institute. Such allotment will be subject to the following conditions:

- i) The house to be allotted shall be the type to which the person is eligible.
- ii) If the spouse is eligible for the same type of residence, the house occupied by the allottee may be allowed to be retained.

(e) On the death of an employee who has been occupying an Institute accommodation, priority allotment may be made to son, daughter or wife if either of them is an employee of the Institute and has been residing with the deceased employee.

If the son, daughter or wife (as the case may be) of the deceased employee is eligible for the same or higher type of accommodation as was in occupation of the employee at the time of death, he may be allotted the same accommodation as occupied by the deceased employee. Otherwise the type of residence shall be according to entitlement of the new incumbent.

- (i) The family of the deceased employee if already provided with the Institute accommodation, may continue to be provided with the accommodation at the Institute, if appointed on compassionate grounds till such time he/she is allotted

accommodation of the type according to his/her entitlement i.e. post to which he/she has been appointed. This adjustment should be done at first available opportunity.

(f) **Staff on Deputation:**

- i) Staff on deputation will be provided an accommodation usually one category below normal entitlement on availability of house.
- ii) In the case of a person on deputation having come from outside Jaipur, accommodation on availability will be given as per his entitlement, irrespective of whether he was in possession of accommodation from his parent organization or not.
- iii) In the case of a person on deputation from Jaipur not covered under clause (i) his name will be inserted in the waiting list for a type as per his entitlement taking his services in the parent organization also into account. The antedating of priority date thus resulting will be limited to a maximum of five years. For the eligible category such staff will have seniority from the date of joining the Institute.

**11. PRIORITY ALLOTMENT OF GROUND FLOOR RESIDENCE ON MEDICAL GROUNDS**

Out of turn allotment of ground floor flats in multi - story blocks for all those who are already in occupation of the Institute residence will be considered for a house one category below the type of house presently occupied by the employee on extreme medical grounds of illness of the employee / spouse / children only.

For this purpose, the following procedure shall be followed:

An employee desiring allotment of ground floor residence on medical grounds may apply to the Chairman, HAC giving full particulars of the medical case. All such cases will be referred to the Institute Medical Officer for medical examinations by a Medical Board which must include a specialist. The Medical Officer will send the recommendation of the Medical Board stating likely duration of illness and recovery period along with the applications of the employees to the Estate Office. On the recommendations of the Medical Board, the HAC will finally decide the number of persons to who out of turn allotment of ground floor residence is to be made on medical ground. Such allotment will be made as and when ground floor residence falls vacant. An employee allotted ground floor accommodation on medical ground shall be allowed to apply for higher category accommodation on the ground floor only. Such a change of allotment will be affected when he / she becomes entitled for the same.

**12. NON ACCEPTANCE OF ALLOTMENT OR OFFER OR FAILURE TO OCCUPY THE ALLOTTED RESIDENCE AFTER ACCEPTANCE**

- (a) If an employee fails to accept the allotment of a residence within 5 days from the date of receipt of the letter of allotment, or fails to take possession of that residence after acceptance within 8 days from the date of receipt of allotment he shall not be eligible for another allotment for a period of one year from the date of issue of the allotment letter.
1. Occupation and vacation of house should be completed within 15 days from the date of issue of allotment letter instead of occupation within 15 days from the date of issue of allotment letter and vacation within three days from the date of occupying the new house.
  2. The members who regret to accept the allotment or withdraw the application, the person is debarred for one year from the date of allotment. The HAC committee recommended the date of debar may be counted from the last date of the month/closing date of the month of advertisement of the house.
- (b) If an employee occupying a lower type of residence is allotted or offered a residence of the type to which he is entitled, or for which he has applied, and he does not accept the allotment or offer of allotment, he may be permitted to continue to stay in the previously allotted residence on the condition that he shall not be eligible for another allotment for a period of one year from the date of allotment letter. This rule shall also be applicable to the employee who applies for change / allotment and subsequently withdraws his application.

**13. PERIOD FOR WHICH ALLOTMENT SUBSISTS AND THE CONCESSIONAL PERIOD FOR FURTHER RETENTION**

- (a) An allotment shall be effective from the date on which it is occupied or from the 8th day from the date of receipt of the allotment order by the allottee, whichever is earlier, and shall continue to be in force until:
- (i) The expiry of the concessional period permissible under sub-clause (b) below after the employee ceases to be in the service of the Institute;
  - (ii) It is cancelled by the Estate Engineer / Director or is deemed to have been cancelled under any provision in these rules;
  - (iii) It is surrendered by the employee.
- (b) A residence allotted to any employee may be retained beyond the occurrence of any of the following events for the period specified against each as per table below except as specified for earmarked houses in Section B (2), provided that the residence is required for the bonafide use of the officer or members of his family.

S. No.	Events	Maximum period for retention of residence
i	Resignation, dismissal or removal from service, termination of service or unauthorized absence without permission.	Two months
ii	Retirement, reversion to parent department on	Four months

	expiry of the period of deputation.	
iii	Death of the allottee.	Six months
iv	Leave preparatory to retirement or refused leave.	For the full period of leave.
v	Medical leave	Full period of leave.
vi	Study leave / Training or sabbatical leave.	One year (For the duration of leave)
vii	Leave on foreign assignment or leave without pay in India.	One year
viii	Deputation / lien.	One year or period of deputation / lien whichever is less.

Note: For (vi), (vii) and (viii) the retention of residence on normal rent will be allowed only if the residence is retained for bonafide use by the members of the employee's family. However, the retention of residence beyond the periods indicated above may be allowed at the discretion of the Director on payment of market rent, upto a maximum of further one year provided the period of leave / lien / deputation is upto two years only. Thereafter, the matter may be put up to the Board of Governors.

However, if the faculty member concerned does not return and resume duty on the expiry of EOL, he/she will be charged market rent instead of normal rent for the entire period of one year EOL. In case the faculty member does not come back on the expiry of the EOL, then he/she will be charged market rent for the first year and holding rent for the second year.

- (c) An employee who has retained the residence by virtue of concessions under item (i) or item (ii) of the table under sub - rule (b) shall, on re - employment in the Institute within the period specified in the said table, be entitled to retain that residence and shall also be eligible for any further allotment of residence under these rules.

PROVIDED that if the Pay Matrix of the employee on such re-employment do not entitle him to the type of residence occupied by him, he shall be allotted lower type of residence to which he would be entitled under the rules.

- (d) Notwithstanding anything contained in sub-rule (b) or sub-rule (c) above, when an employee is dismissed or removed from service or when his services have been terminated by the competent authority, and the said authority immediately before such dismissal, removal or termination is satisfied that it is necessary or expedient in the Institute interest to do so, Director may require the Estate Engineer to cancel the allotment of the residence made to such employee either forthwith or with effect from such date prior to the expiry of the period of one month referred to in item (i) of the table under (b) as he may specify, and the Estate Engineer shall act accordingly.

#### **14. PROVISIONS RELATING TO LICENSE FEE**

- (a) An employee of the Institute who has been allotted accommodation shall be charged license fee as provided for in the Statutes from the date of occupation or the 16<sup>th</sup> day from the date of issue of the allotment letter, whichever is earlier.
- (b) An employee who, after acceptance, fails to take possession of that accommodation within 15 days as in sub-clause (a), from the date of issue of the allotment letter, shall be charged license fee from such date upto a period of one month or upto the date of re-allotment of that particular accommodation, whichever is earlier. Provided nothing contained herein shall apply where the Estate Engineer certified that the accommodation is not yet ready for occupation and, as a result thereof, the employee would not occupy the residence within the aforesaid period.
- (c) Where an employee, who is already in occupation of a residence, is allotted another residence and he occupies the new residence, the allotment of the former residence shall be deemed to be cancelled, after expiry of three days from the date of occupation of New residence during this period of three days he shall be charged license fee for the newly allotted residence.
- (d) Where an allotment of accommodation has been accepted the liability for license fee shall commence from the date of occupation or the 16<sup>th</sup> day from the date of issue of the allotment order, whichever is earlier.
- (e) If an employee who is in occupation of the residence in the Campus fails, after acceptance, to occupy the new residence allotted to him within 15 days from the date of allotment, he will be liable to pay license fee for both the houses subject to (b) and (c) above.
- (f) An employee to whom a residence has been allotted shall be personally liable for payment of the license fee and the cost of any damage beyond fair wear and tear caused there to or to the furniture, fixture or fittings or services provided therein by the Institute during the period for which the residence has been and/or remains allotted to him or until the vacant possession is restored to the Institute.
- (g) Where an allottee retains or is allowed to retain the residence beyond the prescribed periods provided under these rules he shall be charged Holding Rent of the residence for the period which falls outside the prescribed period. The holding rent will be equal to 300% of the market rent of the residence for the first month and will then subsequently increase by an amount equal to 50% of the market rent with each succeeding month.

## **15. SURRENDER OF AN ALLOTMENT**

- (a) An employee may at any time surrender an allotment by giving intimation so as to reach the Estate Engineer at least 10 days before the date of vacation of the residence. The allotment of the residence shall be deemed to be cancelled with effect from the eleventh day after the day on which the letter is received by the Estate Engineer or the date specified in the letter, whichever is later. If he fails to give due notice, he shall be

responsible for payment of license fee ten days or the number of days by which the notice given by him falls short of ten days.

- (b) An employee who surrenders the residence under sub-rule (a) shall not be considered again for allotment of Institute residence for a period of one year from the date of such surrender. This shall be applicable to those who surrender within 6 months of allotment, if one surrenders after 6 months of allotment the period of debar shall be 6 months.

## **16. CHANGE OF RESIDENCE**

- (a) Change of residence will be allowed as per clauses relating to “Change of residence” listed under Point 1 and 2 in “Annexure A” of House Allotment Rules
- (b) In the event of the accommodation becoming temporarily uninhabitable due to any damage caused by rain, flood, fire etc, such change shall be valid only till the residence is restored to a habitable condition, when the allottee would be required to reoccupy the same.

### **Explanation**

The Estate Engineer shall certify the fitness or otherwise of a residence as in above.

- (c) If an employee fails to accept a change of residence offered to him within 8 days of the issue of such offer of allotment, he / she shall not be considered again for a change of residence for one years.
- (d) An employee who, after accepting a change of residence, fails to take possession of the same, shall be charged license fee for such a residence in accordance with the rules made under the Statutes till its date of re-allotment or one month, whichever is earlier, in addition to the normal license fee for the residence already in his possession, the allotment of which shall continue to subsist.

### **Explanation**

Allotment of ground floor on medical grounds shall not be treated as a change under this rule.

## **17. MUTUAL EXCHANGE OF RESIDENCE**

Two employees to whom residences of the same type / same floor have been allotted may apply for permission to exchange their residence mutually, and permission may be granted to such mutual exchange subject to the following conditions.

- (a) Such exchange is physically completed and occupation certificate submitted within a period of eight days, from the date of issue of the order.
- (b) Persons who wish to have mutual change shall give in writing an undertaking that they have not applied for study leave / deputation leave / transfer / sabbatical leave nor have

resigned nor are they due for retirement and nor are they likely to do so during the next one year from the date of such undertaking.

### **Explanation**

Failure to comply with all or any of the above conditions will result in cancellation of the permission so granted.

#### **18. MAINTENANCE OF RESIDENCE**

An employee to whom a residence has been allotted shall maintain the residence and premises in a clean condition to the satisfaction of the Estate Engineer / Medical Officer.

#### **19. SUBLETTING AND SHARING**

- (a) No employee shall sublet the residence allotted to him or servant quarter and garages appurtenant there to. The servant quarters and garages may be used only for the bonafide purpose.
- (b) If any employee to whom a residence has been allotted sublets the residence or erects any unauthorized structure in any part of the residence, including the lawns, if any, provided with the residence or uses the residence or any portion thereof for any unauthorized purposes or commits any other breach of the rules or conducts himself in a manner prejudicial to the maintenance of harmonious relations with the neighbors or has knowingly furnished incorrect information in any application or written statement, the Director may, without prejudice to any other disciplinary action that may be taken against him, direct the Estate Engineer to cancel the allotment of the residence. An employee found sharing without permission or subletting will be charged rent at four times the market rent for the period of sharing or six months whichever is lower. He will also lose his seniority for allotment of a residence, i.e., he will become junior most in the operating list of seniority for allotment of house in the campus.
- (c) In case of non-allottee Institute employee staying in the sublet house, will be charged penal rent for the period from date of report by Estate Section till date of vacation by the allottee/ occupants.
- (d) No employee is permitted to keep cows, buffaloes, goats, pigs and poultry, in the campus residence and nor shall he indulge in any activity which is a nuisance in the opinion of Director or HAC, and in such case Director or HAC, would direct the Estate Engineer to cancel the allotment forthwith.
- (e) On a complaint received against any occupant regarding violation under these rules, the occupant will be served a notice to offer his/her comments in writing on the complaint within seven days from the receipt of such notice. Also punitive actions may be taken after serving a show-cause notice to be replied within seven days from the receipt of such notice, in case of un-satisfactory reasons / response.

Note:

- For the purposes of this rule, the service of notice shall be deemed to be sufficient for all purposes, if it is sent once under registered post on the address of the premises concerned.
- Such complaint along with the comments or replies, if any, made by the concerned occupant shall be referred to the HAC. After considering the complaints and the comments, if any, the HAC may drop the complaint if satisfied with the comments or replies. However, if the HAC is not satisfied with such comments or replies, then it shall refer the same to the Disciplinary Committee (DC) for an enquiry. If the DC finds the complaint to be correct and the comments unconvincing for reasons to be recorded, then the occupant concerned shall be given a notice to vacate the premises within 15 (fifteen) days from the date of such notice. In such a case, the occupant shall be liable to all punitive actions as provided for under unauthorized occupation under these rules.

(f) For violating rules of the Code of Conduct, the allottee will tender him / herself liable to disciplinary action as per Rules in addition to other punitive actions provided under these rules or any other law in force in the country.

## **20. UNDERTAKING BY AN ALLOTTEE**

All allottees who are either in occupation of a residence in the campus or who are allotted residence shall submit the following undertaking to the Estate Engineer.

“I hereby solemnly declare that Institute residence No. \_\_\_\_\_ allotted to me shall be used by me for residential purpose for myself and my family and no part thereof has been / shall be subletted to anyone. In case of violation of any provisions of the house allotment rules, I fully understand that I shall render myself liable to cancellation of the allotment without prejudice to any other penalty the Institute authorities may impose on me”.

### **Explanation**

The Estate Engineer will notify the date by which these undertakings are required to be submitted to him by the allottees already residing in the campus. This provision will be incorporated in the allotment order in respect of all future allotments.

## **21. Code of Conduct for allottees of Institute Residences**

1. The Institute residences are allotted for living for the allottee and his/her family and relatives. Any other person is not allowed to reside in the residence. If an allottee or his/her family is not staying in the house it must be vacated.
2. No allottee is permitted to sublet the residence allotted to him/her/her partly or fully or use it for any trade or business. If a complaint is received to this effect, appropriate action will be taken by the Institute authorities.
3. Sharing of the residence by the allottee with anyone else, other than those permitted under these rules is not permitted.



4. Mutual exchange of residence by allottees without permission from the Institute is strictly prohibited.
5. The allottees will pay regularly license fee, lift charges and water charges for the residence as prescribed by the Institute from time to time.
6. Any alteration or addition in the Institute residence shall not be allowed by the residents. However, the Institute may decide for identical alteration or addition in a group of identical houses.
7. Any civil, electrical / physical/ logical modifications, removal of fixtures etc. including changing the external wall colours against the approved code of colours of the Institute, creation of roofs and structures, enclosures, shades etc. are not permitted and penal action will be initiated by the Institute.
8. Milk cattle or any other cattle will not be kept in a Institute residence.
9. The allottees will not tamper with the electricity installation, water supply and sanitary fittings or other fixtures in the residence provided by the Institute.
10. Unauthorized use of water supply in any manner will be treated as a serious offense and render the allottee liable to disciplinary action.
11. The allottee will immediately report to the concerned authority about any defects in installations leading to wastage of water or leakage of electricity, etc.
12. The allottees may maintain collared dogs or any other pets provided that they take extra care/responsibility so as not to cause any danger or nuisance to neighbors in any way. They may be prosecuted as per the law for keeping any prohibited pets or for causing damage or disturbance to the inmates and take entire responsibility in personal capacity only.
13. The allottees are expected to conduct themselves in a courteous and polite manner with the neighbors. If any complaints are received about any resident being quarrel some or indulging in objectionable activities like entertaining undesirable characters, disorderly behavior, getting intoxicated outside the house, etc., appropriate disciplinary action including cancellation of allotment of such residence shall be taken by the Institute authorities.
14. The allottee will not encroach upon the Institute land or the land of the neighboring residences for gardening or for any other purpose, either personal / professional.
15. The allottee will not undertake cutting or lopping of the trees in the compound of their residences or nearby areas.
16. If a servant quarter is attached to a residence, the allottee shall furnish the name and age of the person staying in the outhouse to the Estate Office. The allottee shall be fully responsible for the conduct of the person residing in the servant quarter.

No commercial activities will be allowed from the servant quarters. Only the person, spouse and their children can stay by giving prior notification. Violation of this rule will invite a penalty to the allottee @ 50 times of the normal license fee-cum-rent.

## **22. BREACH OF RULES**

- 1) If any employee / occupant / allottee to whom a residence has been allotted, unauthorized sublets the residence or charges license fee-cum-rent from the sharer or erects any unauthorized structure in any part of the residence or uses the residence or any portion

thereof for purposes other than that for which it is meant or commits any other breach of rules or other terms and conditions of the allotment or uses the residence or premises or permits or offers the residence or premises to be used for any purposes, which the Estate Office considers to be improper or conducts him/herself/herself in a manner which, in his/her opinion, is prejudicial to the maintenance of harmonious relations with his/her neighbors or conducts him/herself/herself in such a manner as to disturb peace in the residential complex or colony in any manner or utilizes or cause to be utilized common facilities for unauthorized purposes such as parties etc without the consent of Estate Office, has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the Estate Office may, without prejudice to any other disciplinary action that may be taken against him/her, cancel the allotment of the residence.

**Explanation:** In this sub-rule, the expression ‘employee / occupant / allottee’ includes unless the context otherwise requires, a member of his family and any person claiming through the employee / occupant / allottee.

- 2) If an allottee sublets a residence allotted to him/her or any portion thereof or servant quarters, garages or stables appurtenant thereto in contravention of these rules, he may, without prejudice to any other action that may be taken against him/her, be charged such damages from the date of cancellation of allotment as may be fixed by the Central Government from time to time in this respect.
- 3) Where action to cancel the allotment is taken on account of sub-letting of the premises by the allottee, a period of 60 days shall be allowed to the allottee and any other person residing with him/her therein to vacate the premises. The allotment shall be cancelled with effect from the date of vacation of the premises or expiry of the period of sixty days from the date of the orders for the cancellation of the allotment whichever is earlier.
- 4) Where the allotment of a residence is cancelled for conduct prejudicial to the maintenance of harmonious relationship with neighbors, the officer, at the discretion of the Estate Engineer may be allotted another residence in the same class at any other place/block.
- 5) The Estate Engineer shall take all or any of the actions under these rules and also to declare the officer to be ineligible for allotment of residential accommodation for the remaining period of his/her service and Estate Engineer shall intimate the competent authority for initiating disciplinary proceedings for major penalty under the relevant rules.
- 6) Where any penalty under this rule is imposed by the Institute, the aggrieved person, may, within five days of receipt of the orders by him/her or his employer imposing the penalty, file a representation to the Registrar and such person shall be heard in person on the date intimated by the competent authority or by the Disciplinary Committee (DC) in such orders.
- 7) The original order imposing the penalty shall stand unless it is modified or rescinded by the competent authority as a result of the representation.

## 23. PENAL RENT

Where after an allotment has been cancelled or is deemed to have been cancelled under any provision contained in these rules, the residence remains or has remained in occupation of the employee to whom it was allotted or of any person claiming through him, such employee shall be liable to pay damages for use and occupation of the residence equal to the penal rent being as followed without prejudice to any other disciplinary action that may be taken against him.

15 days notice period	–	License Fee
Next two months	–	2 times of Market Rate
After two months	–	4 times of Market Rate

The market rate shall be determined as per CPWD norms.

**24. CONTINUANCE OF ALLOTMENT MADE PRIOR TO THE ISSUE OF THESE RULES.**

Any valid allotment of a residence which is subsisting immediately before the commencement of these rules under the rules then in force shall be deemed to be an allotment duly made under these rules notwithstanding that the employee to whom it has been made is not entitled to a residence of that type under these rules and all the preceding provisions of these rules shall apply in relation to that allotment and that employee accordingly.

**25. INTERPRETATION OF THE RULES**

If any question arises as to the interpretation of these rules, the decision of the Director thereon shall be final.

**26. RELAXATION OF RULES**

The Director may for special reasons to be recorded in writing relax all or any of the provision of these rules in case of any employee / type of residence. Any house allotted by the Director under this clause must be vacated within 15 days of the events (i) or (ii) in the table in clause 13(b). This shall not be applicable to those who become eligible for the same type of house, due to their seniority during their service with the Institute.

## MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

### ELEGIBILITY/ENTITLEMENT OF DIFFERENT TYPES OF ACCOMODATION

S. N.	GP/AGP 6 <sup>th</sup> CPC	Pay Matrix 7 <sup>th</sup> CPC	Entitlement	Eligibility to apply for type of quarters						
				A-Type	Acharya Bhawan	B-Type	C-Type	D-Type	F-Type	H-Type
1.	HAG +75000	205400	A	Yes	NE	NE	NE	NE	NE	NE
2.	GP 10000/AGP 10500	144200	Acharya Bhawan & B	NE	Yes	Yes	Yes	yes	NE	NE
3.	GP-8700/AGP-9500/9000	118500	Acharya Bhawan & B	NE	Yes	Yes	Yes	yes	NE	NE
4.	GP-7600/AGP 8000	78800	B & C	NE	Yes	Yes	Yes	Yes	NE	NE
5.	GP-6600/ AGP 6000, 7000	67700	D & C	NE	NE	Yes	Yes	Yes	Yes	NE
6.	GP 5400/-	53100 & Above	D	NE	NE	NE	Yes	Yes	Yes	NE
7.	GP-4200-4800	35400 & Above	F	NE	NE	NE	NE	Yes	Yes	Yes
8.	GP-1900 to 2800	19900 & Above	F	NE	NE	NE	NE	NE	Yes	Yes
9.	GP-1800	18000 & Above	H	NE	NE	NE	NE	NE	Yes	Yes

#### 1. Change of Residence / Entitlement

- (a) Change of residence from a lower type of residence to a higher type of residence or from a lower type to a higher type is permitted at any time subject to entitlement.
- (b) Change of residence within the same type of residence to all floors including the same floor is permitted only after one year's stay in an allotted house of that type or otherwise on the written relaxation by the Director only.
- (c) Academic staff residing in transit accommodation will have to move to any regular accommodation as and when offered to them by the Institute.

#### 2. Change of Residence/Entitlement (Type B to F houses)

- (a) Once a higher type of residence is occupied, the entitlement for any lower type of residence is not valid.

- (b) Change of residence from a lower type of residence to a higher type of residence is permitted at any time subject to entitlement.
- (c) Change of residence within the same type of residence to all floors including the same floor is permitted only after one year's stay in the allotted house of that type.