

# MNIT HOUSE ALLOTMENT RULES - 2022

## 1. SHORT TITLE AND APPLICATION

- (a) These rules may be called the Rules for Allotment of Residences in the Malaviya National Institute of Technology Jaipur 2022 or MNIT HOUSE ALLOTMENT RULES - 2022.
- (b) These rules shall come into force with effect from such date as may be notified by the Institute.
- (c) These rules shall apply to all employees of the Institute and others mentioned in it and cover the residential accommodation excluding hostels for students within the MNIT campus.
- (d) With the coming into force, these shall supersede all the earlier rules.

## 2. DEFINITIONS

- (a) **Allotment** means the grant of license to occupy a residence in accordance with the provisions of these rules.
- (b) **Occupation** means that the allottee has taken possession of the residence which has been allotted to him / her.
- (c) **Occupation Date** means the date on which the allottee has taken possession of the allotted residence of the Institute.
- (d) **Allottee** means an employee to whom residential accommodation is allotted.
- (e) **Committee** means the House Allotment Committee of the Institute.
- (f) **Authorities** mean the authorities as defined by the NIT Act and Statutes.
- (g) **Director** means the Director, Malaviya National Institute of Technology Jaipur.
- (h) **"Priority Date"** of an employee in relation to a type of residence to which he/she is eligible under the provisions of SR 317-B-5(CCS Rules), means the earliest date from which he has been continuously drawing Grade Pay/AGP/HAG/Basic relevant to a particular type or a higher type in a post in the Institute or on foreign service, except for periods of leave in respect of Type IVB to higher type accommodation, and the date from which he has been continuously in service in the Institute including the period of foreign service in respect of Type I to Type IVA.
- (i) **Employee** means whole time employee of the Institute who are eligible for residence on the campus in terms of these rules.
- (j) i) **Academic Staff** means the staff belonging to any of the following categories: Director, Deputy Director, Professor, Associate Professor, Assistant Professor and such other academic posts as mentioned in the Recruitment Rules.  
ii) **Non-academic Staff** means the employees of the Institute other than the Academic Staff.
- (k) **Executive Engineer** means an officer of MNIT, Jaipur, designated as such by the competent authorities of the Institute.
- (l) **Family** means the wife or husband, as the case may be, children, stepchildren, legally adopted children, parents, brothers and sisters as ordinarily reside with and are dependent on the employee.
- (m) **Institute** means the Malaviya National Institute of Technology Jaipur.

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- (n) **License Fee** means the sum of money payable monthly in respect of a residence allotted under these rules, in accordance with the provisions made in the Statute No. 34 (2) of NIT Act and any revision thereof.
- (o) **Residence** means any residence under the administrative control of MNIT, Jaipur.
- (p) **Sharing** means allowing another MNIT, Jaipur employee to occupy part of the accommodation with the prior approval of the House Allotment Committee.
- (q) **Subletting** means letting out whole or part of the accommodation by an allottee to another person.
- (r) **Type** in relation to an employee means the type of residence to which he is entitled under the provisions of these rules.

### 3. HOUSE ALLOTMENT COMMITTEE (HAC)

The constitution of the Committee to consider allotment of residence shall be as under:

- (i) Chairman: A Professor to be nominated by the Director.
- (ii) A Professor or an employee of equivalent academic rank of the institute.
- (iii) An Associate Professor or an employee of equivalent academic rank of the institute.
- (iv) An Assistant Professor or an employee of equivalent academic rank of the institute.
- (v) A member of the administrative staff not below the rank of Deputy Registrar
- (vi) Executive Engineer: Member.
- (vii) Deputy Registrar/Assistant Registrar: Establishment Section, Member Secretary.

The members at S. No. (i) to (v) will be nominated by the Director. The Director may also nominate one or more member / observer at his discretion.

The Dy. Registrar/Assistant Registrar (Estt.) will be responsible for executing decisions taken by the House Allotment Committee.

### 4. FUNCTIONS & POWERS OF HOUSE ALLOTMENT COMMITTEE

- (i) To consider the vacant quarters for allotment.
- (ii) To advertise and allot vacant quarters as per the provisions in House Allotment Rules.
- (iii) To send the list of allotted quarters to Establishment Section for issuance of orders.
- (iv) To consider Priority allotments.
- (v) To consider the cancellation of allotments and debar the applicants.
- (vi) To conduct meetings of the Committee regularly.
- (vii) To consider any other work assigned by the Director.

#### NOTE:

- (i) Estate Section shall intimate the date of vacation and occupation of allotted houses to Establishment section, and Account sections for further necessary action.
- (ii) Earmarked quarters would be allotted by Establishment Section.

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**5. ELIGIBILITY**

The following categories of employees are eligible for allotment of residence in the campus subject to the provision of these rules.

- (a) All employees who are appointed on regular scales of pay;
- (b) All employees on deputation in MNIT, Jaipur;
- (c) All employees appointed in visiting capacity; and
- (d) All employees appointed on contract basis on regular scale of pay.

**Note:** All persons employed against temporary positions in Institute projects, such as Thrust area, R & D projects and Institute sponsored projects and Research or scientific staff (such as Research Associates, etc.) on the pay roll of organizations such as the CSIR who work in the Institute and come under its discipline may be provided accommodation at the discretion of the Director.

**6. ALLOTMENT TO HUSBAND AND WIFE: ELIGIBILITY IN THE CASE OF EMPLOYEES WHO ARE MARRIED TO EACH OTHER.**

- (a) No employee shall be allotted a residence if the wife or the husband, as the case may be, of the employee has already been allotted a residence unless such residence is surrendered simultaneously with occupation of the new residence.

This sub-rule shall not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by a court of law.

- (b) Where two employees in occupation of separate residence allotted under these rules marry each other, they shall surrender one of the residences within one month of the marriage.
- (c) If a residence is not surrendered, as required by sub-rule (b), the allotment of the residence of the lower type shall be deemed to have been cancelled on the expiry of such period; and, if the residences are of the same type, the allotment of one of them, as the House Allotment Committee may decide, shall be deemed to have been cancelled on the expiry of such period.
- (d) Where both the husband and wife are employed in the Institute, the entitlement of each of them for allotment of a residence under these rules shall be considered independently.

**7. CLASSIFICATION OF RESIDENCES**

Save as otherwise provided by these rules, an employee will be eligible for allotment of residence of the type given in Annexure 'A' to these rules.

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**8. APPLICATION FOR ALLOTMENT OR CHANGE OF RESIDENCE**

An employee who seeks allotment/change of a residence shall apply online through ERP as per the process of application through ERP as given at Annexure-B when vacant houses are advertised on ERP.

**9. ALLOTMENT OF RESIDENCES**

- (a) Save as otherwise provided in these rules, a residence on falling vacant will be allotted to those desiring a change, or those without accommodation, or those living in a lower type of accommodation.
- (b) The priority date in the entitled category would be the date of joining the service of the Institute in the entitled category for allotment of Type-I to Type IVA quarters. The ex-serviceman shall be given a benefit of their previous military services for the purposes of calculation of date of priority.
- (c) The date of priority for the higher types of accommodation i.e. Type-IVB and above for initial and/or change allotment is based on the following principles:

- (i) Firstly the Grade Pay of the Faculty/Officer;
- (ii) Secondly the priority dates within the same Grade-Pay: In this case the priority date shall be the date from which the applicant is continuously drawing his/her existing Grade Pay;
- (iii) Where the priority date of two or more faculty/officers is the same, the inter-se seniority of the faculty/officers shall be determined on the basis of the basic pay i.e. the faculty/officer who have a higher basic pay shall be senior;
- (iv) Where the priority date and the basic pay of two or more faculty/officers are the same, the earlier date of joining in the service of the Institute shall be the next determining principle of inter-se seniority.
- (v) Where the priority date, basic pay and the date of joining in the service of the Institute of two or more faculty/officers are the same, the faculty/officers having date of birth earlier may be accorded higher priority over the officer having date of birth later.

- (d) For allotment of a particular type of house, only entitled applicants would be considered. If there is no application of any entitled employee pending for a particular type of house and houses are still lying vacant, in such a case surplus accommodation in any type, an applicant may be allotted any house lower or up to two types higher than the entitled type on payment of normal licence fee of the allotted type of house.

If houses of that particular type are still lying vacant HAC would move the case to the director if any relaxation is to be done in the eligibility criteria for allotment of such houses.

- (e) Change of residence will be allowed as per clause 17 relating to Change of residence of House Allotment Rules.

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**10. ALLOTMENT OF SERVANT QUARTERS**

The servant quarters attached to the houses, if any, are treated as the integral part of the house / quarters allotted to the occupant. All the responsibilities for proper maintenance and good upkeep of the servant quarter lie with the allottee.

1. The allottee should intimate the Institute administration about the details of persons staying in the servant quarter.
2. The servant quarters can be given for stay by the occupant to authorized citizens of the country only whose character antecedents are verifiable.
3. The servant quarters can be given for stay by the occupant only to a single family with restricted number of occupants to a maximum of 4 people dependent on the occupant.
4. All the occupants should submit to institute a copy of photo ID card of the head of the family residing in the servant quarters.
5. In case of any complaint about the activities of the occupants of servant quarters, the Institute reserves the right to evict them from the servant quarters including lodging of FIR.
6. The allottee should not use the servant quarters for making any profit / rent or gains through sub-letting the servant quarters in any form.
7. The occupants of servant quarters shall not indulge in any kind of organization of fairs and festivals, gatherings, inviting outsiders or any of the commercial activity.
8. All the vehicles used by the occupants of servant quarters should be registered with the security wing of the Institute with proper vehicle pass. The occupants of servant quarter shall not have access to the community facilities whether free or paid.
9. Any family member of the occupants of the servant quarter if found guilty on involvement of any unauthorized activity shall be prohibited from entering the campus.

**11. MAINTENANCE OF SPECIAL POOLS FOR CERTAIN CATEGORIES OF EMPLOYEES**

- (a) The following are entitled to specific houses earmarked for them.
- i) Director (A-1)
  - ii) Registrar (B-17). In absence of occupation by Registrar, it may be used as Visiting Professor home.

This list may be revised from time to time on the recommendation of HAC and approval of the Director. These earmarked houses must be vacated within two months of the relinquishment of the office by the officer. If the Director / Registrar is permanent employee of the Institute, priority allotment of entitled / eligible house would be made.

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(b) **Priority Pool**

Certain number of employees belonging to some categories particularly those who perform night duties / shift duties and are in- charge of essential services as detailed below would be classified as essential staff whose presence in the Institute campus is required for the Institute work.

- i. Hostel Wardens, if the number of wardens (for Boys' & Girls' Hostels separately) residing in campus is 75% or more, no priority allotment would be made to Wardens.
- ii. Medical Officers, Executive Engineer
- iii. Dispensary (one male and one female nurse) / Computer Centre (one Technician maintaining server).
- iv. Guest House Care Taker.
- v. Security Officer.
- vi. Persons deployed to handle emergencies of electricity, water – supply, air conditioning and elevators (lifts) (one each).

Such staff should give an undertaking that they will be available for the services 24x7 except when out of station. In case it is found that they fail to provide services without appropriate reason, their allotment shall be cancelled and they shall be asked to vacate the premises within 30 days. Such allotments may be renewed after every 12 months by their respective Heads/ Coordinators regarding their emergency duties. Staff allotted quarter under priority pool should endeavor to apply quarter under normal allotment rules.

The Institute reserves the right to get the house vacated which has been allotted under the priority category.

- (c) On retirement of an employee, who had been occupying an Institute accommodation, priority allotment may be made to the employee's spouse if she or he is also an employee of the Institute. Such allotment will be subject to the following conditions:

- i) The house to be allotted shall be the type to which the person is entitled.
- ii) If the spouse is entitled for the same type of residence, the house occupied by the allottee may be allowed to be retained.

- (d) On the death of an employee who has been occupying an Institute accommodation, priority allotment may be made to spouse, son or daughter if either of them is an employee of the Institute and has been residing with the deceased employee.

If the spouse, son or daughter (as the case may be) of the deceased employee is entitled for the same or higher type of accommodation as was in occupation of the employee at the time of death, he/she may be allotted the same accommodation as occupied by the deceased employee. Otherwise the type of residence shall be according to entitled category of the new incumbent.

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- (i) The family of the deceased employee if already provided with the Institute accommodation may continue to be provided with the accommodation at the Institute as per clause 14(b). If appointed on compassionate grounds, he/she is allotted accommodation of the type according to his/her entitlement i.e. post to which he/she has been appointed. This adjustment should be done at first available opportunity.

**12. PRIORITY ALLOTMENT OF GROUND FLOOR RESIDENCE ON MEDICAL GROUNDS**

Priority allotment of ground floor flats in multi - storey blocks for all those who are already in occupation of the Institute residence will be considered for a house one category below the type of house presently occupied by the employee on extreme medical grounds of illness of family member.  
For this purpose, the following procedure shall be followed:

An employee desiring allotment of ground floor residence on medical grounds may apply to the Chairman, HAC giving full particulars of the medical case. All such cases will be referred to the Medical Officer of the Institute for medical examinations by a Medical Board which must include a relevant specialist. The Medical Officer will send the recommendation of the Medical Board stating likely duration of illness and recovery period along with the applications of the employees to the Chairman, HAC. On the recommendations of the Medical Board, the HAC will finally decide about the allotment. Such allotment will be made as and when ground floor residence falls vacant. An employee allotted ground floor accommodation on medical ground shall be allowed to apply for higher category accommodation on the ground floor only. Such a change of allotment will be effective when he / she becomes entitled for the same.

**13. ON FAILURE TO OCCUPY THE ALLOTTED RESIDENCE**

If an employee fails to take possession of the allotted residence within 15 days from date of issue of allotment letter, he/she shall be debarred for a period of one year from the date of issue of the allotment letter. Occupation and vacation of house should be completed within 15 days from the date of issue of allotment letter. However in special conditions the period of 15 days for occupation and/or vacation may be extended with the approval of the Director.

**14. PERIOD FOR WHICH ALLOTMENT SUBSISTS AND THE CONCESSIONAL PERIOD FOR FURTHER RETENTION**

- (a) An allotment shall be effective from the date on which it is occupied or from the 15<sup>th</sup> day from the date of issue of the allotment order, whichever is earlier. The effective date of occupation may be extended by the Director. The allotment shall continue to be in force until:
  - (i) The expiry of the concessional period permissible under sub-clause (b) below after the employee ceases to be in the service of the Institute;

- (ii) It is cancelled by the House Allotment Committee / Director or is deemed to have been cancelled under any provision in these rules;
- (iii) It is surrendered by the employee.
- (b) A residence allotted to any employee may be retained beyond the occurrence of any of the following events for the period specified against each as per table below except as specified for earmarked houses provided that the residence is required for the bonafide use of the officer or members of his family.

S. No.	Events	Maximum period for retention of residence
i	Resignation, dismissal or removal from service, termination of service or unauthorized absence without permission.	One month on normal license fee.
ii	Retirement, reversion to parent department on expiry of the period of deputation.	2 months on normal license fee, another 2 months on double of the license fee, further 2 months on four times of the normal license fee.
iii	Death of the allottee.	Two years on normal license fee.
iv	Leave preparatory to retirement or refused leave.	For the full period of leave on normal license fee.
v	Medical leave	Full period of leave on normal license fee.
vi	Study leave/ Training or sabbatical leave	*(a) In case the employee is in occupation of accommodation, he may be allowed to retain the accommodation for the entire period of study leave/ training or sabbatical leave as the case may be.
vii	Leave on foreign assignment or leave without pay in India.	*One year on normal license fee.
viii	Cases not covered from i to vii	One year on normal license fee or as approved by the Director.

**\*Note:** The retention of residence on normal rent will be allowed only if the residence is retained for bonafide use by the members of the employee's family. However, the retention of residence beyond the periods indicated above may be allowed at the discretion of the Director.

- (c) Notwithstanding anything contained in sub-rule (b) above, when an employee is dismissed or removed from service or when his services have been terminated by the competent authority, and the said authority immediately before such dismissal, removal or termination is satisfied that it is necessary or expedient in the Institute interest to do so, Director may instruct the HAC to cancel the allotment of the residence made to such employee either forthwith or with effect from such date prior to the expiry of the period of one month referred to in item (i) of the table under (b) as he may specify, and the Executive Engineer shall act accordingly.

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## 15. PROVISIONS RELATING TO LICENSE FEE

- (a) An employee of the Institute who has been allotted accommodation shall be charged license fee as provided for in the Statutes from the date of occupation or the 16<sup>th</sup> day from the date of issue of the allotment letter, whichever is earlier. Estate section will submit the status of vacation/ occupation report of the residences to the HAC.
- (b) An employee who fails to take possession of the allotted accommodation within 15 days as in sub-clause (a) from the date of issue of the allotment letter, shall be charged license fee from such date up to a period of one month or up to the date of re-allotment of that particular accommodation, whichever is earlier. Provided nothing contained herein shall apply where the Executive Engineer certified that the accommodation is not yet ready for occupation and, as a result thereof, the employee would not occupy the residence within the aforesaid period.
- (c) If an employee who is in occupation of the residence in the Campus fails to occupy the new residence allotted to him within 15 days from the date of allotment, he will be liable to pay license fee for both the houses.
- (d) An employee to whom a residence has been allotted shall be personally liable for payment of the license fee and the cost of any damage beyond fair wear and tear caused there to or to the furniture, fixture or fittings or services provided there in by the Institute during the period for which the residence has been and/or remains allotted to him or until the vacant possession is restored to the Institute.
- (e) Where an allottee retains or is allowed to retain the residence beyond the prescribed periods provided under these rules he shall be charged Holding Rent of the residence for the period which falls outside the prescribed period. The holding rent will be equal to 300% of the market rent of the residence for the first month and will then subsequently increase by an amount equal to 50% of the market rent with each succeeding month.

## 16. SURRENDER OF AN ALLOTMENT

- (a) An employee may at any time surrender an allotment by giving intimation so as to reach the Executive Engineer at least 10 days before the date of vacation of the residence. The allotment of the residence shall be deemed to be cancelled with effect from the eleventh day after the day on which the letter is received by the Executive Engineer or the date specified in the letter, whichever is later. If he fails to give due notice, he shall be responsible for payment of license fee ten days or the number of days by which the notice given by him falls short of ten days.
- (b) An employee who surrenders the residence under sub-rule (a) shall not be considered again for allotment of Institute residence for a period of one year from the date of such surrender. This shall be applicable to those who surrender within 6 months of allotment, if one surrenders after 6 months of allotment the period of debar shall be 6 months.

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## 17. CHANGE OF RESIDENCE

### (1) Change of Residence: Entitlement (Type IVB quarters and above)

- (a) All staff joining the Institute in higher scales will also be eligible for all lower types of residences as per eligibility indicated in Table of Annexure A. All staff will continue to retain their seniority and eligibility for all lower **types** of residence even after they become eligible for a higher type of residence and occupy the same.
- (b) Change of residence from a lower type of residence to a higher type of residence is permitted at any time subject to entitlement.
- (c) Change of residence is permitted only after one year's stay in an allotted house.

### (2) Change of Residence: Entitlement (Type I to Type IVA quarters)

- (a) All staff will continue to retain their seniority and entitlement for the type of residence to which they were entitled when they joined the Institute even as their Pay scale increase with time and they become eligible to a higher type of residence as long as they have no accommodation on Campus.
  - (b) Once a higher type of residence is occupied, the entitlement for any lower type of residence is not valid. However, if an employee leaves the residence, his seniority will be governed by 9 (d) above (after a minimum period of one year).
  - (c) Change of residence from a lower type of residence to a higher type of residence is permitted at any time subject to entitlement.
  - (d) Change of residence is permitted only after one year's stay in an allotted house.
- (3) In the event of the accommodation becoming temporarily inhabitable due to any damage caused by rain, flood, fire etc., such change shall be valid only till the residence is restored to a habitable condition, when the allottee would be required to reoccupy the same. The Executive Engineer shall certify the fitness of a residence in above case.
- (4) An employee who fails to take possession of the changed residence, shall be charged license fee for such a residence in accordance with the rules made under the Statutes till its date of re-allotment or one month, whichever is earlier, in addition to the normal license fee for the residence already in his possession, the allotment of which shall continue to subsist.
- (5) Allotment of ground floor houses on medical grounds shall not be treated as a change under this rule.

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**18. MAINTENANCE OF RESIDENCE**

An employee to whom a residence has been allotted shall maintain the residence and premises in a clean condition to the satisfaction of the Executive Engineer / Medical Officer. No employee is permitted to keep cows, buffaloes, goats, pigs and poultry, in the campus residence and nor shall he indulge in any activity which is a nuisance, and in such case Director may instruct HAC to cancel the allotment.

**19. SUBLETTING AND SHARING**

- (a) No employee shall sublet the residence allotted to him or servant quarter and garages appurtenant there to. The servant quarters and garages may be used only for the bonafide purpose.
- (b) If any employee to whom a residence has been allotted sublets the residence or erects any unauthorized structure in any part of the residence, including the lawns, if any, provided with the residence or uses the residence or any portion thereof for any unauthorized purposes or commits any other breach of the rules or conducts himself in a manner prejudicial to the maintenance of harmonious relations with the neighbors or has knowingly furnished incorrect information in any application or written statement, the Director may, without prejudice to any other disciplinary action that may be taken against him, direct the HAC to cancel the allotment of the residence. An employee found sharing or subletting the allotted house without permission will be charged rent at four times the market rent for the period of sharing or six months whichever is lower. He will also be debarred for one year.
- (c) In case of non-allottee employee of the institute staying in the sublet house, will be charged penal rent for the period from date of report by Estate Section till date of vacation by the allottee/ occupants.
- (d) On a complaint received by the administration against any occupant regarding violation under these rules, the occupant will be served a notice to offer his/her comments in writing on the complaint within seven days from the receipt of such notice. Also punitive actions may be taken after serving a show-cause notice to be replied within seven days from the receipt of such notice, in case of un-satisfactory reasons / response.

Note:

- For the purposes of this rule, the service of notice shall be deemed to be sufficient for all purposes, if it is sent once under registered post on the address of the premises concerned.
- Such complaint along with the comments or replies, if any, made by the concerned occupant shall be referred to the HAC. After considering the complaints and the comments, if any, the HAC may drop the complaint if

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satisfied with the comments or replies. However, if the HAC is not satisfied with such comments or replies, then it shall refer the case to the Director.

- (f) For violating rules of the Code of Conduct, the allottee will tender him / her liable to disciplinary action as per institute rules in addition to other punitive actions provided under these rules.

**20. UNDERTAKING BY AN ALLOTTEE**

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 Registrar office within one month of the notification of the rules if not submitted earlier.

“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 subletted to anyone. In case of violation of any provisions of the house allotment rules, I fully understand that I shall render myself liable to cancellation of the allotment without prejudice to any other penalty the Institute authorities may impose on me”.

**21. CODE OF CONDUCT FOR ALLOTTEES OF INSTITUTE RESIDENCES**

1. The Institute residences are allotted for living for the allottee and his/her family and relative. Any other person is not allowed to reside in the residence. If an allottee or his/her family is not staying in the house it must be vacated.
2. No allottee is permitted to sublet the residence allotted to him/her partly or fully or use it for any trade or business. If a complaint is received to this effect, appropriate action will be taken by the Institute authorities.
3. Sharing of the residence by the allottee with anyone else, other than those permitted under these rules is not permitted.
4. The allottees will pay regularly license'fee, water charges and any other charges as specified by the Institute.
5. Any alteration or addition in the Institute residence shall not be allowed by the residents. However, the Institute may decide for identical alteration or addition in a group of identical houses.
6. Any civil / electrical / physical/ logical modifications, removal of fixtures etc. including changing the external wall colors against the approved code of colors of the Institute, creation of roofs and structures, enclosures, shades etc. are not permitted and penal action will be initiated by the Institute.
7. Milk cattle or any other cattle will not be kept in the Institute residence.
8. The allottees will not tamper with the electricity installation, water supply and sanitary fittings or other fixtures in the residence provided by the Institute.
9. Unauthorized use of water supply in any manner will be treated as a serious offense and render the allottee liable to disciplinary action.
10. The allottee will immediately report to the concerned authority about any defects in installations leading to wastage of water or leakage of electricity, etc.
11. The allottees may maintain collared dogs or any other pets provided that they take extra care / responsibility so as not to cause any danger or nuisance to neighbors in any way. They may be prosecuted as per the law for keeping any prohibited pets or for causing damage or disturbance to the inmates and shall be entirely responsible in personal capacity only.

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12. The allottees are expected to conduct themselves in a courteous and polite manner with the neighbors. If any complaint is received about any resident being quarrelsome or indulging in objectionable activities like entertaining undesirable characters, disorderly behavior, getting intoxicated outside the house, etc., appropriate disciplinary action including cancellation of allotment of such residence shall be taken by the Institute authorities.
  13. The allottee will not encroach upon the Institute land or the land of the neighboring residences for gardening or for any other purpose, either personal / professional.
  14. The allottee will not undertake cutting of the trees in the compound of their residences or nearby areas.
  15. If a servant quarter is attached to a residence, the allottee shall furnish the name and age of the person staying in the servant quarter to the Registrar office. The allottee shall be fully responsible for the conduct of the person residing in the servant quarter.
- No commercial activities will be allowed from the servant quarters. Only the person, spouse and their children can stay by giving prior information. Violation of this rule will invite a penalty to the allottee @ 50 times of the normal license fee.

## 22. BREACH OF RULES

- 1) If any employee / occupant / allottee to whom a residence has been allotted, unauthorized sublets the residence or charges rent from the sharer or erects any unauthorized structure in any part of the residence or uses the residence or any portion thereof for purposes other than that for which it is meant or commits any other breach of rules or other terms and conditions of the allotment or uses the residence or premises or permits or offers the residence or premises to be used for any purposes, which the HAC considers to be improper or conducts him/herself in a manner which, in the opinion of HAC, is prejudicial to the maintenance of harmonious relations with his/her neighbors or conducts him/herself in such a manner as to disturb peace in the residential complex or colony in any manner or utilizes or cause to be utilized common facilities for unauthorized purposes such as parties etc without the consent of the Institute, has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the Institute may, without prejudice to any other disciplinary action that may be taken against him/her, cancel the allotment of the residence.

**Explanation:** In this sub-rule, the expression 'employee / occupant / allottee' includes unless the context otherwise requires, a member of his family and any person claiming through the employee / occupant / allottee.

- 2) If an allottee sublets a residence allotted to him/her or any portion thereof or servant quarters, garages appurtenant thereto in contravention of these rules, he may, without prejudice to any other action that may be taken against him/her, be charged such damages from the date of cancellation of allotment as may be fixed by the Institute from time to time in this respect.
- 3) Where action to cancel the allotment is taken on account of sub-letting of the premises by the allottee, a period of 30 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

*Prakash*  
*AB*  
*Naandark*  
*Shalini*  
*Meera*

period of 30 days from the date of the orders for the cancellation of the allotment whichever is earlier.

- 4) Where any penalty under these rule is imposed by the Institute, the aggrieved person, may, within fifteen days of receipt of the orders by him/her imposing the penalty, file a representation to the Director and such person shall be heard in person on the date intimated by the competent authority or by the Disciplinary Committee (DC) in such orders.
- 5) The original order imposing the penalty shall stand unless it is modified or rescinded by the competent authority as a result of the representation.

**23. PENAL RENT**

Where after an allotment has been cancelled or is deemed to have been cancelled under any provision contained in these rules, the residence remains or has remained in occupation of the employee to whom it was allotted or of any person claiming through him, such employee shall be liable to pay damages for use and occupation of the residence equal to the penal rent being as follows without prejudice to any other disciplinary action that may be taken against him.

15 days notice period	–	License Fee
Next two months	–	2 times of Market Rate
After two months	–	4 times of Market Rate

The market rate shall be determined as per CPWD norms.

**24. CONTINUANCE OF ALLOTMENT MADE PRIOR TO THE ISSUE OF THESE RULES.**

Any valid allotment of a residence which is subsisting immediately before the commencement of these rules under the rules then in force shall be deemed to be an allotment duly made under these rules notwithstanding that the employee to whom it has been made is not entitled to a residence of that type under these rules and all the preceding provisions of these rules shall apply in relation to that allotment and that employee accordingly.

**25. INTERPRETATION OF THE RULES**

If any question arises as to the interpretation of these rules, the decision of the Director thereon shall be final.

**26. RELAXATION OF RULES**

The Director may for special reasons to be recorded in writing relax any of the provision of these rules in case of any employee / type of residence. Any house allotted by the Director under this clause must be vacated within 15 days of the events (i) or (ii) in the table in clause 14(b). This shall not be applicable to those who become eligible for the same type of house, due to their seniority during their service with the Institute.

**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR**  
**ENTITLEMENT OF DIFFERENT TYPES OF ACCOMODATION**

S. No.	AGP/ GP as per 6 <sup>th</sup> CPC	Entitled Accommodation	Pay Level as per 7 <sup>th</sup> CPC
1.	Director	Type VII	Level-17
2.	HAG/AGP-10500/GP-10000	Type VI	Level- 15, 14A, 14
3.	AGP-9500/9000/GP-8700	Type VI, Type V	Level- 13A2, 13A1, 13
4.	AGP-8000/GP-7600	Type V	Level- 12
5.	AGP 7000/GP-6600	Type V	Level-11
6.	AGP 6000/GP 5400	Type IVB	Level-9 to 11
7.	GP-4200-4800	Type IVB, Type IVA, Type III	Level-6 to 8
8.	GP-1900 to 2800	Type III, Type II	Level-2 to 5
9.	GP-1800	Type I	Level-1

**Note: The above entitlement shall not affect allotments made earlier.**

**DIFFERENT TYPES OF ACCOMMODATION**

S. No.	Type of Accommodation	Quarters
1.	I	H-type Quarters (H-1 & H-52)
2.	II	F-Type (F-5 to F-66)
3.	III	F-Type (F-1 to F-4)
4.	IVA	D-Type (D-29 to D-66)
5.	IVB	D-Type (D-67 to D-78) & C-Type (C-13 to C-16)
6.	V	D-Type (D-1 to D-28) & C-Type (C-1 to C-12) (C-17 to C-18) & (C-19 to C-20)
7.	VI	B-Type (B-1 to B-17) & Acharya Bhawan
8.	VII	A-Type (A-1)

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*Dev'ku* *KJH* *SPJ* *Shankar* *SPJ* *SPJ* *SPJ*

## Annexure-B

When the vacant houses are advertised on Institute ERP below mentioned process shall be followed.

### HOW TO APPLY FOR STAFF QUARTER THROUGH ERP LOGIN

- Step 1:** Login Your ERP id.
- Step 2:** Click on "My Activities" Option.
- Step 3:** Click on "House Allotment" Option showing in the list.
- Step 4:** Click on first option "House Preferences".

**HOUSING ALLOTMENT**

- **House Preferences** ✓
- House Preferences Selected
- House Allotted

- Step 5:** Give your preferences to Quarters from dropdown list given below the preferences option and also click on check box after giving preferences to available Vacant Quarter Showing in your ERP Id.

House Preferences (MINISTERIAL STAFF)				
Emp Name	House	House Type	Preferences	#
LAXMAN SINGH	F15 / FIRST FLOOR	F	1 ▼	<input checked="" type="checkbox"/>
LAXMAN SINGH	F20 / FIRST FLOOR	F	3 ▼	<input checked="" type="checkbox"/>
LAXMAN SINGH	F21 / GROUND FLOOR	F	Select ▼	<input type="checkbox"/>
LAXMAN SINGH	F37 / GROUND FLOOR	F	Select ▼	<input type="checkbox"/>
LAXMAN SINGH	F38 / GROUND FLOOR	F	Select ▼	<input type="checkbox"/>
LAXMAN SINGH	F46 / FIRST FLOOR	F	Select ▼	<input type="checkbox"/>
LAXMAN SINGH	F5 / FIRST FLOOR	F	Select ▼	<input type="checkbox"/>
LAXMAN SINGH	H29 / GROUND FLOOR	H	Select ▼	<input type="checkbox"/>
LAXMAN SINGH	H5 / GROUND FLOOR	H	Select ▼	<input type="checkbox"/>
LAXMAN SINGH	TEST A3 / GROUND FLOOR	A3	Select ▼	<input type="checkbox"/>
LAXMAN SINGH	TEST A4 / GROUND FLOOR	C	Reserved	<input type="checkbox"/>
Proceed				

- Step 6:** After filling all choices, Click on Proceed Option showing at the end of List.



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**Step 7:** After clicking on Proceed Option, You can see your preferences given to Quarters by Clicking Second option of House Allotment i.e. **“House Preferences Selected”**

<p><b>HOUSING ALLOTMENT</b></p> <ul style="list-style-type: none"> <li>• House Preferences</li> <li>• <b>House Preferences Selected</b> ✓</li> <li>• House Alloted</li> </ul>
---

**Step 8:** When the allotment will be done by HAC, You can see Quarter allotted to you by clicking the Third Option of House Allotment i.e. **“House Allotted”**,

<p><b>HOUSING ALLOTMENT</b></p> <ul style="list-style-type: none"> <li>• House Preferences</li> <li>• House Preferences Selected</li> <li>• <b>House Allotted</b> ✓</li> </ul>
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**Note:** The last date of withdrawal of application will be closing date of application. The withdrawal would be accepted only through e-mail to the Member-secretary HAC.

SPS

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Pratik u s
E-jy
Usw
Shankar

AB
Noncontact.
Shelton
Heera

