

# INSTITUTE OF ECONOMIC GROWTH

## Rules for Allotment of Staff Quarters

*(Revised)*

1. The allotment of housing accommodation shall be made by the House Allotment Committee (HAC). The Committee shall consist of Chairman, Board of Governors as Chairman of the Committee, two members nominated by the Board from amongst the working members, one non-working member from the Board, one staff member from amongst Class-III and Class-IV employees (to be elected from amongst them), one member from amongst the non-faculty members of the staff other than Class-III and Class-IV staff (to be elected from amongst them), and the Director (ex-Officio). A defaulter of the House Allotment Rules will not be eligible for election to the HAC. The allotments can ordinarily be made by the Committee consisting of internal members chaired by the Director. The allotment, thus, made will be effective with the approval of the Chairman. All members other than two working members (nominated by the Board) of the Committee shall have a term of three years each. The Working Members' term would be co-terminus with their membership in the Board of Governors.
2. The allotment of accommodation shall ordinarily be made to regular and whole-time members of the Institute's staff. However, persons appointed to work for a fixed tenure of a year or more will be considered eligible for accommodation, subject to the prescribed rules regarding seniority, equivalent salary slab etc..
3.
  - (a) An employee who owns a house in Delhi within a radius of 10 kms. (crow's flight) from the Institute, shall not be allotted accommodation by the Institute.
  - (b) An employee who owns a house within a radius of 10 kms. from the Institute and who is already in occupation of the Institute accommodation would continue to occupy the accommodation already allotted to him/her. However, he/she would not be eligible for better/higher type of accommodation.
  - (c) An employee who owns a house beyond 10 kms. from the Institute, would be eligible for allotment of Institute accommodation subject to the following conditions :

<b>Slab of rent from the owned house</b>	<b>Rate of licence fee to be charged</b>	<b>Rate of licence fee to be charged from an officer Provided rent-free accommodation</b>
(A) If there is no income derived from the Own House	Licence Fee*	Admissible HRA
(B) If the income from Own house does not exceed Rs, 10,000/- p.m.	The amount of Licence fee plus 10% of licence fee*	The amount of admissible House Rent allowance .
(C) If the income from Own house exceeds Rs. 10,000 p.m. but does not exceed Rs. 12,000/- p.m.	The amount of Licence fee plus 20% of licence fee*.	The amount of house rent allowance admissible plus 10% of licence fee
(D) If the income exceeds Rs. 12,000/- p.m.	The amount of Licence fee plus 30% of licence fee*.	The amount of house rent allowance admissible plus 20% of licence fee.

**Note:**

- (I) \* Licence fee is defined as admissible HRA plus a flat rate as approved by the Board of Governors from time to time. Amended License Fee (flat rate) is as given below:

**License Fee (flat rate) for Staff Quarters\***

Type	Entitled Block	Living Area (in Sq. mtrs)	Grade Pay /AGP Eligibility	Recommended Licence Fee (flat rate) as per VIth CPC (per month)
I	D 1 – 12	34.28	PB-1	Rs. 205/-
	D13 – D24	31.86	GP Rs.1800, 1900 & 2000	
II	C2 & 4	46.74	PB-1 GP Rs. 2400 & 2800	Rs. 260/-
	C1 & 3	49.11	PB-2 GP Rs.4200, 4600 & 4800	Rs. 310/-
III	B1 & 3	66.02	PB-2 & PB-3 GP Rs.5400 & AGP 6000 & 7000	Rs.420/-
	B2 & 4	64.28		
IV	B5 & 7	85.35	PB-3 GP Rs.6600 & AGP 8000	Rs. 525/-
	B6,8,9 & 10	79.59		
V	A10, 12, 14 & 16 (F.F)	95.53	PB-3 GP Rs.7600 & 8700, AGP 9000	Rs. 740/-
VI	A 11, 13, 15 & 9 (G.F.)	104.82	PB-4 GP/AGP Rs.10000 and above	Rs. 740/-
	A 7 (G.F.)	126.62	PB-4 GP/AGP Rs.10000 and above	Rs. 900/-
	A8 (F.F.) Warden	132.36		
	A2, 4, 6 (F.F.)	142.88	PB-4 GP/AGP Rs.10000 and above	Rs. 1100/-
A1, 3, 5 (G.F.)	143.98			

**License Fee for servant quarters and garage\***

1.	Licence fee for Servant Quarter	Rs.300/-p.m.
2.	Licence fee for Garage	Rs.200/-p.m.

\* Amended at 157<sup>st</sup> Meeting of the Board of Governors held on 30<sup>th</sup> August, 2012.

- (II) The income from the house will mean the rent received by the owner from the house where the house has been given on lease. Where the house has not been given on lease, the income will mean rent which is taken into account by the Municipal bodies for the purpose of determining house tax etc. In case the employee has only a share in a Hindu Undivided Family or in a joint property and the employee's share is not a separate unit, the income for the purpose may be taken to be the proportionate share of the employee, his/her spouse and dependent children in the total income of the whole property. The following documents would be required to see the correctness of the income of an employee from his house:-
- (i) Where the house has been given on lease, the Lease Deed.
  - (ii) House Tax receipt in original where the house has not been given on lease (income in this case will mean the rent which is taken into account by the Municipal bodies for the purpose of determining house tax).
  - (iii) A certificate to the effect that the documents produced by him/her relate to all the houses owned by him/her or by his/her wife/husband or by his/her dependent children.
  - (iv) A certificate and an undertaking to the effect that he/she will be responsible to intimate where there is an increase in the rent, he/she receives from his/her private house(s).
4. (a) One Type-VI Flat (Flat No. A-1/GF)\*\* with attached garage and servant quarter shall be permanently reserved for the Director. However, if the Director does not wish to occupy this reserved accommodation, the same will be allotted temporarily to a Visiting Fellow. If there is no Visiting Fellow, the reserved accommodation can be allotted temporarily to an employee eligible for this type of accommodation at the Chairman's discretion initially for a period not exceeding one year. The said incumbent shall be required to vacate the allotted accommodation as and when required for the use of the Director at one month's notice. However, only the Director shall be eligible for allotment for both the adjoining Garage and Servant Quarter.
- (b) Besides the Director, essential staff for allotment on priority basis shall consist of the Head of Administration/ Finance,\* Senior Programmer, Head of Library, one Chowkidar and one Driver.
5. Whenever a residence is due for allotment, it shall be notified. The Committee shall be authorized to make consequential allotments, which shall also be notified.

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\* Amended at 131<sup>st</sup> Meeting of the Board of Governors held on 27<sup>th</sup> April, 2003.

\*\* Amended at 154<sup>th</sup> Meeting of the Board of Governors held on 04<sup>th</sup> March, 2011.

6. The type of accommodation to be allotted to employees will be as under\* :

Type	Entitled Block	Living Area (in Sq. mtrs.)	Class of residence	Grade Pay /AGP Eligibility
I	D 1 – 12	34.28	1 Room Flat	PB-1
	D13 – D24	31.86		GP Rs.1800, 1900 and 2000
II	C2 & 4	46.74	1 Bed Room Flat	PB-1 GP Rs. 2400 & 2800
	C1 & 3	49.11	1 Bed Room Flat	PB-2 GP Rs.4200, 4600 & 4800
III	B1 & 3	66.02	2 Bed Room Flats (Old)	PB-2 & PB-3 GP Rs.5400 & AGP 6000 & 7000
	B2 & 4	64.28		
IV	B5 & 7	85.35	2 Bed Room Flats (New)	PB-3 GP Rs.6600 & AGP 8000
	B6, 8, 9 & 10	79.59		
V	A10, 12, 14 & 16 (F.F)	95.53	3 Bed Room Flats (New)	PB-3 GP Rs.7600 & 8700, AGP 9000
VI	A 11, 13, 15 & 9 (G.F.)	104.82	3 Bed Room Flats with study room.	PB-4 GP/AGP Rs.10000 and above
	A 7 (G.F.),	126.62	3 Bed Room Flats with study room.	PB-4 GP/AGP Rs.10000 and above
	A8 (F.F.) Warden	132.36		
	A2, 4, 6 (F.F.) A1, 3, 5 (G.F.)	142.88 143.98	3 Bed Room Flats with study room.	PB-4 GP/AGP Rs.10000 and above

\* Amended at 157<sup>st</sup> Meeting of the Board of Governors held on 30<sup>th</sup> August, 2012.

7. In case there is no member of the staff eligible for the allotment of an accommodation which is available for allotment, temporary allotment of the class of accommodation may be made to a member of the next higher or lower category.
8. The allotment of accommodation, except as provided in Rule 4, will be made on the basis of length of service in the Institute in respect of Type-I to Type IV. In respect of Type V and Type-VI, however, the allotment shall be on the basis of the seniority in the pay block as on 1<sup>st</sup> July at the Institute. The lists for allotment shall be drawn on the basis of following criteria. :
  - (a) The eligibility for allotment of accommodation for Type-I, II, III and IV shall be the date of entry into qualifying pay block and the seniority shall be the length of service in the Institute.
  - (b)-(1) The eligibility for Type V and VI shall be date of entry into pay block and the seniority shall be length of service in the pay block at the Institute.
  - (b)-(2) Administrative Staff shall be eligible for 1/3<sup>rd</sup> of the total number of flats in Type IV. The eligibility and seniority for allotment shall be as in 8 (a).
  - (b)-(3) Faculty Staff shall be eligible for 1/4<sup>th</sup> of the total number of flats in Type-III. The eligibility and seniority for allotment shall be as in 8 (a).

Note:

- (i) Separate list be drawn for faculty and non-faculty staff with their dates of eligibility for Type-III and Type-IV flats.
- (ii) The name of the employee shall not be deleted from the list of the lower categories of accommodation so long as he/she does not get some accommodation in the higher category to which he/she may become entitled later on.
- (iii) The allotment of Type-III and Type IV flats where 1/4<sup>th</sup> and 1/3<sup>rd</sup> of the total number of flats are reserved for faculty and administration staff respectively, shall be made in such a way so as to minimize deviation from the norms of 1/4<sup>th</sup> and 1/3<sup>rd</sup> of total number of flats for faculty and administration in the respective category.
- (iv) A re-employed member of academic staff shall continue to occupy the same accommodation for the period of re-employment.
  - (c) Provided further that where the seniority date of two or more employees is the same as provided in Clause 8 (a) and 8 (b), seniority among them shall be determined by the Basic Pay, the employee in receipt of higher Basic Pay taking precedence over the employee in receipt of lower Basic Pay and where the length of service and basic pay are equal, by seniority in age.

Note :

- (i) In allotment of Type-VI flats, the House Allotment Committee shall be guided by the seniority in the pay block and the gradation provided within the Type-VI flats.
  - (ii) The four servant's quarters and four garages attached to the Type-VI flats will be available at a monthly licence fee\* of Rs.300/- and Rs.200/- respectively (or as may be revised by the Board of Governors from time to time) to allottees entitled to Type-VI accommodation. The first preference in allotment will be to the occupants of the adjacent flats and only if they do not wish to utilize these facilities, would the allotment be made in favour of occupants of other Type VI flats. An applicant will be eligible for allotment of either servant quarter or garage except the Director , who shall be eligible for both.
  - (iii) The Committee shall be guided by seniority in the allotment of ground floor flats in other types of accommodation as well (i.e. Type-I, II, III and IV).
  - (iv) In exercise of these rules, no existing allottee shall be re-allotted a lower type of accommodation.
  - (v) The House allotment Committee, while making allotments shall ensure mobility between different types and sub-types of accommodation in order to improve the housing situation.
9. Allottees may be permitted to change their allotted accommodation by mutual agreement (accommodation of the same type) but with the written approval of the Director who shall consult the Chairman of the House Allotment Committee.
10. An employee to whom accommodation has been allotted shall convey his /her acceptance of the allotment normally within 10 days of the receipt of the order of allotment. If an allottee fails to accept the accommodation as above, the allotment made shall be cancelled.
11. (a) Any member of the staff already in residence of a type of accommodation other than that to which he/she is eligible shall, whenever vacancy arises, be allotted Class/type of accommodation to which he/she is eligible. If he/she does not accept the allotment, the Director, in consultation with the Chairman, may cancel his/her existing allotment.
- (b) If an employee, other than those already in residence who has been allotted accommodation does not accept the allotment, as per conditions mentioned under Clause 10, he/she shall not be eligible for fresh allotment for a period of one year.

\* Amended at 157<sup>st</sup> Meeting of the Board of Governors held on 30<sup>th</sup> August, 2012.

12. The allotment shall be effective from the date of occupation by an allottee or from the 11<sup>th</sup> day of the receipt of the order of allotment, whichever is earlier and shall continue as such unless it is cancelled or surrendered by the allottee . The licence fee will be applicable from the date of occupation of allotment or from the 11<sup>th</sup> day of the issue of allotment order.
13. An allotment shall be treated as cancelled in the circumstances mentioned below :
- (a) When an allottee has ceased to be in service of the Institute.
- (b) When an allottee has taken leave for a period exceeding 12 months unless the Board of Governors specifically decide otherwise;

However, in special circumstances, an allottee may be permitted to retain the accommodation beyond the period of service at the institute subject to the following terms and conditions :

<u>CIRCUMSTANCES</u>	<u>PERIOD</u>	<u>LICENCE FEE PAYABLE</u>
(1) Termination of service	One month	Licence fee as defined in Clause 3 Note (I)
(2) Resignation from the service	Three months	Licence fee as defined in Clause 3 Note I
(3) Retirement from service on attaining the age of superannuation/ Voluntary	Three months	First month licence fee net of HRA and next two months licence fee as defined in Clause 3 Note I.
(4) Death	Ordinarily three months, which can be extended for a further period of three months.	First three months licence fee net of HRA and next three months double licence fee net of HRA.



- (c) The retention of accommodation by an allottee beyond the permitted period as specified above would be considered to be unauthorized and he/she would be liable to be evicted from the premises. In addition, in such an event he/she would also be liable to pay Licence Fee at ten times the Licence fee as provided in Clause-20. The Licence fee would be enhanced to twenty times if the accommodation is retained beyond a period of 12 months after the expiry of the permitted period as specified above.
- (d) If the spouse of an allottee of IEG Staff Quarter, as the case may be, who is an allottee of a residence under these rules is subsequently allotted a residential accommodation at the same station from a pool to which these rules do not apply, he or she, as the case may be, shall surrender any one of the residences within one month of such allotment.

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

An employee of the Institute shall not hold an allotment at the Institute and another from a pool at the same station to which these rules do not apply for more than one month.

- (e) If an allottee does not reside in the house allotted to him/her except when he/she is on leave/deputation/ holiday and resides elsewhere in the same city, his/her allotment will stand cancelled.
- 14 Every person to whom accommodation has been allotted shall maintain the allotted premises in clean and sanitary condition to the satisfaction of the authorities of the Institute.
  - 15
    - a) The allottee shall be responsible for any damage beyond fair wear and tear of all fittings and fixtures provided in the allotted premises, during the period for which the residence has been and remains allotted to him/her.
    - (b) The occupant(s) (Allottee and his/her dependants) shall maintain harmonious relations with neighbours and maintain peace in the campus.
  - 16. (a) The allottee shall not: (1) sublet whole or part of the premises or part with the possession, with or without consideration of rent, of the whole or part of the premises or any other out houses flats thereto; (2) construct temporary or unauthorized structures in any part of the allotted premises; (3) use the allotted premises or part thereof for any purpose other than for which they are meant; (4) make unauthorized extensions from electric or water connections or tamper with them; (5) use Staff Quarters/Flats for commercial purposes; (6) use the common space for unauthorized or commercial activities.

- (b) Where action to cancel the allotment is taken on account of unauthorized subletting of the premises by the allottee, period of thirty days shall be allowed to the allottee, and any other person residing with him 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 thirty days from the date of the orders for cancellation of the allotment whichever is earlier. All allottees shall provide the office with the list of their family members and other members residing with them on 1<sup>st</sup> July every year or any change in this within the year. Allottee shall also provide the office with information regarding servants or domestic help staying in the staff quarter.
17. Every allottee shall, at all reasonable times, permit any officer of the Institute or employee of the maintenance services to enter the allotted premises for inspection etc.
18. If any person to whom a residence has been allotted commits breach of any of these rules, or uses or permits the premises to be used for any purpose which the Director considers to be improper, the Director, in consultation with the Chairman, House Allotment Committee, may :
- (a) require him/her to vacate the premises; and
  - (b) declare him/her ineligible for Institute's accommodation for a period as may be specified in each case.
19. An allottee shall on occupation or vacation of the residence sign an inventory of fixtures and fittings in the residence. Such an inventory shall be prepared by Institute and signed by him/her on behalf of the Institute.
20. Licence fee shall be defined as the amount of admissible House Rent Allowance (HRA) to the employee concerned plus a flat rate as approved by the Board of Governors from time to time. The licence fee shall be deducted from the salary of the employee every month.
21. When an employee who has been granted extra-ordinary leave (leave of absence without pay) is permitted to retain the residence allotted to him/her during the period of the leave, licence fee shall be recovered from the person on the basis of the basic pay which he/she would have drawn had he/she stayed at the Institute during the said period of the leave.
22. In the interest of the Institute the Director in consultation with the Chairman may if the situation so requires alter the existing accommodation of an allottee by providing him /her with equivalent alternative accommodation.
23. If any question as to interpretation of these rules arises, the decision of the House Allotment Committee shall be final.