

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING &
RESEARCH, TARAMANI CHENNAI 600 113**

**RULES GOVERNING ALLOTMENT/OCCUPATION OF
RESIDENTIAL(STAFF QUARTERS) FOR THE STAFF OF NITTTR
CHENNAI**

**QUARTERS ALLOTMENT RULES AMENDED
AS ON 30TH SEPTEMBER 2020**

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING & RESEARCH,
TARAMANI, CHENNAI 600 113**

RULES FOR ALLOTMENT OF RESIDENCE

1. SHORT TITLE AND APPLICATION:

- a) These rules may be called the rules for Allotment of residence, 1969 as amended from time to time upto 2012.
- b) The amended rules shall come into force on the date of approval by the Board w.e.f. _____
- c) There will be no separate scheme of residential accommodations for faculty and non-faculty staff. Allotment of accommodation type of quarters will be determined based on their pay and seniority. There is no change in the procedure followed hitherto for allotment of individual houses for Faculty Members and Apartment type accommodation to the Supporting Staff. However, one number each in the category of Assistant Professor quarters (Type-C) and Associate Professor quarters (Type-D) be allotted to the non-teaching staff subject to availability and eligibility. The request for higher type of accommodation from the staff shall be considered subject to the minimum pay of that higher type quarters.

2. DEFINITIONS:

- a) 'Allotment' means the grant of licence to occupy a residence in accordance with the provision of these rules.
- b) 'Emoluments' means the Basic Pay as defined in Pay Matrix Table (F.R. 45-C) as per 7th CPC

EXPLANATION:

In case of an employee, who is under suspension emoluments drawn by him immediately before the date of his suspension shall be taken as his emoluments/Basic Pay

- c) (i) 'Employees' means a whole time employee of the institute which also includes such employee as covered in Para 3{a} [iii].
- (ii) 'Faculty' for the purpose of House Allotment will consist of:

Director, Professor, Associate Professor, Assistant Professor, Chief Librarian, Senior Librarian and any other teaching staff designated as such by the Director with the approval of the Chairman, Board of Governors, from time to time.

- d) '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 an employee.
- e) 'Institute' means the National Institute of Technical Teachers Training and Research, Taramani, Chennai.
- f) 'Director' means the Director of National Institute of Technical Teachers Training and Research, Taramani, Chennai.
- g) The Seniority of an employee for allotment of a particular type of residence counts from the date of entry in to particular post of a cadre held at the time of allotment provided that in determining the seniority, preference may be given to married staff by the Director.

The eligibility for different type of accommodation is given in Annexure – 'A'

The seniority date of two or more officials are the same, seniority among them shall be determined as under:-

Where the emoluments/Pay level are equal, the person who started drawing the emoluments/pay level earlier shall be considered to be senior, Where the date of drawing the emoluments/pay level is also the same, the person who was drawing higher emoluments/pay level in the immediate past (before the emoluments/ Pay level became equal) will be considered to be a senior.

Inter-seniority of persons selected from internal and external candidates will be decided on the basis of length of service at this institute.

- h) 'Residence' means any residence for the time being under the administrative control of the Director, National Institute of Technical Teachers' Training and Research, Chennai.

- i) 'Sub-letting' includes sharing of whole or part of the accommodation by an allottee with another person with or without payment of rent by such other person

EXPLANATION

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

- j) 'Temporary Transfer' means, a transfer which involves an absence for a period of not exceeding 4 months.
- k) 'Type' in relation to an officer means the type of residence to which he/she is eligible as notified by the Director from time to time.

l) 'Quarters Allotment Committee' (QAC)

Quarters Allotment Committee means the Committee to consider House Allotment of the Staff Quarters and the composition of the members are as shown below:

Chairman	:	Professor/Estate Officer to be nominated by the Director
Secretary	:	Sr.Admin.Officer/Superintendent
Member	:	Associate/Assistant Professor to be nominated by the Director
Member	:	Non-teaching from Group A to be nominated by the Director
Member	:	Non-teaching from Group B or C to be nominated by the Director.

The term of the Committee is 3 years from the date of the order. However, the discretion of the Director is absolute.

3. ELIGIBILITY

- (a) The following categories of employees are eligible for allotment of residence subject to the provisions of these rules:-
- i) All employees who are appointed on regular basis whether against temporary or permanent positions:

- ii) All employees who are appointed on deputations against approved posts ;
- iii) All employees appointed on contract basis whether on regular scale of pay or on fixed emoluments/Grade Pay against approved posts.

(b) any such officer who on any date before or after the allotment of accommodation owns a house in his/her own name or in the name of his / her spouse, parents or any other dependent relative shall notify this fact to the Director within eight days of his/her owning the house. In the event of the officer's failure to do so, the Director may reject the application for allotment or cancel such allotment and ask the officer to vacate the institute accommodation forthwith.

4. ELIGIBILITY OF HUSBAND AND WIFE :

- a) No employee shall be allotted a residence under these rules if the wife or the husband, as the case may be, of the officer has already been allotted a residence unless such residence is surrendered simultaneously; provided that this sub-rule shall not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by the court.
- b) Where two employees in occupation of separate residence allotted under these rules, marry each other, they shall within one month of the marriage surrender any one of the residence allotted to them.

Where both husband and wife are employees of the institute, the title of each of them to allotment of accommodation under these rules shall not be considered independently.

5. CLASSIFICATIONS OF RESIDENCE:

Same 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. Changes, if any, to these annexure will be notified from time to time by the Director, with the approval of the Board of Governors.

6. APPLICATION FOR ALLOTMENT:

- a) An employee who seeks allotment of accommodation shall apply to the Director in the prescribed form. (Annexure - B)

- b) Whenever any accommodation is likely to become available for occupation, a notification to this effect shall be issued by the Administration for the information of the staff and those who have not already applied for the allotment of accommodation may apply within the specified time of the notification. The received applications shall be considered for allotment of available accommodation through the QAC.

7. I ALLOTMENT OF RESIDENCE :

- a) Same as otherwise provided in these rules, a residence on falling vacant will be allotted to an applicant from among the following:-

- i) those desiring a change or
- ii) those without accommodation or
- iii) those living in a lower type of accommodation

In case of non-faculty employee, the house shall be allotted based on the earliest priority date for that type of residence.

In case of a faculty, the house shall be allotted based on the grade pay drawn by the faculty. A faculty drawing higher grade pay will be considered senior.

- b) Type of residence one category lower than the entitlement will be considered for allotment and the seniority will be determined from the date the person becomes entitled to the appropriate lower type of residence.

- c) A residence of a type higher than that to which an applicant is eligible under these rules will not be allotted except when there is no eligible employee for allotment for a particular type of residence. In such event, the employee next to the eligible employee becomes eligible and will be allotted the vacant residence. The Institute will have the right to get such allotted house vacated on getting a request for allotment of residence from an eligible employee.

II OCCUPATION PERIOD FOR ALLOTTED HOUSE:

- a) An occupation period of 15 days shall be allowed from date of allotment of accommodation.
- b) Failure to occupy the allotted houses: If an allotted employee does not occupy the allotted accommodation within 15 days of the offer of allotment, the employee will be debarred for allotment of institute accommodation for a period of one year, from the date of allotment orders.
- c) Water charges will be collected from the allottee based on the type of quarters as notified in Annexure A under col.9.

8. (a) RESERVATION OF HOUSES FOR CERTAIN ESSENTIAL CATEGORIES OF EMPLOYEES (IN THE QUARTERS CAMPUS)

The following categories of staff whose presence in the campus is considered essential may be allotted accommodation on priority basis at the discretion of the Director:-

- (i) Senior Administrative Officer/Administrative Officer
- (ii) Senior Accounts Officer/Accounts Officer
- (iii) Estate Officer or Estate Assistant
- (iv) Junior Engineer (Electrical)
- (v) One Driver
- (vi) Plumber

and such other category of staff, the Director may decide based on the exigencies of service from time to time

(b) RESERVATION OF HOUSES FOR CERTAIN ESSENTIAL CATEGORIES OF EMPLOYEES (IN THE INSTITUTE CAMPUS)

- (i) Sergeant
- (ii) Electrician
- (iii) Plumber
- (iv) MTS Staff

and such other category of staff, the Director may decide based on the exigencies of service from time to time

(c) RESERVATION FOR SC/ST EMPLOYEES AND PERSONS WITH DISABILITIES EMPLOYEES

Reservation of residential accommodation in favour of SC/ST employees and employees with disabilities will be as per the instructions issued by the Government of India from time to time on this subject.

9. PERIOD FOR WHICH ALLOTMENT WILL BE VALID

- a) An allotment shall be effective from the date on which it is occupied or from the 16th day from the date of receipt of the allotment order, whichever is earlier and shall continued to be in force until the employee ceases to be on duty.
- b) A residence allotted to an employee may be retained on the happening of any of the events specified in Column No.2 of the table below for the period specified in the corresponding entry in Column No.4 .

Sl.No.	Event	Permissible period of retention of residence as per Govt. of India	Proposed permissible Period for retention of Residence/Quarters
1	Resignation, Dismissal or Removal from the service or termination of service, unauthorised absence without permission	One Month	One Month
2	Retirement or Terminal leave	Two months normal licence fee and another two months on double the normal licence fee, on Medical/Education grounds further retention of two months on four times of normal licence fee	Two months normal licence fee and another two months on double the normal licence fee, on Medical/Education grounds further retention of two months on four times of normal licence fee. No retention of house/quarters shall be allowed beyond a period of 6 months from the retirement.

3	Death of the Allottee	1 year if the deceased or his/her dependants(s) does not own a house in the city	1 year if the deceased or his/her dependants(s) does not own a house in the city (Chennai). Such allottee shall pay the normal Licence fee every month. If the deceased employee owns a house in his name or in the name of his family members in Chennai shall be allowed to retention of quarters only for 6 months as normal licence fee after that market rate of rent will be levied until completion of one year
4	Transfer to NITTTR Extension Centre/Transfer to an ineligible office at the station	Two months	Two months
5	On deputation under foreign service in India	Two months	Two months

In case of retirement/death while in service the employee/family who wish to retain staff quarters on retirement for the approved extended period shall submit bank guarantee from a Nationalised Bank equivalent to the amount of DCRG & Leave Encashment valid for the extended period plus two months, failing which the DCRG & Leave Encashment shall be released on the vacation and handing over of the quarters in good condition.

The bank guarantee format shall be as under:

BANK GUARANTEE

The Director

In consideration of your agreeing to pay (Name of employee) _____ of your Lab./Instt. who has retired on _____, a sum of Rs. _____ towards gratuity and/or leave encashment due to him as retirement benefits, we (Name of the Bank) _____ hereby guarantee to pay to you upto a sum of Rs. _____ (Rupees) _____ in case the aforesaid _____ does not vacate the Quarter/ Flat No. _____ which is in the occupation of _____ being the bonafide allottee of the above Quarter/Flat, upto _____.

The guarantee is irrevocable and shall not be revoked without your authorised officer's written consent.

Notwithstanding anything contained herein before, our liability under this guarantee is restricted _____ to _____ Rs. _____

(Rupees _____) and shall remain in force till _____.

However, if _____ vacates the quarter/Flat on or before _____, You will instruct us _____ in writing to revoke the guarantee in favour of _____.

In case _____ does not vacate the Quarter/Flat on or before _____ the guarantee will immediately be enforced in your favour.

Manager

Nationalised Bank

NOTE: VACATION OF UNAUTHORISED OCCUPATION

If the allottee fails to vacate the house on expiry of the prescribed period i.e. 6 months as per House Allotment Rules sub clause(ii) of clause (b) of Para 9 can be charged 100 (hundred) times of licence fee.

In addition to the above charges of Licence fee, still the allottee fails to vacate the house, the authority is empowered to disconnect the service connections such as water supply and electricity.

Explanation

The allotment of accommodation will be deemed to be cancelled on the expiry of the permissible period unless the officer resumed duty in an eligible office in the station immediately on the expiry of the concessional period SR 317-B-11.

10. Provisions Relating to Rent and Liability for Payment of Rent:

An employee of the institute who has been allotted institute accommodation shall be charged rent as per provision in the Civil Service Regulations and as applicable to the Central Govt. employees at Chennai.

Revised Rates of Licence Fee effective from 01.07.2020.

The flat rates of licence fee had been charged w.e.f. 01-07-2020 for the institute staff quarters as per the OM.No:18011/2/2015-Pol-III, Govt. Of India, Ministry of Urban Development Directorate of Estates, New Delhi, dated 29.06.2020 and subsequent revision from time to time.

- (a) Where an allotment of accommodation has been accepted, the liability for rent shall commence from the date of occupation or the 30th day from the date of receipt of the allotment, whichever is earlier.
- (b) An employee, who fails to take possession of the accommodation allotted to him/her within 15th days from the date of receipt of the allotment order, shall be debarred for allotment of house for further period of one year or as per rule 7 II(b) (as per the decision of the authority)
- (c) Where an employee, who is in occupation of a residence, is allotted another residence and occupies the new residence after vacating his former residence the allotment of the former residence shall be deemed to have been cancelled from the date of occupation of the new residence.
- (d) An employee to whom a residence has been allotted shall be personally liable for the rent thereof for any damage beyond fair wear and tear caused there to or to the furniture, fixtures or fittings or services provided therein by the institute during the period for which the residence remains allotted to him/her or where the allotment has been cancelled under any of the provisions in these Rules, until the residence along with the

outhouse apartment thereto have been vacated and full vacant possession thereof has been restored to the institute.

- (e) Where provisional allotment of a higher category of residence has been made, the allottee shall have to shift to a residence of his category within 30th days of the allotment failing which he/she will be liable to pay rent as per provisions of FR-45 B of Fundamental Rules

11. PROVISION OF ACCOMMODATION FOR PERFORMING MARRIAGE ETC. IN THE FAMILY OF AN ALLOTTEE

On receipt of an application, the Director may make temporary allotment, not exceeding five days including the day of marriage, to an employee of the Institute if a vacant residence is available or likely to be available during the period for which allotment has been applied for. Such allottee shall pay one month licence fee as rental charges of that accommodation.

Allottee shall make his/her own arrangement for water, electricity and cleaning after the function etc. at his/her own cost.

An employee may not surrender the institute accommodation without the prior approval of the Director or his nominee, in writing.

12. SURRENDER OF AN ALLOTMENT

An employee may not surrender the institute accommodation without the prior approval of the Director or his nominee, in writing.

13. CHANGE OF RESIDENCE:

An employee whom a residence has been allotted under these rules may apply for a change of residence within the same type. Not more than three changes shall be allowed in respect of one type of residence allotted to an employee.

14. OUT OF TURN ALLOTMENT

Notwithstanding anything contained in these Rules, the Director of the Institute may allot residence on out of turn basis to an employee on medical grounds specified below on the recommendation of the House Allotment Committee:-

- (a) if the employee or employee's wife/husband, as the case may be, son, daughter, step son and step daughter is suffering from Cancer, Pulmonary T.B. in active phase with risk to others and sputum for A.F.B. is positive;

- (b) If he has a severe physical defect or deformity which causes undue interference with the normal functioning of the bones, muscles and joints in consultation, if considered necessary, with the prescribed competent Medical Board/Govt. Hospital;
- (c) If he suffers from heart ailments having symptoms of Grade III and IV which include serious disability like Angina Grade III and IV or congested Cardiac Failure Grade III and IV or Malignant Hypertension Grade III and IV;
- (d) If he suffers from either total absence of sight or Visual Acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses or impression of the field of the vision subtending an angle of 20 degrees or worse;
- (e) If his sense of hearing is non-functional for ordinary purposes of life, he does not hear or understand sounds at all even with amplifier speech. The cases included in this category will be those having hearing loss of more than 90 decibels in the better ear (profound impairment) or total loss of hearing in both the ears;
- (f) If he, as a result of orthopaedic deformity, finds it very difficult to move freely. If the percentage of disability according to competent Medical Board/Government Hospital Scale is less than 40%, the request may normally be rejected.

15. MUTUAL EXCHANGE OF RESIDENCE

Two employees to whom residence of the same type have been allotted under these rules may apply for permission to exchange their residence mutually, after completion of one year of stay in particular type of residence allotted to him/her.

16. 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 institute; Such employee shall not grow any tree, shrubs or plants contrary to the instructions issued by the institute from time to time and not cut or lop off any existing tree or shrub in any garden, courtyard, compound attached to the residence.

17. SUB-LETTING AND SHARING OR RESIDENCE:

No employee shall share or sublet the whole/part of the residence allotted to him or her or the outhouse, garages and stables appurtenant thereto. If any person other than family members is accommodated, permission of the Director or his nominee shall be obtained.

18. BREACH OF RULES:

If an employee sublets residence allotted to him/her or any portion thereof, in contravention of these rules he/she may without prejudice to any other action that may be taken against him/her, be charged enhanced rent not exceeding four times of the standard rent under FR 45-A.

Further, an allottee who commits any breach of these Rules or the terms and conditions of the allotment or uses the residence or permits the residence or premises to be used, for any purpose which the Director considers to be improper, or conducts himself in a manner which in the opinion of the Director is prejudicial to the maintenance of the harmonious relations with his neighbours, or of maintenance of peace or sanitation in the campus, or it is found that the employee has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the Director may without prejudice to any other disciplinary action that may be taken against him.

- a) Cancel the allotment of that residence to him and
- b) Declare him as ineligible for the Quarters accommodation

Provided that where the allotment of a residence is cancelled for breach of harmonious relations with the neighbours the employee may be allotted any other residence in the Campus.

The **improper use** of the residential accommodation shall include

- a) Unauthorised addition to/or alteration of any part of the residence or premises
- b) Using the residence or a portion thereof for purposes other than those for which they are meant; and
- c) Unauthorised extension from electricity and water supply and other service connections or tampering therewith.

19. GENERAL CONDITIONS

- i) The allottee shall personally be responsible for theft of or any damage to beyond fair wear and tear, the building, fixtures,

furniture, sanitary, fittings, electrical installations, fencing, etc. provided therein, during the period of his/her occupation of the quarters.

- ii) The allottee shall not make any additions or alterations to the buildings or tamper with fittings or electrical installations nor make any unauthorised construction or extension to the Electric or Water Supply lines, without specific permission of the Director.
- iii) No cattle, poultry or pet animals shall be kept in the premises or maintained in the quarters or in the compound without written prior permission of the Director.
- iv) The allottee shall allow the maintenance staff of the Institute or the workers of authorised contractors to have access to the quarters at all reasonable hours to inspect the building, the water supply, sanitary or electrical installations, fixtures and furniture and to carry out such normal repairs thereto as the Supervisor may consider necessary for the proper maintenance of the quarters.
- v) The allottee should see that no water is wasted by leakage in the water supply fittings or by careless or extravagant use by the occupants and shall forthwith report to the Supervisor/JE Civil any damages to or defect in the building, fixtures and fittings, electrical installations or fencing and gates for necessary actions.
- vi) The house hold garbage should be deposited in a covered bin. On no account such garbage should be thrown in the premises, on the streets or kept exposed to the air.
- vii) Any incidence of infectious disease in the quarters must immediately be reported to the Director/Medical Officer of the Institute, and all precautions taken to prevent the spreading of the infection.
- viii) At the time of acceptance of the allotment, the employee himself shall sign an endorsement that he has gone through these rules and he shall in all circumstances be bound by these rules. These rules shall be deemed to be a part of the Allotment Order.

20. ALLOTMENT PRIOR TO ISSUE OF RULES:

Any valid allotment of residence which is subsisting immediately before the commencement of these Rules shall be deemed to be an allotment duly made under these rules.

21. INTERPRETATION OF RULES:

If any question arises as to the interpretation of the rules the decision of the Director thereon shall be final and binding on the allottee.

22. RELAXATION OF RULES:

The Director may relax these rules for special reasons to be recorded in writing in the interest of the Institute in case of any Employee or residence or class of employees or type of Residences and informed to the Board of Governors.

In case of any emergency or in any matter not covered by these rules, the Competent Authority may give necessary direction in the matter. On promulgation of the said direction, in general or specific, the said direction shall be binding on the employee.

The Director may reserve or set aside particular quarters or set of quarters for a specific purpose.

23. DELEGATION OF POWERS AND FUNCTIONS:

- a) The Director may delegate any or all the powers conferred upon him to the House Allotment Committee constituted by him subject to such conditions as he may deem fit to impose.
- b) The Director and/or the House Allotment Committee shall exercise the power of allotment under these rules.
- c) The Director can appoint any officer/faculty member with Civil Engineering back ground of the Institute as the Estate Officer /Assistant Estate Officer for such period as deemed fit.

Annexure - 'A'

The eligibility for different type of accommodation with classification

Sl. No	Type of accommodation as prescribed by GOI	Eligible Living area in sq.mtr. (as prescribed by GOI) for that Type of quarters	Actual living area available in the NITTTR quarters campus	Classification of that quarters from the inception	No. of Quarters available in that type & Door number	Eligibility criteria in the pay Matrix of Pay level for allotment as per 7th CPC	Licence Fee as on 01-07-2020 (*)	Existing Water charges (**) Rs.
1	2	3	4	5	6	7	8	9
								Rs.
				Essential Quarters in NITTTR office Campus	4 Nos.	Pay Level - 1		
1	I	Up to 30	26.8				180/-	10/-
2	II	26.5 to 50	36.4	Sergeant Quarters in NITTTR office Campus	1 No.	Pay Level - 2, 3, 4, & 5	370/-	10/-
			36.2	A-Block in Quarters Campus	6 Nos.	Pay Level - 2, 3, 4, & 5	370/-	10/-
			43.6	B-Block in Quarters Campus	18 Nos. (B1 to B-18)	Pay Level - 2, 3, 4, & 5	370/-	10/-
3	III	44 to 65	53.4	C-Block in Quarters Campus	14 Nos. (C1 to C14)	Pay Level - 6, 7, & 8	560/-	15/-
4	IV	59 to 91.5	61.5	Assistant Professor Quarters	5 Nos. (T-5, T-6, T-10, T-11 & T-15)	Pay Level - 9, 10, & 11	750/-	25/-
5	IVSpl.	59 to 91.5	80.3	Associate Professor Quarters	5 Nos. (T-3, T-4, T-12, T-13 & T-14)	Pay Level - 11	790/-	30/-
6	V A	Up to 106	102.3	Professor Quarters	2 Nos. (T-18 to T-21)	Pay Level - 12	1400/-	35/-

7	V B	Beyond 106	111.2	Professor Quarters	4 Nos. (T-16 & T-17)	Pay Level - 12	1490 /-	35/-
8	VI(A)	Up to 159.5	139.8	Professor Quarters	Four (T-1, T-2, T-7 & T-8)	Pay Level - 14	1840 /-	40/-
9	VI(B)	Beyond 159.5	176.9	Director Quarters	One (T-9)	Level 15 and above	2200	40/-

(*) Will be revised as per the rates prescribed by the Govt. of India once in three Years or as amended from time to time

(**) Instead of collecting fixed water charges every month, may be modified:

actual expenditure towards purchase of water may be divided equally among the occupants once in three/six months

or

suitable instructions may be given to the Estate to arrange for installing water meter and water charges may be collected as per the consumption of the meter reading.