

Minutes of the meeting of House Allotment Committee (HAC) members with the Director held on 28-04-2022 at 11:00 AM in the Conference Room of the Director Office

The following person were present:

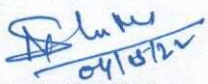
1. Prof. R. S. Verma, Director
2. Prof. P. P. Sahay, Chairman, HAC
3. Er. Manish Kumar, Member, HAC
4. Mr. N. K. Shukla, Member-Secretary, HAC
5. Dr. Ramesh Pandey, OSD Special Invitee
6. Dr. Ambak Kumar Rai Special Invitee

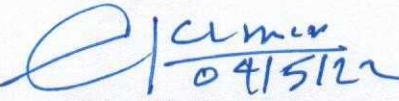
Dr. A.K. Ojha and Er. A.K. Singh, Members, HAC, could not attend the meeting.

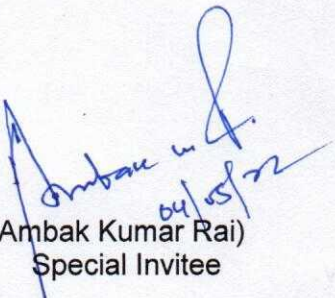
The Director welcomed the members. The following issue was discussed, and the decisions taken are as follows:


It was briefed that the draft House Allotment Rules of the Institute prepared by HAC was circulated to all the members of HAC for their comments and observations. The observations received by HAC were discussed thoroughly in the meeting, and the required modifications in the draft House Allotment Rules have been finalized. Accordingly, the HAC has been asked to prepare the final House Allotment Rules of the Institute.

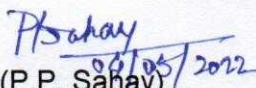
Meeting ended with a vote of thanks to the Chair.


(N. K. Shukla)
Member-Secretary

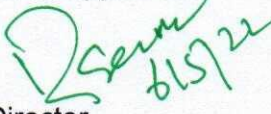

(Manish Kumar)
Member


(Ambak Kumar Rai)
Special Invitee


(Ramesh Pandey)
OSD, ...Special Invitee


(P.P. Sahay)
Chairman, HAC

Approved/Not approved


Director

Note: The final House Allotment Rules 2022 of the Institute is enclosed.

HOUSE ALLOTMENT RULES 2022

MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY ALLAHABAD

Dr. G. S. Singh
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These rules shall be applicable to all employees on full-time employment (including those in a contract but in regular pay) of the Motilal Nehru National Institute of Technology Allahabad and shall be called the "House Allotment Rules 2022, Motilal Nehru National Institute of Technology Allahabad".

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1. Short Title and Commencement-

- (i) These rules shall be called the "House Allotment Rules 2022, Motilal Nehru National Institute of Technology Allahabad".
- (ii) These rules shall be applicable to all employees on full-time employment of the Motilal Nehru National Institute of Technology Allahabad in the regular post (including those in a contract but in regular pay).
- (iii) These rules shall come into force on the date of the approval from the Competent Authority of the Motilal Nehru National Institute of Technology Allahabad.

2. Definitions-

- (i) "Institute" means the Motilal Nehru National Institute of Technology Allahabad abbreviated as MNNIT Allahabad.
- (ii) "Director" means the Director of the Institute.
- (iii) "Emoluments" means the monthly salary of an employee.
- (iv) "Employee" means an employee of the Institute.
- (v) "Institute Residence" or "Quarter" means any residence/quarter/apartment under the administrative control of the Director of the institute. It includes the garage and servant quarter (if any) also.
- (vi) "Type of residence" means the type of residence for which an employee is eligible under these rules.
- (vii) "Allotment" means the license to an Institute employee to occupy by the provision of these rules. Under this clause, the Institute employee is an allottee. In every case, the allottee shall be deemed to be a licensee and not a tenant.
- (viii) "Allottee" means an employee to whom residential accommodation is allotted.
- (ix) "Family" means the Wife, Husband, Children, Parents, Brothers and Sisters residing with and dependent on an Allottee.
- (x) "License Fee" means the amount payable by the allottee for a house allotted to him/her under these rules, exclusive of water, electricity other charges.

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- (xi) "Entitlement" means the highest type of accommodation that an employee is eligible for.
- (xii) "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.
- (xiii) "Pay Level" means applicable Pay Level of the employee as per 7th Pay Commission Pay Level of Central Pay Commission.
- (xiv) "Eligibility" means the eligibility of an employee for the Institute accommodation, which shall be as per the pay level of such employee in his/her present post held in the Institute. Pay level is only the eligibility criteria for applying for the respective types of accommodations (as shown in Table-I).
- (xv) "Seniority" of an employee for allotment of a particular type of accommodation will be determined on the basis of (a) Date of joining in a particular cadre, (b) Date of joining in previous cadre in the Institute, (c) Date of Birth. First, condition (a) will be checked. If (a) is the same, then condition (b) will be considered. If (a) and (b) are the same for two applicants, then the applicant senior in age, i.e., having an earlier date of birth, will be considered to be senior..
- (xvi) "House Allotment Committee" means a Committee constituted by the Director, MNNIT Allahabad, from time to time to carry out the functions assigned under these rules.

3. Entitlement for types of accommodation-

- (i) The employees of different categories will be eligible for allotment of accommodation of the types as shown against their pay level given hereunder Table 1:

S. No.	Types of residential accommodation	Approx. carpet area of accommodation (sq. m.)	Pay level as per 7th CPC
1.	Director's Bungalow		
2.	A-Type	126 -153	14 and Above
3.	B-Type	86 - 88	13A1 and 13A2
4.	C-Type	74 - 86	10, 11 and 12
5.	W-Type	74	10, 11 and 12

6	D-Type	73	6, 7, 8 and 9
7.	IH A Block	41	Faculty members (10, 11 and 12)
8.	G-Type	41	3, 4 and 5
9.	H-Type	34	1 and 2

- (ii) Ninety percent (90%) of "available houses" under C-Type, W-type and IH A Block will be reserved for faculty members, while the remaining ten percent (10%) will be reserved for staff members having pay levels comparable to that of corresponding faculty members.

Likewise, eighty percent (80%) of "available houses" under D-Type and G-Type will be reserved for staff members, while the remaining twenty percent (20%) will be reserved for faculty members who desire to apply for allotment of accommodation in these houses.

In a particular round of allotment, in the case of paucity of an eligible candidate in a specific category (faculty members or staff members), the quota for another category may be temporarily exceeded, which will be adjusted in subsequent rounds of allotments.

- (iii) The allotment of Transit Accommodation (if any) may be made with the approval of the Director for a specific period. If an extension is required beyond the specified period, an application must be made to the Chairman, HAC, in the prescribed Performa at least two weeks in advance. HAC may, from time to time, notify the status of transit accommodation (if any).
- (iv) A person, who is allotted an earmarked residence, may be allotted another residence as per availability and his entitlement by the House Allotment Committee (HAC) for the period of his/her entitlement after retirement. Such an allotment can be made by the HAC up to two months before the date of retirement of the concerned employee on his/her application.

4. Allotment procedure-

- (i) After vacation of any house/ quarter, the Executive Engineer/Estate Officer along with A.E./J.E./F.I. (Civil)/FI (Electrical) maintenance will visit the vacated house/ quarter and carry out the required maintenance work before the allotment and submit the report of maintenance to the Estate Officer with a copy to the Chairman, HAC. This process of maintenance and submission of 'ready to be advertised' report should be submitted within 45 days of vacation.
- (ii) Every employee who desires to have an allotment made, under these Regulations,

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shall apply to the Chairman, HAC, in prescribed format (Annexure - I). The application shall be signed by the applicant and submitted to the Chairman, HAC or any other person authorized for the same.

- (iii) **Quarters will be allotted according to seniority.** The seniority lists for different types of quarters will be prepared by HAC after getting input from the office of the Registrar on the basis of applications received, in accordance with clause 2(xv). The seniority will be accounted for as per the eligible cadre of the house he/she has applied for accommodation and not as per his entitlement.
- (iv) **Discretionary power of the Director for allotment:** The Director, in exceptional circumstances and in the interest of the Institute, may use his/her discretionary power to allot any house to any of the faculty/staff member/Person hired for emergency services of the Institute. An allotment letter for this case also be issued by the office of the Executive Engineer/Estate Officer, and the matter shall be reported in the next meeting of HAC. The Director may reserve or set aside particular quarters or set of quarters for a specific purpose.
- (v) An employee shall not be allotted any residence if the employee's wife or husband, as the case may be, has already been allotted a residence unless that residence is surrendered.
- (vi) If the husband and the wife are in occupation of two separate residences, they shall surrender one of the two residences within one month of the coming into force of this regulation.
- (vii) If two employees who are in occupation of two separate residences marry each other, they shall surrender one of the two residences within one month of their marriage. If one of the two residences occupied by a husband or wife is not surrendered, the allotment of the residence with a lower living area shall be deemed to have been cancelled on the expiry of the aforesaid period of one month. Nothing in this sub-regulation shall apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by a court of law.
- (viii) **Allotment under medical ground:** Allotment of the house (not any particular one) 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 must be recommended by a medical board comprising the Medical Officer of the Institute Health Centre on duty, a specialist doctor, and Dean (Faculty Welfare). Based on these recommendations, the HAC may allot a house to the employee on the medical ground after approval of the Director. However, the scope of such allotment will be restricted to the same type of house that the employee is entitled to.
- (ix) If an employee fails to accept the allotment/offer of allotment of a residence made to him under these regulations within one week from the date of allotment offer or fails to move into that residence after acceptance of the offer within fifteen days from the date of allotment or fails to accept the alternative accommodation offered to him in consequences of any decision of the Director, then (a) The residence in question shall be re-allotted in accordance from the **waiting list**. (b) He/she shall not be eligible for

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- another allotment under these regulations for a period of one year from the same date.
(c) He/she shall forfeit his claim to house rent which may be otherwise admissible to him, and (d) He/she shall be liable for payment of rent from the date of allotment.
- (x) An Allotment shall become effective from the date on which it is accepted by the employee concerned and shall continue until:
- It is cancelled or is deemed to be cancelled under these regulations; or
 - It is surrendered by the employee concerned ; or
 - The employee concerned ceases to occupy the residence.
- (xi) Any employee to whom a residence has been allotted may apply for a change of allotment under the following conditions:
- An employee, presently residing in his/her entitlement accommodation, can apply for a change of quarters only after the completion of seven years from the date of the previous allotment. In each type of quarters, only one change shall be permitted, provided he/she is residing in his/her entitlement accommodation, i.e., horizontal shifting.
 - In case the employee is allotted a quarter below his/her entitlement, he/she will be eligible to apply for an accommodation of higher cadre up to his/her entitlement accommodation only after one year from the date of the previous allotment.
 - If an employee gets promotion and selected for a higher pay scale, he/she will be eligible to apply for an accommodation of higher cadre up to his/her entitlement accommodation only after one year from the date of the previous allotment.
 - No change of allotted residential accommodation is allowed within a period of one year before retirement.
 - Applications for horizontal shifting of quarters will be considered only for those who have given a specific choice of vacant quarters.
- (xii) **Reservation for physically handicapped:** As per the Government of India orders from time to time, the following categories of physically challenged employees may be considered for allotment of residential quarters:
- Blind** - Those who suffer from either of the following conditions:-
 - Total absence of sight.
 - Visual Acuity not exceeding 6/90 or 20/200 (snellen) in the better eye with correcting lenses.
 - Impression of the field of vision subtending an angle of 20 degrees or worse.
 - Orthopaedically handicapped** – to the extent of 40% and above disability.
- (xv) The residences which have been advertised twice and could not be allotted to

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Employees of the cadre eligible for that quarter due to no application will be opened to cadre just below the cadre eligible for that quarter. For example, if any B type quarter is advertised twice and there is no application for that quarter, then in the next advertisement, it will be made open for the cadre eligible for C type quarters.

- (xvi) If the allottee vacates the allotted residence before the completion of one year and is not residing in an Institute residence, no application will be considered for the next one year from the date of vacation of the previous residence.

5. Forfeiture of allotment of a residence-

The residence, once allotted, must be occupied in the condition as it is within 15 days from the date of receipt of the allotment order by the allottee after vacating the previous Institute residence in which he/she might have been residing. Failure to do so within the stipulated time will result in the automatic cancellation of the allotment. Further, the allottee will be debarred from applying for any Institute residence for the next year, except for transit accommodation.

Note: Only petty repairs, white washing & painting, and security related repairs will be carried out before occupation.

6. Surrender of allotted house-

An employee may at any time surrender an allotment made to him under these regulations, and if he does so:

- (a) He will not retain any right to the particular residence allotted to him.
- (b) He will be entitled on a fresh application made on this behalf to another allotment from such date as he may mention in the application but no earlier than one year from the date of vacation of the residence after its surrender.
- (c) An employee surrendering an allotment shall send written information to the Executive Engineer/Estate Officer through Chairman, HAC at least ten days before the date of vacation of the residence. The allotment of the residence shall be deemed to be cancelled with effect from the day on which the letter is received in the office of the Executive Engineer/Estate Officer.

On the day of vacation, he/she shall vacate the quarter together with the servant quarter, garages and fixtures, etc., to the office of the Executive Engineer/State Officer. If any part of the premises (including the servants' quarter etc.) is left in the occupation of anyone, the licensee in whose name the allotment stands shall be deemed to be in possession of the entire premises till such person or persons vacate the portion and shall be liable to payment of the **ten times monthly license fee** of the entire premises.

7. Retention of residence-

Retention of residence may be permitted in the following cases, if and only if the allottee,

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or his family, proposes in writing to stay for the duration as indicated and at the license fee payable as mentioned against each:

Condition		Maximum Duration permitted	License fee payable
(a)	Allottee compulsory retirement/ dismissal/ removal /termination from service	1 month Thereafter eviction	Normal license fee
(b)	Allottee resignation	3 months Thereafter eviction	Normal license fee
(c)	Allottee retirement (normal/ voluntary) from service	3 months	Normal license fee
		Next 3 months	Double the normal license
		Beyond 6 months	License fee shall be charged as per provision of Clause 8.
(d)	After death of a staff member: who was an authorized occupant of the house, the dependents residing with the deceased will be allowed retention of the house. Provided the deceased employee or his/her dependent does not own a house at the place of work of the deceased.	12 months	Normal license fee
		Beyond 12 months	License fee shall be charged as per provision of Clause 8.
(e)	Allottee proceeding on Study Leave/Academic Training / Sabbatical/EOL	24 months	Normal license fee
(f)	Allottee proceeding on deputation.	24 months	Normal license fee

Note-1 Request for permission to retain an Institute residence for the specific duration should be made to the Chairman, HAC on the prescribed Performa at least one month before the due date of retirement/ due date of proceeding on leave or within two months of the death of the staff. In case of condition (a) request should be made within a week of the letter of dismissal or termination received by the concerned person.

Note-2 A residence under this clause must be vacated within the period as specified under Rule 7 or the date up to which permitted, whichever, is earlier. Permission to retain the House beyond the maximum period specified in Rule 7 will be treated as an unauthorized occupant for which penal damages provision will be imposed, and also a legal proceeding under the Public Premises (Eviction of Unauthorized Occupants) Act,

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1971 shall be initiated against the unauthorized occupant.

Note-3 In the case of those staff who would be drawing pension from the Institute, the license fee and other charges (Electricity/water etc.) of the residence will be deducted from their pension every month. In other cases, the license fee must be paid in advance in quarterly installments. The first installment should be deposited in the Institute within a week of the grant of such permission. The permission, so granted, shall terminate automatically if the license fee for any quarter is not paid, as stipulated above, and such occupation will amount to unauthorized and action shall be taken.

8. Enhanced license fee

- (i) Enhanced license fee at the rate to **100 (hundred)** times of the monthly normal license fee for the Institute residences shall be charged per month from the occupants of the residences. This may, however, be reviewed by the Competent Authority from time to time.
- (ii) The enhanced license fee may be deemed to be a charge on the salary, pension, or any other amount due to employee and the Institute shall be entitled to deduct/set-off such License fee from such amount due to the employee.

9. Commercial activity in allotted quarter-

No employee or his spouse or dependent(s) is permitted under any circumstances to carry out any commercial activity from the allotted accommodation, and keeping animals like cows, buffalo, goats, horses etc., is strictly prohibited. Violation of this clause shall be treated as misconduct on the part of the employee, and the allotment of residence shall be liable to be cancelled.

10. Subletting the allotted quarter-

- (i) No employee shall sublet a residence allotted to him or any portion thereof or any of out-houses, appurtenant thereto.
- (ii) In exceptional cases, permission in writing may be given by the Director to an employee to share the quarter with another employee for a specific period and on such conditions as may be laid down in this connection.
- (iii) The allottee may entertain casual guests in his quarter for a period not exceeding three months. The arrival and departure of such a guest, if he is expected to stay for more than a month, shall be reported to the Executive Engineer of the Institute within a week of such arrival and departure. This restriction, however, will not apply in the case of domestic help.
- (iv) If an employee sublets a residence allotted to him or any portion thereof or any of the out-houses without the permission of the Institute, he/she shall be liable for disciplinary action and will be required to vacate the residence.

11. Inventory and undertaking:

- (a) An employee, when he enters into occupation of and when he vacates residence, is

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required to sign an inventory of the fitting and fixtures provided in the allotted quarter.

- (b) 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 Executive Engineer /Estate Officer. "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 sublet to anyone. In case of violation of any provisions of the house allotment rules, I fully understand that I shall render myself liable for cancellation of the allotment without prejudice to any other penalty the Institute authorities may impose on me. I will not make any construction or other major renovation work without the permission of the competent authority".
- (c) The occupation report should be submitted in the prescribed format available in the office of the Executive Engineer immediately to the Executive Engineer / Estate Officer within the period mentioned above.
- (d) The Executive Engineer/Estate Officer 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.

12. Temporary allotment-

A vacant quarter may be temporarily allotted to an employee on his/her application for a period not exceeding seven days for ceremonial or religious purposes for his/her family members on approval granted by the Director. The applicant (an employee) shall write an application to the Chairman HAC for such allotment. The charges are as follows:

Quarters Types	Break-up charges (Rs.)			Total Rent per day
	Rent	Cleaning	Electricity	
A	250.00	100.00	150.00	500.00
B	200.00	100.00	150.00	450.00
C	150.00	100.00	150.00	400.00
D	100.00	100.00	100.00	300.00
G	100.00	50.00	100.00	250.00
H & Dormitory per room	100.00	50.00	50.00	200.00
Parks				
Between A and B type quarters	1000.00	500.00	1000.00	2500.00
Durga Puja ground	1000.00	500.00	1000.00	2500.00
Near Dispensary	500.00	500.00	1000.00	2000.00
Non-teaching club (Charge) per floor	500.00	500.00	1000.00	2000.00

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The temporary allotment will be made strictly on first-cum-first serve basis to the employee of the Institute as defined in this regulation. The office of the Executive Engineer will maintain a register for temporary allotment. The applicant should apply for temporary allotment in the prescribed format given in Annexure – 2 with his preference for types as given in the table above. The Executive Engineer/F.I. (Civil Maintenance) will verify the application with inputs from the office of the Registrar and check the availability of the requested type of temporary allotment. The application will then forward to Chairman HAC with his/her clear recommendations. After the endorsement of Chairman HAC and approval of the Director, the applicant will deposit the requisite total rent in the Accounts Section and submit the money deposit receipt to Executive Engineer/F.I. (Civil Maintenance). The Executive Engineer will then issue a temporary allotment order in the format given in Annexure – 3. Copies of the temporary allotment order should be given to (i) concerned employee, (ii) Chairman, HAC, (iii) F.I.(Civil Maintenance) and F.I. (Electrical Maintenance), (iv) Security Officer

13. Out of turn/ priority allotment-

- (i) On the death of a staff member who has been occupying an Institute accommodation, priority allotment may be made to the son, daughter or spouse of the staff member if either of them is an employee of the Institute and has been residing with deceased employee. If the spouse, son or daughter (as the case may be) of the deceased staff is eligible for the same or higher type of accommodation as was in 'occupation of the staff at the time of death, he/she may be allotted the same accommodation as occupied by the deceased staff. Otherwise, the type of residence shall be according to the entitlement of the new incumbent.
- (ii) Benefit of 1/3 rd of the length of service of a retired staff up to a maximum limit of 3 years will be given for considering the seniority of the spouse, serving the Institute at the time of retirement of the said staff, for the purpose of allotment of a house in the category to which they belong. Provided that the seniority so calculated does not exceed that of the retired staff.

Provided that this benefit shall be availed of only for the first allotment of a regular residence even after the retired staff retains his/her house for the full authorized duration. The house will be advertised in the immediate preceding advertisement before the full authorized duration is over, and the spouse will also apply for the house in which the couple was staying.

The above benefit will be given only if the length of service in the Institute comes into the picture while deciding the seniority of the applicant.

- (iii) With the permission of the Director, priority will be set in all types of vacant quarters to allot in the ratio of 4:1 such that out of five vacant quarters, four quarters will be assigned to vertical shifting, i.e., allotted to such faculty members (presently residing below their entitlement accommodation) in the order of their seniority, while one quarter will be assigned to horizontal shifting, i.e., allotted to such faculty members (presently residing in their entitlement accommodation) in the order of their seniority.

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Further, horizontal shifting will be allowed only once after the completion of seven years from the date of the previous allotment, as detailed in Clause 4(xi).

14. Code of conduct for allottees of the Institute residences-

- (i) He/she shall permit the Institute authorities to cut down the trees or shrubs in the premises with the written permission of the Director.
- (ii) No resident of the quarter is allowed to do any construction or other major renovation work without the permission of the competent authority (The Director).
- (iii) If an employee to whom a residence has been allotted-(a) Shares his residence or sublets it or (b) Erects an unauthorized structure or uses it for a purpose other than that for which it is intended, or (c) Tempers with the electric or water connection; or (d) uses the residence or the premises or permits the residence or premises to be used for any purpose which the allotting authority considers improper; or (e) Conducts himself in a manner which is prejudicial to the maintenance of the harmonious relations with his neighbours or maintenance of peace or sanitation in the Campus, or if it is found the employee has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the Director may, without prejudice to any other may initiate disciplinary action:
 - (a) Cancel the allotment of that residence.
 - (b) Declare him as ineligible for the institute accommodation for a specific period
- (iv) Provided that where the allotment of a residence is cancelled for conduct prejudicial to the maintenance of harmonious relations with the neighbors, the employee may be allotted another residence in the same class at any other place.

For the purpose of this rule, "improper use" shall include

 - a) Erecting unauthorized structures in any part of the residence;
 - b) Using the residence or a portion thereof for purposes other than those for which they are meant; and
 - c) Unauthorized extension from electricity and connections or tampering therewith.
- (v) Any allotment of a residence made immediately before the commencement of these Regulations shall be deemed to be an allotment duly made under these regulations, notwithstanding that the employee to whom it has been allotted is not entitled to a residence of that class under these Regulations, and preceding provisions of these regulations shall apply in relation to that allotment and that employee accordingly.
- (vi) The allottee shall be personally responsible for theft of or any damage to, beyond fair wear and tear' the building, fixtures, furniture, sanitary fittings, electrical installations, fencing, etc., provided therein, during the period of occupation of the

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quarters.

- (vii) No cattle or other animals may be kept in the quarters or in the compound attached thereto without prior written permission of the Director. Otherwise, the allotment may be cancelled by the Director.
- (viii) The allottee shall allow the maintenance staff of the Institute or the workers of authorized contractors to have access to the quarters at all reasonable hours. To inspect the building, the water supply, sanitary or normal repairs thereto as the Institute Engineer may consider necessary for the proper maintenance of the quarters. In all such cases, the Institute Engineer will send a prior intimation to the allottee.
- (ix) The allottee should see that no water is wasted by leakage in the water supply fittings or by careless or extravagant use by the occupants, and he/she shall forthwith report to the Institute Engineer any damage to or defect in the building, fixtures and fittings, electrical installations or fencing and gates for necessary action.
- (x) As a temporary measure, an employee may be allotted accommodation in International House or a similar house on the terms and conditions laid down in these Regulations. Refusal to accept such an allotment will not be a disqualification for drawing house rent accommodation.
- (xi) The household garbage should be daily deposited in a covered bin from which it will be removed by the sanitary Section of the Institute. On no account such garbage should be thrown on the streets or kept exposed to the air.
- (xii) Any incidence of infectious diseases in the quarters must immediately be reported to the Medical Officer of the Institute, and all precautions should be taken to prevent the spreading of the infection.
- (xiii) No inflammable materials should be stored in the quarters.

15. Un-authorized occupation and punitive actions-

A person residing in an Institute residence shall be deemed to be an unauthorized occupant under anyone of the following circumstances:

- (i) The residence as defined is occupied without allotment.
- (ii) Violation of Rule 13 of the Code of Conduct for the allottees of Institute residences.
- (iii) Under the conditions specified in Rule 7, a duly allotted residence is retained:
 - (a) beyond the allotted period without prior permission or if the permission is

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24/10/22



refused.

- (b) without making advance payment of licence fee as specified in the Note-3 of Rule 7.
- (c) in violation of any term or condition as prescribed in the Rules for retaining the residence.

(iv) **Punitive action for unauthorized occupation**

- (a) An unauthorized occupant will be liable to eviction by the Estate Officer/ Executive Engineer.
- (b) For the period of unauthorized occupation, a person will be charged a penal license fee. Such penalized fee shall, for all purposes, be deemed to be charged on the salary, pension, or any other amount due to the staff, and the Institute shall be entitled to deduct or set-off such penal license fee from such amount due to him/her.
- (c) The Institute may disconnect the electricity, water and/ or Institute telephone (if any provided in the concerned premises) at any time after the issuance of fifteen days' notice.

16. Discretionary power of the Director-

Situations not covered by the guidelines stated above will be decided by the Director. On any question of interpretation of this Regulation, the decision of the Director shall be final.

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ANNEXURE - 1

Motilal Nehru National Institute of Technology Allahabad
Application form for allotment of residential accommodation

To
The Chairman, HAC
Motilal Nehru National Institute of Technology Allahabad
Prayagraj

Subject:- Allotment of residential accommodation at the institute

Sir,

I apply for allotment of residential accommodation at the Institute Campus. I will comply the rules and regulations of the House Allotment Rules of the Institute. In this connection I give below the following particulars:-

1. Name of applicant: Employee code:
2. Present Post held Dept./ Section
- (a) Grade Pay (b) Pay Level (as per 7th CPC)
- (b) Date of joining in this Grade Pay/Pay Level
3. Whether permanent/ temporary/ probationer
4. Type and quarter number applied
5. Date of joining the Institution in previous cadre.....
6. Marital Status.....
7. Number of Children.....
8. Whether retirement falls due in the ensuing year, if so, date thereof.....
9. Any other particulars.....

I hereby declare that I have carefully gone through the Regulations of the Institute for allotment of residential accommodation and undertake to abide by the provisions of these Regulations and to regularly pay the rent and to compensate the institute for all losses to property caused due to my occupation of the accommodation as envisaged in these Regulations.

Yours faithfully,

Date:

Name:
Designation:
Email/ Mob :

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21/05/22

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ANNEXURE – 2

Motilal Nehru National Institute of Technology Allahabad
Application for temporary allotment
(Section 11 of the HAR)

1.	Name of the Employee	:	
2.	Department/Section	:	
3.	Employee Code	:	
4.	Purpose	:	
5.	Name of the person for whom ceremony is to be organized	:	
6.	Relation with the person(s) for whom ceremony is to be organized (write the direct blood relationship)	:	
7.	Whether the person referred in point 5 is (are) entered in service book of the employee	:	
8.	Type of accommodation in the order of preference	:	

Certificate: I hereby certify that the I know the rule of temporary allotment very well and will abide by this rule, if allotted. The ceremony is to be organized for a person who is in direct blood relationship with me. I will not do any unauthorized activity in the allotted quarter/park/dormitory/non-teaching club. I will be fully responsible for any damage or loss by fittings etc. and will pay as required by Institute rule. I will not do any act which may disturb the neighbors of the temporary allotted accommodation. In case of any loss or damage of property I will pay as required by Institute rule.

Signature of the employee :

Name and designation of the employee :

Recommendation of Executive Engineer :

Recommendation of Chairman, HAC :

Approved/Not Approved

Director

Details of the fee paid :

Name and signature of the Office Assistant ::

Shukla
04/05/22

[Signature]

[Signature]

[Signature]

ANNEXURE – 3
Motilal Nehru National Institute of Technology Allahabad
Temporary allotment order
(Section 11 of the HAR)

On the approval of competent authority and payment of required fee following temporary allotment is made:

1.	Name of the Employee (allottee)	:	
2.	Department/Section of the allottee	:	
3.	Employee Code of the allottee		
4.	Purpose	:	
5.	Type of accommodation (s)	:	
6.	Period of allotment	:	From To
		Date	
		Time	
7.	Details of fee paid		

Important Note:

It will be the responsibility of the allottee to maintain law and order situation while conducting the ceremony in the temporary allotted accommodation and no act should be done which may disturb the neighbors of the temporary accommodation. The allottee shall not do any unauthorized activity in the allotted quarter/park/dormitory/non-teaching club and will be fully responsible for any damage or loss by fittings etc. In case of any loss or damage of property he/she has to pay as required by Institute rule.

(Executive Engineer)

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Handwritten signature and date
04/05/22