

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Rules for allotment of Houses in New Delhi.

1. Short title and application

- (a) These rules may be called “The rules for allotment of houses in Indira Gandhi National Open University, New Delhi”.
- (b) These rules come into force on the date of their approval by the Board of Management. Additions/Amendments as may be made by the Board of Management from time to time shall take effect from the date they are approved by the Board unless specified otherwise.

2. Definitions

- 2.1 “Allotment” means grant of a license to a University employee to occupy a house or a portion thereof under the control of the University for use by him/her as residence in accordance with the provisions of these rules.
- 2.2 “Allotment year” means the year beginning on 1st January or such other date as may be specified by the University.
- 2.3 “Emoluments” for purpose of recovery of license fee shall include:
 - (i) Basic Pay
 - (ii) Special Pay, if any
 - (iii) Pension (for re-employed officers only to the extent it has been taken into consideration for determining the reemployed pay)
 - (iv) In the case of a University employee under suspension and in a receipt of a subsistence grant, the amount of the subsistence grant provided that if such University employee is subsequently allowed to draw pay for the period of suspension, the difference between the license fee recovered on the basis of the subsistence grant and the emoluments ultimately drawn shall be recovered from him.
- 2.4 “Employee” means whole time employee of the University appointed on a regular basis in the University post and deputationists permanently absorbed, eligibility for allotment being effective from the date of his/her absorption in the University service. Staff members appointed on projects schemes, contract and on adhoc basis, will not be eligible for allotment of University houses.
- 2.5 “Family” means the wife or husband, as the case may be, and children, step children, legally adopted children, parents, brothers and sisters, as ordinarily reside with and are dependent on the employee.
- 2.6 “House Allotment Committee” means a Committee constituted by the Vice-Chancellor to consider allotment of house and exercise such functions as are provided in these rules.
- 2.7 “Licence Fee” means the amount payable monthly by the allottee in respect of the house allotted to him/her and as specified in these rules and shall not exceed 10% of emoluments per month in respect of unfurnished house except where the terms of employment provide otherwise. In the case of furnished residence, charges towards furnishings will be determined on the basis of rates given in these rules and will be in addition to the licence fee mentioned above. This provision will not apply in the case of officers who are entitled to rent free furnished accommodation under the Act/Statue/Ordinances of the University.

- 2.8 “Pay” for the purpose of determining eligibility for a class/type of house shall mean Basic Pay (including pension in case of re-employed pensioners, to the extent it has been taken into account in determining the re-employed pay).
- 2.9 “Priority date” the Priority date will be the earliest date from which the University employee is continuously drawing Basic Pay on regular service with reference to which eligibility for specified type of accommodation is determined. Provided that for Type-III under teacher’s category, the priority date of a teacher/academic is the date from which the employee becomes teacher/academic. Provided that the allotments made prior to this amendment shall not be reopened.

Explanation:-

Whenever an employee of the University becomes entitled to a particular type of house he would have date of priority as stated at Para 2.9 of House Allotment Rule. He would, however, be entitled to retain his earlier date of priority, if any, for the lower type of house also.

Provided that where the priority date of two or more employees is the same, seniority amongst them shall be determined by the amount of pay i.e. the employees in receipt of higher pay taking precedence over the employees drawing up lower pay and where the pays drawn are equal the seniority amongst them will be determined from the date of increment i.e. an employee whose date of increment falls earlier he/she will be treated senior than the other one. Further when date of increment of more than one employee is same, seniority will be decided through age; an employee senior in age will have priority.

- 2.10 House” means any house under the administrative control of the University.
- 2.11 “Subletting” includes sharing of house by the allottee with prior permission of the University with another employee of the University with or without payment of Licence fee by such other employee.

EXPLANATION:

Any sharing of accommodation by an allottee with close relations shall not be deemed to be subletting.

- 2.12 “Temporary Transfer” means a transfer which involves absence for a period not exceeding four months.
- 2.13 “Type” in relation to an employee means the type of house to which he/she is eligible.
- 2.14 “University” Means the Indira Gandhi National Open University.

3 Guiding principle for allotment

- 3.1 The Guiding principle for allotment of houses under the control of the University will be the basic pay for the type of houses and the seniority to be reckoned from the date of drawing that pay in the University on regular appointment ,as indicated in 2.9 above.
- 3.2 Since type IV and Type V houses are available both at the AGVC and on the Maidan Garhi Campus, the guiding principle in allotment of these types of houses will be as under:

- 3.2.1 When a type IV or type V house is vacant both at the Asian Games Village Complex and on the Maidan Garhi Campus, and there are more than one applicant for each of the vacant houses, allotment will be done on seniority basis first in the AGVC and then in the Maidan Garhi Campus, unless any applicant has specially asked for a house in either of the two locations.
- 3.2.2 A person who has already occupied a house either in AGVC or Maidan Garhi Campus will have a claim to opt for a vacant house in the other location and the allotment will be done on the basis of his/her seniority vis-à-vis the other applicants.
- 3.2.3 A person whose turn comes for allotment of a house in either of the locations will have a right to defer allotment till a house falls vacant in the other location, provided that the deferred allotment will also be done on the basis of seniority of applicants at the time of such allotment.

4 Eligibility of Husband & Wife

- 4.1 No employee shall be allotted a house under these rules if the wife or the husband, as the case may be, has already been allotted a house by the University, Govt./Semi-Govt. body autonomous organization or any local body unless such house is surrendered simultaneously; provided that this sub-rule shall not apply where the husband and the wife are residing separately in pursuance of an order of judicial separation made by any Court of Law.
- 4.2 Where two employees in occupation of separate houses allotted under these rules marry each other, they shall within one month of the marriage surrender either of the house allotted to them. Failure to surrender the house within the prescribed time, will result in automatic cancellation of allotment of either of the house and charging of penal rent at the rates prescribed in these rules for continued occupation of that house.
- 4.3 Where both husband and wife are employed in the University, the entitlement of each of them to allotment of a house under these rules shall be considered independently, subject to the enforcement of provision of rule 4.1.

5 Classification of houses & entitlement to allotment of house.

The house shall be classified as under:

- a) Earmarked
 - i) Vice-Chancellor's house
 - ii) PVC's houses
 - iii) Registrar's house
- b) Unearmarked

All other houses are classified as unearmarked.

Details of types of houses, eligibility criteria etc, are given in Annexure – 'A'

NOTE: The University may reserve certain houses for use as guest house, transit hostel or temporary office, as is considered necessary for furtherance of the objectives of the University.

6 Application for allotment:

Application for allotment/change of allotment shall be invited in such form and manner and before such date as may be specified by the University in this regard from time-to-time and these will remain valid and referred to house allotment committee for consideration. The house allotment committee may also consider at its discretion, applications received subsequent to the specified dates. Proforma of application to apply for allotment of houses is given in Annexure – ‘B’.

7. Constitution and functions of the House Allotment Committee

7.1 A House Allotment Committee shall be constituted by the Vice-Chancellor and consist of the following :-

- | | | |
|---|---|------------------|
| 1. A PVC/Director to be nominated by the Vice-Chancellor | - | Chairperson |
| 2. A member of the Board of Management (to be nominated by the BOM) | - | Member |
| 3. A representative of the Teachers (to be nominated by the Vice-Chancellor) | - | Member |
| 4. A representative of the Academic Staff (to be nominated by the Vice-Chancellor) | - | Member |
| 5. Two representatives of the non-academic staff (to be nominated by the Vice-Chancellor) | | Member |
| 6. Registrar (Admn) | - | Member Secretary |

7.2 Four (4) members of the House Allotment Committee shall constitute the quoram.

7.3 The House Allotment Committee shall:

- a) Prepare priority list, publish it and consider objections, if any
- b) Make allotment on the basis of the priority list
- c) Consider cancellation of allotment and recommend any other action against the allottee for breach of rules and conditions for allotment of houses which have been brought to its notice.
- d) Consider such other matters relating to the University houses as may be referred to it from time to time by the University authorities.
- e) The Hose Allotment Committee shall ordinarily meet once in three months.

7.4 The recommendations of the House Allotment Committee will become effective after they are approved by the Vice-Chancellor. An appeal against the decision of the House Allotment Committee shall lie with the Vice-Chancellor. Pending decision on any appeal, the allotment made by the House Allotment Committee would not be kept in abeyance.

7.5 The term of the House Allotment Committee will be two years.

8. Allotment of House

8.1 A house made available for occupation or falling vacant shall be allotted to an applicant having the earliest priority date for that type of house subject to the following conditions:

8.1.1 No house shall be allotted to a member of the staff of a higher type than he/she is entitled to. However, if his request for a type lower than his/her entitlement is received he/she will be considered for allotment for that type.

8.1.2 An employee, who is on leave which has been duly sanctioned, may authorise a member of his/her family or another employee whose name shall be communicated to the Registrar (Administration)/Member Secretary before the allotment to comply with the time limits prescribed for acceptance of allotment etc.

8.2 A vacant house may be allotted to officers of the University for religious or social functions on payment of a licence fee of Rs.180/- per calendar day and actual water and electricity charges. Such allotment shall normally be made for a period not exceeding 10 days and subject to the following conditions which shall be stipulated in the relevant allotment letter.

- (i) The allottee shall be responsible for maintaining a good sanitary environment in and around the house.
- (ii) The allottee shall see that no action is taken by him/her which is likely to disturb the peace of the neighbourhood.
- (iii) The allottee shall see that the trees, shrubs, flowers are not cut down or the garden is not spoiled.
- (iv) The allottee shall ensure that no damage is done to the building or any part of it or to any of the fittings.

8.3 Allotment Procedure

- i. First, applications for change of house type wise will be considered and allotment made to the extent of availability of vacant quarters in respective types.
- ii. Then applications from others without accommodation will be considered type wise, and allotment will be made in each type in the order of priority date for that type

9. Out-of-turn allotment

9.1 10% of General Pool residential accommodation in type I and II and 5% of General Pool accommodation in type III and IV will be reserved for allotment to SC and ST employees of University. The Government of India rules shall apply for allotment of houses to physically handicapped.

Explanation: - For the purpose of above reservation houses will be allotted in the ratio of 2:1 between Scheduled Caste and Scheduled Tribe employees respectively on the basis of a roster to be maintained by the house Allotment Committee. For this purpose separate waiting lists will be prepared for Scheduled Caste and Scheduled Tribe employees.

A 60 point vacancy based roster will be maintained with effect from 01-04-2004 for Type I, II, III and IV each.

SC/ST employees who are already in occupation of General Pool Accommodation will not be entitled to be considered for allotment of higher type from the reserved quota.

In case of non-availability of SC employees such reserved quota shall be allocated to ST employees and vice-versa, which will be adjusted against future vacancies.

Houses reserved for essential services and VC's discretionary quota will not be reflected in the roster for SC/ST employees.

9.2 Allotment will be made on the basis of priority date except in the case of the following employees, whose services are considered as of essential category, out of turn allotment may be made by the Vice-Chancellor.

- (i) Finance Officer
- (ii) Director (SR&E)
- (iii) Secretary to Vice-Chancellor
- (iv) Chief Engineer or Chief Project Officer
- (v) Other Categories
Maintenance Staff (two)
Drivers (Three)
- (vi) Such other employee as may be declared as belonging to essential category by the Vice-Chancellor.

9.3 Whenever any staff member belonging to essential staff category gets a house in his/her own turn, the essential category quota to that extent will be deemed to have been fulfilled.

9.4 Normally the essential staff category shall be allotted quarters of their own entitlement.

9.5 The priority accommodation for essential category staff shall be provided so long as the person holds "the essential post" and makes himself/herself available for duty at any time of the day or night as may be necessary.

9.6 The Vice-Chancellor may at his/her discretion allot houses upto 5% of the total houses of the highest two types.

10. Non-acceptance of offer of allotment or failure to occupy the allotted house after acceptance of offer.

10.1 If any employee fails to accept the offer of allotment of a house within 10 days and /or fails to reside in the allotted house by shifting his/her house holds within a further period of 60 days, the allotment shall stand cancelled and he/she shall not be eligible for another allotment for a period of one year from the date of allotment letter.

The VC may however condone the delay in genuine cases. Since the number of houses are less than the number of applicants, it is important that only those in need are allotted houses. A random periodic checks may also be made to ensure that allottee is actually residing in allotted house.

10.2 If an employee occupying a lower type of house is allotted or offered a house of the type for which he/she is eligible, he/she may, on refusal of the said offer, be permitted to continue in the previous allotted house on the following condition ;

That such an employee shall not be eligible for another allotment for a period of one year from the date of the allotment letter for higher class accommodation.

11. Period for which allotment subsists and the concessional period for further retention

11.1 An allotment shall be effective from the date on which it is accepted by the officer and shall continue in force until (a) the expiry of the concessional period permissible under sub-rule 11.2 after the employee ceases to be on duty: (b) it is cancelled by the University or is deemed to have been cancelled under any provisions of these rules: (c) it is surrendered by the employee:(d) the officer ceases to occupy the house.

11.2 A house allotted to an employee may be retained on payment of normal licence fee on the happening of any of the events specified in Col. 1 of the table below for the period specified in the Col.2 thereof; provided that the house is required for the bonafide use of the employee or members of his family. As defined in para 2.5. The employee will seek prior permission for retention of the house.

The permissible period of retention will also be applicable to the officers of the University who are entitled to rent-free accommodation under the Act/Statue/Ordinance of the University.

EVENTS		ERMISIBLE PERIOD FOR RETENTION OF THE HOUSE
Col. 1		Col. 2
i)	Resignation, dismissal removal or termination of service or unauthorized absence without permission.	One month
ii)	Retirement or terminal leave, or repatriation to the parent organization on completion of tenure of appointment	Four months
iii)	Death of the allottee	Six months
iv)	Temporary transfer in India	Four months
v)	(a) Study Leave and/or sabbatical leave	Full period of sanctioned leave
	(b) Extraordinary leave on medical grounds personal grounds/but not for working in other organization or private enterprise	Full period of sanctioned leave
	(c) Deputation/lien/EOL to work in other organization within or outside India	
	(i) Retention upto one month.	On payment of normal licence fee.

- (ii) Retention Beyond one month
(For the full period of leave and/or period of Lien/Deputation/EOL subject to a ceiling of maximum 05 years whichever is earlier.)

House can be retained on payment of an amount equivalent to the HRA admissible to the employee at the time of going on Deputation/Lien/EOL plus normal licence fee. In case the employee is working within India the amount due shall be equivalent to the amount received by the employee towards HRA from the borrowing organization or the amount equivalent to HRA admissible to the employee in IGNOU at the time of proceeding on Deputation/ Lien/ EOL whichever is more, plus normal licence fee.

Those who are proceeding to foreign countries will remit HRA plus license fee as admissible to him/her under terms/conditions of foreign service or market rent whichever is higher.

- vi) Transfer to a place outside the station Two months
- vii) On proceeding on training For the full period of training.

EXPLANATION:

- 11.2.1 Where an employee on transfer or foreign service in India is sanctioned leave and avails of it before joining duty at new office, he/she may be permitted to retain the house for the period mentioned against items (iv) & (v) or for the period of leave whichever is longer.
- 11.2.2 When an order of transfer or foreign service in India is issued to an employee while he/she is already on leave, the period permissible under Explanation-11.2.1, shall count from the date of issue of such order.
- 11.2.3 Where a house is retained under sub-rule 11.2.2 the allotment shall be deemed to be cancelled on the expiry of the admissible concessional period.
- 11.2.4 Where an employee is on medical leave without pay and allowances, and is allowed to retain his/her house, by virtue of the concession under sub-rule 11.2 provided he/she remits the licence fee for such house every month and where he/she fails to remit such licence fee for more than two months, the allotment shall automatically stand cancelled.
- 11.2.5 The case of retention of house by the employee beyond the permissible limit as laid down under the relevant event mentioned above, would be required to pay damages as specified in Rule 22.1 for the period in excess of the permissible limit unless he/she sought and obtained prior approval of the competent authority for the retention of the accommodation subject to the provisions of proviso to rule 22.1 in regard to the amount of licence fee.
- 11.2.6 Notwithstanding anything contained in sub-rule 11.2.3. when an employee is dismissed or removed from the service or when his/her services have been terminated and the University is satisfied and it is necessary or expedient in the interest of the University to do so University may cancel the allotment of the house made to such employee either forthwith or with effect from such date prior to the expiry of the period of one month referred in item (i) of the Table above in sub rule 11.2.

12. Provisions Relating to Licence Fee

12.1 The licence fee fixed for different types of houses and the conditions relating to the recovery of licence fee etc., are given in (Annexure 'C').

12.2 Where an allotment of house or alternative house has been accepted, the liability for licence fee shall commence from the date of occupation or the eighth day from the date of receipt of the occupation slip, which is earlier.

An employee who, after acceptance of the house fails to take possession of that house within eight days from the date of receipt of the occupation slip, shall be charged licence fee from date upto a period of twelve days, provided nothing contained herein shall apply where the University certifies that the house is not yet ready for occupation and as a result thereof the employee does not occupy the house within the period aforesaid.

12.3 Where an employee, who is in occupation of a house is allotted another house and occupies the new house, the allotment of the former house shall be deemed to be cancelled from the date of occupation of the new house. He/She may, however retain the former house without payment of licence fee for two weeks and market rent will be charged for retention beyond this period.

13. Personal Liability of the Employee for payment of Licence Fee till the House is vacated and furnishing of surety by Temporary Officers.

13.1 The employee to whom a house has been allotted shall be personally liable for payment of the licence fee, water, electricity, conservancy and other common charges if any, like staircase light/charges for maintenance of lawn, if any thereof and for any damage beyond fair wear and tear caused thereto or to the furniture, fixtures or fittings or services provided therein by University during the period for which the house has been and remains allotted to him/her or where the allotment has been cancelled under any of the provisions in these rules, until the house alongwith the out-houses appurtenance thereon, if any, have been vacated and full vacant possession thereof has been restored to the University.

13.2 If the surety ceases to be in University service or become insolvent or ceases to be available for any other reasons, the officer shall furnish a fresh bond executed by another surety within thirty days from the date of his acquiring knowledge of such event or fact; and if he fails to do so, the allotment of the house to him/her shall, unless otherwise decided by the Indira Gandhi National Open University, be deemed to have been cancelled with effect from the date of that event.

14. Surrender of an Allotment and Period of Notice.

14.1 An employee may at any time surrender an allotment by giving advance notice of at least 10 days before the date of vacation of the house (Annexure-D). The allotment of the house shall be deemed to be cancelled with effect from the eleventh day after the day on which the notice is received by the University on the date specified in the letter, whichever is later. If, he/she fails to give the notice he/she shall be responsible for payment of licence fee for ten days or the number of days by which the notice given by him/her fails short of 10 days, provided that the university may accept a notice of a shorter period.

14.2 An employee who surrenders the residence under sub-rule 14.1 shall not be considered again for allotment of University accommodation at the same station for a period of 1 year from the date of such surrender.

15. Change of House

- 15.1 An employee to whom a house has been allotted and is in actual occupation of it under these rules, may apply for a change to another house of the same type or a house of the type to which he/she eligible whichever is lower. Not more than one change be allowed in respect of one type of house allotted to the employee.
- 15.2 All applications for change made in the form prescribed by the University and received upto the 19th day of Calender month shall be included in the waiting list in the succeeding month (Annexure-E). For purposes of this rule the employees whose names are included in the waiting list in an earlier month shall be senior enbloc to those whose names are included in the list in subsequent months. The inter se seniority of the employees included in the list of any particular month shall be determined in the order of that priority dates.
- 15.3 Change shall be offered in order of seniority determined in accordance with sub-rule (2) and having regard to the employee's preference as far as possible.
- 15.4 If an employee fails to accept a change of house offered to him/her within fifteen days of the issue of such offer of allotment, he/she shall not be considered again for a change of house of that type for a period of one year.
- 15.5 An employee who, after accepting a change of house fails to take possession of the same, shall be charged licence fee for such house in accordance with the provisions of sub-rule (1) of Rule 12 in addition to the normal licence fee for the house already in his possession, the allotment of which shall continue to subsist.

16. Change of House in the Event of Death of a Member of the Family

Notwithstanding anything contained in these rules an employee may be allowed a change of house on the death of any member of his/her family if he/she applied for a change within three months of such occurrence, provided that the change will be given in the same type of house as the house already allotted to the officer.

17. Mutual Exchange of House

Employees to whom houses of the same type have been allotted under these rules may apply for permission to mutually exchange their houses. Permission for mutual exchange may be granted if both the employees are reasonably expected to be on duty and to reside in their mutually exchanged houses for at least six months from the date of approval of such exchange.

18. Transfer to North East Regions

If an employee is posted to an office of the University in North Eastern Region, he/she will be entitled to the facility of retention of University accommodation for the bonafide use of members of his/her family at the last station of posting subject to recovery of licence fee at the rate of one and half times the licence fee for the period beyond the permissible period for retention of the house under Rule 11.2. Provided that the period of retention of the house under this sub-rule shall not exceed a period of 1 year unless otherwise permitted. However, these provisions shall not apply in case of transfer to North-East Region at own request.

This rule will be applicable for the retention of University accommodation for posting to all regions notified by the Government of India from time to time.

19. Proper Maintenance of House.

- 19.1 The employee to whom a house has been allotted shall maintain the house and premises in a clean condition to the satisfaction of University.
- 19.2 University shall have the right of entry into the premises at all reasonable times for purposes of inspection in respect of breach of contract etc., without prior notice. The allottees shall maintain the house in such a manner that it does not become a public nuisance.

20 Subletting and Sharing of House.

- 20.1 “Not with standing anything contained in the foregoing clauses, the provisions of sharing shall not be operated upon except with special permission of the Vice-Chancellor in exceptional and deserving cases. Where an employee has already been granted such a permission for sharing it shall laps on expiry of 4 months. The period of 4 months will commence from the date of notification of this amendment to House Allotment Rules” unless/otherwise specifically extended”.
- 20.2 The full particulars of the servants who are allowed to occupy the out houses and garages shall be communicated (Annexure-G) by the allottees to the Estate management Division and Security Officer in the third week of January each year. Any change in occupancy will also be communicated by them forthwith.
- 20.3 No employee shall sublet a part or the whole of his/her house, provided that an employee proceeding on leave may accommodate in the house any other employee or his/her family eligible to share University house as a caretaker, for the period specified in Rule 11(2).
- 20.4 Any employee, who, with prior permission, shares or sublets his/her house shall remain personally responsible for any licence fee payable in respect of the house and for any damage caused to the house or its precincts or grounds services provided therein by University beyond fair wear and tear.

21 Consequences of Breach of Rules and Conditions.

- 21.1 If any employee, to whom a house has been allotted, unauthorisedly sublets the house or charges rent from the sharer or erects any aunathorised structure in any part of the house or uses the house or any portion thereof for any purposes other than that for which it is meant or tampers with the electric and water connection or commits any other breach of the rules in this regard or of the terms and conditions of the allotment or uses the house or premises or permits or suffers the house or premises to be used for any purpose which the University considers to be improper or conducts himself/herself in a manner which in its opinion is prejudicial to the maintenance of harmonious relations with his neighbour or has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the University without prejudice to any other disciplinary action that may be taken against him/her cancel the allotment of the house.

EXPLANATION: In this context the expression Employee includes, unless the context otherwise requires, members of his/her family and any person claiming through the Officer.

- 21.2 If an employee is found in contravention of these rules, to have sublet the entire house allotted to him/her or any portion thereof, or any of the outhouses, garages appurtenant thereto, he/she may without prejudice to any other action that may be taken against him/her be charged licence fee not less than four times the normal licence fee payable by him/her. The quantum of licence fee is to be recovered in each case will be decided by the Vice-Chancellor on merits. In addition the employee may be debarred from sharing the house for a specified period in future as may be decided by the University.
- 21.3 Where action to cancel the allotment is taken on account of anauthorised subletting of the premises by the allottee, a period of sixty 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 orders of cancellation of the allotment, whichever is earlier. The employee, can also be declared ineligible for a period upto five years.
- 21.4 Where the allotment of a house is cancelled for conduct prejudicial to the maintenance of harmonious relations with neighbours, the employee at the discretion of the University may be allotted another house in the same type at any other place.

22 Overstayal in house after cancellation of Allotment.

- 22.1 Where after an allotment has been cancelled or is deemed to have been cancelled under these rules and the house remains in occupation of the employee to whom it was allotted or any person claiming through him/her such employee shall be liable to pay damages at the rate of Rs. 75/- per sq.mt. of living area per month in respect of type – I to type – III houses and Rs. 110/- per s.q. meter of living area per month in respect of Type – IV and V quarters for use or occupation of the residence. The above rates are subject to revision every two years.

The revised rates are effective from 01-09-2006.

In addition charges towards furniture and garden as stipulated under rule 21.2 will be recovered. Action will also be taken against the employee under the provisions of Public premises (Eviction of Unauthorized Occupants) Act, 1971.

Provided that an employee who was allowed to retain accommodation under Rule 11 may be allowed by the University, in special cases to retain a house on payment of twice the standard licence fee under rules, in advance for a period not exceeding four months beyond the period permitted under Rule 11.

- 22.2 The employee shall ensure that he/she signs an inventory of fixtures and fittings at the time of taking over possession of the house and shall also ensure its proper handing over to the University at the time of its “vacation”.

23. Continuance of Allotment made prior to the issue of these Rules.

All allotments of houses which have been made before the commencement of these rules, under the rules then in force, shall be deemed to be the allotments duly made under these rules notwithstanding whether the employee to whom it has been made is entitled to a house of that type, or not, and all the proceeding provisions of these rules shall apply in relation to that allotment and that employee accordingly.

24. Interpretation of Rules.

If any question arises as to the interpretation of these rules, it will be referred to the HAC and on the recommendations of that Committee, the Vice-Chancellor shall take a decision which will be final.

TYPE OF HOUSES AVAILABLE WITH THE UNIVERSITY AND ELIGIBILITY CRITERIA FOR ALLOTMENT THERETO

Type of Houses	Eligibility Criteria For Allotment of Houses	(Grade Pay Range)
I	Grade Pay	Rs. 1300/- to 2800/-
II	Grade Pay	Rs. 4200/- to 4600/-
III	Grade Pay	Rs. 4800/- to 5400/-
IV	Grade Pay	Rs. 6400/- to 7600/-
V	Grade Pay	Rs. 8700/- and above

NOTE:

1. 40% of the type – III houses are earmarked for non-academic employees and the remaining 60% of the Type – III houses are earmarked for the Teacher and Academic employees. However, allotment from the first lot of 35 type – III houses constructed at Maidan Garhi will be on 50 : 50 basis between the academic and the non-academic staff.
2. The Two bed room houses at the Asiad Village are equated to Type – IV and those of three-bed room are equated to Type – V.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI 110 068

APPLICATION FORM FOR ALLOTMENT OF HOUSE

(TO BE FILLED IN BY THE APPLICANT)

1. **NAME IN BLOCK LETTERS** _____

2. Designation _____

3. (a) Grade Pay (as on 1—7-----/1--1-----) _____

(b) Scale of Pay _____

4. Office-Division/School/
Telephone/Intercom No./Mobile No. _____

5. Date from which continuously employed
in the University (D.O.J.) _____ / _____ / _____

6. Type of House applied (Please \surd the box)
(All details are compulsory)

Type	Grade Pay Range	Date from which Grade pay is drawn in the Grade pay range	Housing Complex to be considered	
<input type="checkbox"/> I	Up to Rs.2800/-	___ / ___ / _____		
<input type="checkbox"/> II	Rs.4200/- to Rs.4600/-	___ / ___ / _____		
<input type="checkbox"/> III	Rs.4800/- to Rs.5400/-	___ / ___ / _____	<input type="checkbox"/> JNU	<input type="checkbox"/> MGC
<input type="checkbox"/> IV	Rs.6400/- to Rs.7600/-	___ / ___ / _____	<input type="checkbox"/> AGVC	<input type="checkbox"/> MGC
<input type="checkbox"/> V	Rs.8700/- and above	___ / ___ / _____	<input type="checkbox"/> AGVC	<input type="checkbox"/> MGC

7. Category under which you are applying

General Scheduled Caste Scheduled Tribe Handicapped

8. (a) Gender Male Female

(b) in case of female (marital status) Married Unmarried

9. Date of retirement or super annuation _____ / _____ / _____

10. Whether Permanent /Temporary/Ad hoc _____ the post indicated in item No. 2

11. (a) Are you/your spouse occupying house allotted by the University, Central/State Govt., Autonomous Bodies, etc in which public funds are invested. Yes No

(b) If yes, state the name of allottee, Quarter No., Locality, Type and Pool

12. (a) Are you debarred from allotment of residence YES No

(b) If, yes, upto which date _____

(c) If any licence fee is outstanding against the applicant in respect of house occupied previously and since vacated. Yes No

DECLARATION

1. I agree to abide by the Rules for the allotment of University residences as amended from time to time.
2. I understand that the date of submission of application will be the date of verification by Director (ACD) / Registrar (Admn.).
3. I am aware of the penalties to be imposed in the event of refusal of acceptance of allotment of house of the entitled type or furnishing of false information.

Date:
Place:

Signature of Applicant
Name

TO BE FORWARDED FOR NECESSARY ACTION BY THE DIRECTOR (ACD) / REGISTRAR (ADMN.)

Signature with date & Seal _____
Director (ACD) / Registrar (Admn.)
Division/School/Office _____

**GENERAL ADMINISTRATION SECTION
(for office use only)**

Received on _____

Serial No. in Priority List _____

Section Officer (GA)

Note : You are requested to inform to General Administration Section whenever changes takes place in your designation/work place as given in Sl. No. 2 & 4 of the application form.

Annexure 'C'
(Please see Rule –12)

1. LICENCE FEE FIXED FOR VARIOUS CATEGORIES OF HOUSES

- i) The licence fee for various types of houses shall be charged as per the rates prescribed by the Government of India from time to time.
- ii) The licence fee of furniture and furnishings supplied, if any, in residential flats will be as per the rates prescribed by the Government of India from time to time.

2. RECOVERY OF LICENCE FEE

When University supplies an employee with a house under its control, the following conditions shall be observed :

- a) The scale of accommodation shall not, exceed that which is appropriate to the status of the occupant.
- b) Unless in any case it be otherwise expressly provided in these rules, he shall pay :
 - i) Licence fee for the house, such licence fee being the licence fee as specified or 10% of his monthly emoluments whichever is less.
 - ii) Municipal and other taxes payable by University in respect of houses not being in the nature of house or property tax and.
 - iii) Compensation for the charges payable by the University in respect of services provided for the residence.
- c) By general or special order, provide for taking a licence fee in excess of that prescribed in sub-clause (b) above from an employee.
 - i) Who is not required or permitted to reside on duty at station where the house supplied to him or
 - ii) who is permitted to sublet the house supplied to him, or
 - iii) who sublet without permission the house supplied to him, or
 - iv) who does not vacate the house after the cancellation of allotment, or
 - v) at whose request additions or alternations are made in the house supplied to him.

The revised rates of licence fee will be effective from 1st May, 2008 vide F.No. IG/GA/HAC/2003/4241 dated 21.07.2008

TYPE	LICENCE FEE
I	81
II	185
III	268
IV	371
V	639