

MADAN MOHAN MALAVIYA UNIVERSITY OF TECHNOLOGY GORAKHPUR-273010 (UP)

RULES FOR HOUSE ALLOTMENT

1. TITLE AND SCOPE

1.2 These Rules shall be called the “Rules for House Allotment”.

1.2 These rules shall apply to all the employees of the University and over all types of residential accommodation of MMMUT, Gorakhpur.

1.3 It shall not be obligatory on the part of University to provide residential accommodation for its employees.

1.4 Consistent with the availability of the residential accommodation, allotment will be made to the employees as per the rules given below.

1.5 Persons other than the employees of the University will not be considered for allotment of residential accommodation in the campus of MMMUT, Gorakhpur.

2. DEFINITIONS	
2.1 University	Means Madan Mohan Malaviya University of Technology, Gorakhpur.
2.2 Vice - Chancellor	Means the Hon’ble Vice Chancellor of the University
2.3 Employees	Means the employees of the University.
2.4 Allottee	Means an employee to whom residential accommodation is allotted.
2.5 Faculty member	Means Assistant Professor, Associate Professor and Professor.
2.6 Family	Means the wife, Husband, Children, Parents, Brothers and sisters residing with an Allottee.
2.7 HAC	Means House Allotment Committee
2.8 Pay	Means Pay in Pay Band (PIPB) and Grade Pay of the Employee.
2.9 Entitlement	Means the highest type of accommodation that an employee is eligible
2.10 Allotment	Means that the University may allot the house available on campus as per entitlement and may ask the allottee to vacate the allotted house with prior notice of one month in case of requirement.
2.11 Subletting	Includes sharing of accommodation by an allottee with another person with/ without payment of house rent by such other person, but does not include any sharing of accommodation with casual guests or with close relations for limited time period.
2.12 License fee	License Fee means the sum of money payable monthly exclusive of water, electricity, etc. charges in respect of a residence allotted under these rules. The same will be charged at the rates prescribed by the Competent Authority.
2.13 Competent authority	Competent authority means the Hon’ble Vice Chancellor.

2.14 Market Rent	Market Rent shall mean the rent for a house of equivalent floor area obtaining in the best locality in the city to be assessed by Committee constituted by the competent authority from time to time at intervals not exceeding one year.
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3. ELIGIBILITY, SENIORITY AND PROCEDURE OF ALLOMENT :

3.1 Seniority : Where more than one designation of employees with certain AGP are eligible for the same type of accommodation, then the house allotment will be on the basis of the date of having become eligible for that type of accommodation.

3.2 Eligibility for different types of houses is as follows :

S. No.	Type of House		Employees Eligible
1.	Type-IV	i)	Pro-Vice Chancellor
		ii)	Registrar
		iii)	Controller of Finance
		iv)	Controller of Examination
		v)	Professors or Employees of equal AGP/GP
		vi)	Associate Professors or Employees of equal AGP/GP
		vii)	Assistant Professors or Employees of equal AGP/GP
2.	Type-III		Group C Employees
	Type-II		Group C Employees
	Type-I		Group D Employees
4.	Officer's Hostel	i)	For Fresh faculty/Officer as a transit accommodation/ Faculty on contract
		ii)	Research Scholars

a) *Female/married employee shall be given preference in allotment.*

b) *When the grades of same designations are revised and for other designations the grades are not revised. The un-revised grades will be considered for the purpose of house allotment.*

3.2.1 In case, where both the husband and wife are working in the University, only one of them shall be eligible for accommodation.

3.2.2 If the Allottees marry each other, then they shall have to surrender one of the two houses within one month of the marriage, failing which allotment of the junior allottee shall be deemed to have been cancelled on expiry of the aforesaid period of one month and the said accommodation shall be allotted to next claimant as per rules

3.2.3 If no application is received for allotment of a vacant house from any eligible employee, applications can be invited from employees, who are eligible for one type lower after approval of competent authority and temporary allotment be made as per seniority which will be cancelled as and when some entitled claimant puts forward the request.

3.2.4 An employee whose own or parental house is within 8 km of radius from the University, shall not be eligible for the house in the campus. However the application of such an

employee may be considered for temporary allotment till no other application is received for the house in respective category.

- 3.2.5 If application is received for a particular type of house and required type of house is not vacant, then the application may be considered for one stop lower type of house, if applicant agrees upon and with the approval of competent authority.
- 3.2.6 Provision of one step lower may be made as under: If a house in the category to which an employee is entitled is not available he / she may be allowed to apply for a house in the lower category i.e., one step lower than one to which he/she is eligible. However, the employee who actually worked in the lower pay scale / slab may be allotted a house one step below to which he was entitled earlier in lower pay scale / slab and for the purpose the date of joining in the University shall determine his seniority viz-a-viz others entitled to that category provided this will not debar him subsequently from the allotment of a house to which he is entitled. The rate of Water Charges and fixtures charges of various categories of University house shall be as per norms.

3.3 House Allotment Procedure:

- 3.3.1 The Powers to allot shall rest in the Hon'ble Vice Chancellor of the University. However, the competent authority may constitute a House Allotment Committee to advice on matters relating to the allotment of houses. Generally, the House Allotment Committee (HAC) may have the composition as given below;
Chairman – A faculty member not below the rank of Professor
Member – A Faculty member not below the rank of Associate Professor
Member – A Faculty member not below the rank of Assistant Professor
Member – An officer of the University not below AGP 5400/-
Member – A class III staff of the University
- 3.3.2 HAC will meet as and when applications are received for allotment / upgradation of house which shall be called by the Chairman of the HAC.
- 3.3.3 Allotment of house will be made as per eligibility and seniority of the employee.
Seniority is to be decided as per the following norms:
- a) Pay in pay band (PIPB) plus AGP
 - b) Date of joining in the University on the post whose PIPB plus AGP is claimed for allotment
 - c) Date of birth, one with higher age will be given preference.
 - d) Any other factor as decided by competent authority
- 3.3.4 Registrar shall notify only those vacant houses that do not require major repair work in every six months or as and when houses fall vacant. Efforts shall be made to ensure that houses do not remain vacant.
- 3.3.5 An employee desirous of University accommodation shall apply in the standard form for the fresh allotment and also for change of accommodation in the eligible type of houses, indicating their preference on or before the last date indicted in the notification.
- 3.3.6 After the last date of responding to the notification, Registrar of the University shall forward all applications for each type of houses for consideration of House Allotment Committee for processing the allotment with the approval of competent authority through Registrar. In emergent circumstances, Registrar may proceed for temporary allotment of house directly with the approval

of competent authority provided the allotment is made in respective lowest eligible category houses for maximum period of six months.

- 3.3.7** An allotment order shall be issued by the Registrar of the University to each Allottee.
- 3.3.8** An allotment shall be effective from the date; the house is taken over by the allottee.
- 3.3.9** If an employee is allotted an accommodation in response to his/her application for the same, he shall take over the allotted house from the Assistant Engineer within 10 days, otherwise it shall stand cancelled and he/she will not be considered for allotment for a minimum period of one year.
- 3.3.10** No allottee shall sublet an accommodation or any portion thereof to anyone under any circumstances. If he/she does so, the allotment shall stand cancelled.
- 3.3.11** Allotment of vacant house for a limited period may be granted by the competent authority on the explicit proposal of Registrar to any employee for ceremonial family function of his/her dependants on payment of lump-sum charge, which will cover house rent, charges for water and electricity as decided by the House Allotment Committee in consultation with the Assistant Engineer of the University and approved by competent authority.

3.4 Cancellation of Allotment:

- (i) The authority competent to allot residential accommodation may cancel the existing allotment of an employee and can allot an alternative residence of the same type or in emergent circumstances an alternative residence of the type next below the type of residence in occupation by the employee if the residence in occupation by the employee is required to be vacated.
- (ii) If the employee after taking possession does not physically occupy the residence allotted to him/her and kept it locked for long time University shall have the right to get it vacated after giving prior notice of one month.
- (iii) An allotment shall be treated as cancelled, in the circumstances, mentioned below and may be cancelled by the competent authority in the circumstances hereinafter specified:
 - (a) When an allottee has ceased to be in the service of the University.
 - (b) When an allottee accepts allotment but fails to take possession and do not start living in the allotted accommodation within a period of one month.
 - (c) After taking possession if allottee does not actually reside in the house
 - (d) If he uses the premises allotted to him in a manner so as to be a source of annoyance or nuisance to the neighborhood.
 - (e) When an allottee has taken leave, other than study leave for a period exceeding twelve months

3.5 Change of House in same type :

One change in same type may be permitted (Seniority basis) after completion of minimum 2 years. This will be counted as first change in same type. Second change in same type will then be allowed only after completion of 4 years (not within 4 years). There shall be no mutual change of houses. However, it shall be obligatory on the part of employees to shift to the accommodations specially meant for discharge of additional responsibility assigned to employee such as Wardens will have to compulsorily shift to Warden Houses / houses close to respective hostels.

4. RESPONSIBILITY OF THE OCCUPANT:

4.1	An employee who has been allotted a fresh house in lieu of his existing one, shall hand-over the earlier house within 15 days of the allotment of fresh house or within 10 days of taking over the possession of fresh allotment whichever is earlier. In case he/she fails to do so, the fresh allotment shall stand cancelled.
4.2	An Allottee shall neither be allowed to make any additions or alternations in the house allotted to him/her and shall not be allowed to make any construction there on either of a permanent or temporary without permission of competent authority through Registrar. Additions / alterations on request of allottee may be permitted by University with due approval of the competent authority of University. The cost of additions / alterations will be bourne by the allottee.
4.3	An Allottee shall lock the allotted house only after duly taking over the possession of it.
4.4	An Allottee is not allowed to keep domestic animals.
4.5	No combustible or inflammable articles like timber, fuel, straw, shall be stored on roof tops or any other places in the vicinity of the house.
4.6	An Allottee shall maintain the house, compound and premises in a clean and hygienic condition.
4.7	An Allottee shall allow authorized employee of the University to have access to the house for inspection of building and its fittings and installation and also for repair and maintenance.
4.8	An Allottee shall be required to sign on inventory of the fittings and fixtures in house on occupation/vacation of the house i.e. take charge / hand over charge respectively as applicable.
4.9	An Allottee shall pay license fee, water, Electricity charges and etc. at the rates fixed by the University from the time to time, which shall be deducted by the Controller of Finance of the University through the salary of the Allottee.
4.10	An Allottee shall ensure no water is wasted by leakage in the water supply fittings or by careless or extravagant use of the same. He/ She would report to the University for the damage or defect in the building, water supply and sanitary installations in the house.
4.11	An Allottee shall be personally responsible for any damage beyond normal wear and tear of the fixture, sanitary fittings, electrical installation etc.
4.12	An Allottee shall report incidence of any infectious disease to the Medical Officer of the University immediately and all precautions shall be taken to prevent Spreading of infection.

5. PRIORITY IN ALLOTMENT OF HOUSE.

The priority may be given in the house allotment for the staff whose presence in the campus is considered essential

6. CONCESSIONAL PERIOD FOR WHICH ACCOMMODATION MAY BE RETAINED :

6.1 Concessional Rates are as enlisted below:

S. No	Event	Permissible Period [#]	Conditions
1	On Proceeding to take up employment elsewhere retaining	Full Time	The accommodation is required for use of the members of family (spouse and Children), is in fact

	his/her post or on deputation/lean.		occupied by them.
2	Vacation/leave of all types sabbatical leave/study leave	Full Period	Same as above
3	Training/QIP scheme	Full Period	Same as above
4	Proceeding elsewhere under Approval faculty exchange programme.	Full Period	Same as above
5	Retirement	Six months	First three months on normal house rent; and next three months on double the normal house rent.
6	Death of the Allottee during service	2 Years	First year on normal house rent; and next year on double the normal house rent.
7	Resignation, Dismissal, Removal or Termination of service.	6 months *	First three months on normal house rent; and next three months on double the normal house rent.
8	Maternity leave	5 months	For the period of maternity leave plus the leave
9	Leave preparatory to retirement	6 months	For the full period of leave on normal rates subject to maximum of 180 days.
10	Study leaves in or outside India	Full period	
11	Leave on medical grounds	Full period	For the full period of leave.

* After being relieved from service ; # Competent authority may alter the period except for the cases of Resignation, Dismissal, Removal or Termination of service

6.2 An allottee will sign a clear undertaking at the time of taking over the charge of the house regarding vacating the house within the specified period mentioned in Clause 6. In case he/she fails to vacate the house within the specified period, he/she will be charged Market Rent as per clause 2.15. Moreover, his Gratuity shall not be cleared till he/she hands over the house to the Assistant Engineer and dues are cleared.

6.3 If allottee does not vacate the house after the expiry period of authorized occupation, the Market Rent as fixed by the University from time to time shall be charged.

6.4 An employee who is re-employed by the University after retirement will be permitted to continue to occupy the same house during the period of re-employment and will be charged the same house rent as he/she was paying before or at the time of retirement and house rent shall be applicable as mentioned at serial number 5 clause 6.1 after the period of re-employment.

7. BREACH OF RULES AND PENALTIES:

If an Allottee commits any breach of these rules or of the terms and conditions of the allotment or as given below:

- a. Unauthorized sublets the house.
- b. Erects any unauthorized structure in any part of the residence.
- c. Tamper with the electric or water connections.

- d. Puts the residence into improper use.
- e. Conducts himself in a manner which is prejudicial to the maintenance of harmonious relations with his neighbors.
- f. Has knowingly furnished incorrect information for securing allotment of the residence.

The competent authority may without prejudice take any of following action in case of breach of rules as given below against the allottee:

- (a) Cancel the allotment of the house to the allottee, and
- (b) Declare the employee ineligible for any fresh allotment of a house for a period of two years.
- (c) In case of unauthorized subletting, house rent of 10 times the flat rate of House rent will be levied and also the allottee may be declared ineligible for allotment of house for the remaining period of his service and disciplinary proceeding for major penalty under the rules will be initiated.
- (d) Any other action deemed suitable for the breach of rules.

8. INTERPRETATION :

On any question of interpretation of these rules the decision of competent authority shall be final and binding.

9. REPRESENTATION :

In case of any grievance on the decision taken by University in respect to house allotment, the employee can put forward their representation within 5 days after the issue of University's notification causing grievance to Registrar for redressal of grievance. No representation shall be accepted after the expiry of stipulated period. In case of any controversy, the decision taken by the competent authority on such representations shall be final and binding.

10. AMENDMENT :

House allotment rules may be amended as and when needed with the approval of Board of Management, however in case of emergent circumstances, the competent authority shall approve amendments in rules and permit their enforcement subject to approval of Board of Management.

**MADAN MOHAN MALAVIYA UNIVERSITY OF TECHNOLOGY
GORAKHPUR-273010 (UP)**

Application for House Allotment

Notification No.: **Date:**

1. Name in Block letters:

2. Designation:Category:.....Sex: Male/Female

3. Marital Status: Bachelor/Married:

4. Appointed under PH Category: Yes/No

5. PIPB: Rs.....AGP: Rs.....AGP plus PIPB: Rs.....

6. Pay Band/Slab:

7. Present type of Accommodation with its number:

8. (a) Date of Joining on present post:

(b) Previous posts held and their date of joining:

7. Type of Accommodation applied
(Mention preference if any):

8. Would you accept any other House in the same type of other than your preference?

.....

9. Would you accept on category lower house if the type of Accommodation applied for is not available?

.....

I agree to abide by the Institute House Allotment Rules and amendment modification made from time to time. In case I fail to occupy the allotted House with 10 days from the date of issue of allotment order, it shall be cancelled and I shall forfeit future claims for allotment/change of Accommodation for one year and shall pay commercial rent, if I did not vacate the earlier house within 15 days after taking possession of fresh house.

Dated:

(Signature of Applicant)

TO BE UTILISED BY THE HEAD OF DEPARTMENT/SECTION
(Certificate to be given by the Head of the Department/ Section)

Certified that Dr/Shri/Ms. is working as
on regular post and it is recommended for allotment of house.

(Signature of Head of Deptt. /Section)

Note:- All application to be submitted to the Registrar and incomplete or late application forms shall not be considered.