

MINUTES OF HOUSE ALLOTMENT COMMITTEE

Chairman, House Allotment Committee convened a meeting on 17/07/2019.

The following members attended:

- 1) Prof. (Dr.) Tanweer Alam (T&E)
- 2) Mrs. Afsha Siddiqui Ad (IT & GA)
- 3) Mr. Shekhar Amberkar (Estb. & IPC)
- 4) Mr. Subhash Dalvi AD(B & A)
- 5) Dr. Badal Dewangan, Joint Director (T&E) & Mr. S.B. Pandit – Section Official attended as Special Invitees

Committee thoroughly examined the rules and regulations of campus accommodation of IIP and requested Mr. S.B. Pandit - SO₂, to submit the details of all residential quarters with number of rooms and floor areas.

- Committee visited and physically observed the accommodation facility available with the institute, being the old construction; committee is an opinion that the old staff quarters need to be structurally verified by the authorized agency/ person/ architect before allotment of the same.
- Allotment may be provided with requisite renovation as per requirement.
- Committee discussed rules and regulation of campus accommodation considering following points:

The following points were considered during the meeting.

1) Eligibility:

Eligibility of quarter allotment will be primarily based on the basis of Seniority as per the pay scale.

1.1 Eligibility for allotment:

Please refer the Central Government norms:

Type of Residence	Grade Pay / Basic Pay (Rs.)
(1)	(2)
I	1300, 1400, 1600, 1650 and 1800
II	1900, 2000, 2400 and 2800
III	4200, 4600 and 4800
IV	5400 to 6600

IV (SPL)	6600
V-A [D-II]	7600 and 8000
V-B [D-I]	8700 and 8900
VI-A [C-II]	10000
VI-B [C-I]	67000 to 74999
VII	75000 to 79999
VIII	80000 and above

Note: Above is the Prevailing Govt. Norms. However, as present availability of quarters at IIP, allotment is as follows:

- 1 BHK (attached to the executive hostel – 2 Quarters): Deputy Director and above
- 1 BHK (4 Quarters – Ground floor of the new boys hostel): Assistant Director and above
- 1 BHK (12 Old Quarters): Technical Officers / Technical Assistants / Essential Staff.
- 2 BHK (Old Dir Quarters/Professor/Add Director - 2 Quarter): Professor / Additional Director/ Joint Director/Associate Professor

2) Priority of allotment:

Committee recommends the priority of allotments based on following sequence:

- 2.1 Key officials: (Director, Professor, Joint Director, Deputy Director and Assistant Director.
- 2.2 Essential official staff: security staff, electrician, driver, hostel warden etc.
- 2.3 Freshly appointed officials residing outside Mumbai and based on their seniority subject to availability.
- 2.4 Officials / Technical Staff of the Institute transferred from Regional Centres based on seniority.
- 2.5 Officials having their own quarter in the city are not eligible to claim for the accommodation.
- 2.6 Officials already residing in any government residence will not be considered in a priority list for house allotment.

3) Period of allotment:

Campus accommodation will initially be allotted for a period of one year, which may be renewed on the basis of requirements of the Institute / future plans.

4) Allotment Committee:

After careful examination of all the applications for campus accommodation and considering the requirements of the Institute and the priority laid down section 2, the committee will recommend the names to the Director for allotment of campus accommodation.

4.1 Allotment Criteria:

IIP reserves the right to allot the campus accommodation is as under (which may be revised from time to time)

a) Amenities:

Residential Accommodation

Sr.No.	Type of Accommodation	Range of living Area in Sq.mtr.	Existing Flat rates of Licence Fee as per 2013 revision	Licence fee after merger of various areas in a type of accommodation as per % of accommodation rounded to Rs.10
			Rs.	Rs.
1.	I	Up to 30	115	150
2.	I	Up to 30	135	
3.	II	26.5 to 40	245	310
4.	II	41 to 50	310	470
5.	III	44 to 55	370	
6.	III	56 to 65	450	640
7.	IV	59 to 75	500	
8.	IV	76 to 91.5	625	680
9.	IV(Special)	59 to 75	500	
10.	IV(Special)	76 to 91.5	625	1,190
11.	V	Up to 106	875	1,270
12.	V A	Beyond 106	1,065	1,560
13.	V B	Beyond 106	1,065	1,870
14.	VI A	Up to 159.5	1,305	2,190
15.	VI B	Beyond 159.5	1,565	
16.	VII	189.5 to 224.5	1,835	3,920
17.	VIII	243 to 350	2,630	
18.	VIII	350.5 to 522	3,875	

License fee for the furnished accommodation is as under (which may be revised from time to time)

- i) 1 BHK : Rs. 245.00 per month (Staff Quarters)
- ii) 1 BHK : Rs. 370.00 per month (Ground Floor New Hostel)
- iii) 1 BHK : Rs. 370.00 per month (Attached to Executive Hostel)
- iv) 2 BHK : Rs. 1,065 per month
- v) 2 BHK : Rs. 1,065.00 per month

5) Eviction / Vacating Campus Accommodation:

Allotment may be terminated before one year if it is surrendered by the allottee. In the event of an employee's death / retirement / resignation or termination from services for whatever reasons by the Institute, may on individual merits consider permitting the employee and his family to occupy and use the quarter for residential purpose for a period not exceeding two months from the date of retirements / resignation / termination of service / death etc.

Further, the official may also be asked by the Management to vacate the campus accommodation on the following grounds:

- i. Non-performance of duties assigned.
- ii. Improper / illegal use of campus accommodation and facilities of the Institute.

6) GENERAL RULES :

- 6.1 As a rule, although eligibility for allotment of the campus accommodation will be decided based on necessity, except employees covered under Essential / Emergency service. The Institute may consider out-of-turn allotment of the campus accommodation to an official on various considerations even if the official is not eligible for allotment. For this purpose, a decision taken by the Director will be final.

The Campus accommodation would be used for residential purpose of the official who is allotted the same and his family which term would include his wife, legitimate children, dependent parent & dependent brothers & sisters who are minors. In special cases, however, the Institute may consider permitting a near relative of the official / official provided that the relative is dependent upon the employee / official and is not having any other source of income with prior written permission.

- 6.2 No House Rent will be paid to the official who has been allotted the campus accommodation within the campus.
- 6.3 In addition to the License fee as above, the official will also be required to pay monthly charges towards water Rs. 100/month and actual electricity consumption.
- 6.4 License fee will commence from the date the campus accommodation is made available to an official irrespective of the date from which he / his family actually occupies the same.

- 6.5 The recovery of license fee and charges towards water / electricity will be made from the monthly salary of the Official and will be made also during the absence of the official on leave.
- 6.6 Charges for any additional facilities such as furniture, etc. will be levied @ Rs.100/- per month for OR as per the decision of the allotment committee / Director
- 6.7 The official who is allotted the campus accommodation will not be allowed to sub-let, under-let or assign the officials campus accommodations to any other person including any other official of the Institute and sharing of accommodation between two employee / official will also not be allowed except with prior permission of the Institute.
- 6.8 The official who is allotted campus accommodation will be required to execute an under taking with the Institute before occupying the campus accommodation.

The Institute will have every right to direct an official to vacate the campus accommodation without assigning any reason and it will be the responsibility of the official to act according to such directive if and when issued. The directive may require the official to vacate the campus accommodation with or without any prior notice. In the event of failure to vacate within the specified time market rent will be charged / recovered / deducted from the salary / other legitimate dues etc of the allottee at the following rate:

- 6.9 The official and the members of his family who are permitted to stay, will use the campus accommodation purely for residential purposes.
- 6.10 Before occupying the campus accommodation, each official will be required to take an inventory of the various items provided in the campus accommodation, in the presence of the office Superintendent / Secretary or any person authorized by the secretary / director in their behalf and when the campus accommodation is finally surrendered by the official, if any item provided by the Institute in the campus accommodation are found to be missing / damaged, the official will be required either to replace the missing / damaged items with similar items of identical quality or to reimburse the Institute with the cost of replacement of the same.
- 6.11 No additions / alterations / demolitions shall be made by the official in the campus accommodation except with the prior permission of the concerned Official of IIP.
- 6.12 At the time of surrendering the campus accommodation finally, the official will be further required to hand over possession of the campus accommodation to the Institute

in the same condition in which it was given to him initially irrespective of the permission that would have been given to him for additions, etc.

- 6.13 Any breach of what has been stated in the foregoing and any departure from any clause individually or collectively of the agreement will render the official ineligible to continue occupancy at any point of time.
- 6.14 Any nuisance / breach of peace will be enough cause for cancellation of the allotment even after occupancy at any point of time. Whereas the tentative rules are indicated above, the official will be subjected to the rules which may be finally framed and amended from time to time. Notwithstanding anything contained in the above mentioned rules.
- 6.15 Director IIP will have absolute authority to add and / or amend / relax the rules to suit the requirement of the Institute.
- 6.16 If any furnished accommodation or semi furnished accommodation is allotted to any employees, the Income Tax rules order for perquisites will be applicable every year Accounts department will do the necessary calculations as per the provision of the Income Tax Act.
- 6.17 10% of vacancy in Type I and Type II and 5% may Type IV be allotted to SC/ST category.

6.18 As per the availability, committee has recommended the license fee as follows:

S.No.	Accommodation available	Quantity	Approx. present Area (in Sq.M.)	Type	Eligibility as per grade pay	Licence fee
1	New Director Bungalow	1	192.23	Type - VI	Grade Pay Rs. 10000/-	1835/-
2	Old Director Quarter (2 BHK)	1	90.14	Type - V	Grade Pay 8700/8900 upto 106 sq.mt.	1065/-
3	Old Professor Quarter (2 BHK - Executive Hostel)	1				
4	Officer Residence (1BHK - Executive Hostel - Ground Floor)	1	49.73	Type - III	Grade Pay 4200/4600/4800 upto 44 to 55 sq.mt.	370/-
5	Officer Residence (1BHK - Executive Hostel - 1st Floor)	1	47.21			
6	Staff Quarters - New hostel- Ground Floor	1	47.02			
7	Staff Quarters - New hostel- Ground Floor	1	45.49			
8	Staff Quarters - New hostel- Ground Floor	1	44.23			
9	Staff Quarters - New hostel- Ground Floor	1	44.05			
10	Staff Quarters - New hostel- Ground Floor	1	40.15	Type - II	Grade Pay 1900/2000/2400/2800 less than 44 sq.mt.	245/-
11	Staff Quarters Old - 1	1	31.84			
12	Staff Quarters Old - 2	1				
13	Staff Quarters Old - 3	1				
14	Staff Quarters Old - 4	1				
15	Staff Quarters Old - 5	1				
16	Staff Quarters Old - 6	1				
17	Staff Quarters Old - 7	1				
18	Staff Quarters Old - 8	1				
19	Staff Quarters Old - 9	1				
20	Staff Quarters Old - 10	1				
21	Staff Quarters Old - 11	1				
22	Staff Quarters Old - 12	1				