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## House Allotment Policy

**Objective:** The objective of this policy is to lay down the guidelines for allotment of campus accommodation at TIET, Patiala to the employees of TIET ensuring fairness and credibility in the process.

**Definitions:** Under these terms and conditions unless the context otherwise states:

1. **'Staff'** means an employee of the Institute.
2. **'House or Accommodation'** means a residential accommodation within the Institute premises.
3. **'Allottee'** means the employee to whom a house has been allotted.
4. **'Family'** means the wife, husband, children, parents, brothers and sisters residing with and dependent on an allottee.
5. **'Seniority'** of an allottee for the purpose of allotment of a house shall be as decided under these rules as described in the 'Seniority' section below.
6. **'Rent'** means the amount payable monthly in accordance with the Institute Rules and normally would be equivalent to HRA.
7. **'Allotment'** means to grant license to an employee of the Institute to accept a house or a portion thereof, for use by them as residence.
8. **'Procedure'** means the procedure approved by the Director for allotment of accommodation.

**Eligibility:** Employees of the following Institutions:

1. Thapar Institute,
2. Thapar Polytechnic

Eligibility for allotment of category of accommodation for various levels of employees shall be approved by the Board of Governors from time-to-time.

### Determination of seniority for allotment of accommodation

#### Regular Employees, Fixed-term Contract Employees

Seniority will be determined as under:

- i) An employee who is in a higher level will be considered as senior.
- ii) If an employee applies for a house in a lower category than for which is eligible, then the employee senior in designation will be given priority.
- iii) For the purpose of the allotment of a house of any type in a category, seniority among all eligible employees who apply for house allotment (in the prescribed form) shall be according to the 'Priority date'. Priority date of an employee in relation to the type of residence to which they are eligible means the earliest date from which they become eligible for that category of house. Provided that where priority date of two or more employees is the same, seniority amongst them shall be determined by:
  - a. Firstly, the emoluments; the employee in receipt of higher emoluments taking precedence over the employee in receipt of lower emoluments.
  - b. Where the emoluments are equal, by the length of service in the Institute.
  - c. Where the emoluments and length of services are equal, then employee older in age will be accorded higher priority over the employee with lower age.
- iv) For determining the seniority, there should be no break in the service from the date of promotion or the date of joining.

- v) Employees sent on post doc program (TIET & Self Sponsored) will maintain their seniority for the period of absence. However, those employees on lien & drawing salary from another institute/organisation; that period of absence will not be counted for seniority on their return.
- vi) **Fixed-term contract employees:** Will be considered for house allotment on the recommendations of the concerned Head. The house allotment committee will establish the equivalence for the type of house they will be entitled for.

In case of any discrepancy or dispute, the decision of the Director shall be the final.

**Entitlement:** For various categories of accommodation for employees at different levels is below:

| SN | New Addition<br>Block Name          | Accommodation<br>Type | Quarter Nos                                 | Total<br>Quarter | Level   |                                     |
|----|-------------------------------------|-----------------------|---------------------------------------------|------------------|---------|-------------------------------------|
|    |                                     |                       |                                             |                  | TS      | NTS                                 |
| 1  | Director's Bungalow                 | -                     | 1                                           | 1                |         | For Director-TIET                   |
| 2  | A Block                             | A Type                | 1 to 3                                      | 3                | 15      | NA                                  |
| 3  | B Block                             | B Type (Old)          | 1 to 3                                      | 3                | 14      | PM-14, one for Registrar            |
| 4  | C Block                             | Type V (Old C)        | 1 to 10                                     | 10               | 14      | PM-14, Reserved for TPC (Principal) |
| 5  | D1 Block                            | Type IV (New)         | 17 to 36                                    | 20               | 11      | PM-12                               |
| 6  | D2 Block                            | Type IV (Old)         | 1 to 8                                      | 8                | 10      | PM-11                               |
| 7  | D3 Block                            | Type III (New)        | 1 to 8 & 17 to 48                           | 40               | 10      | PM-11                               |
| 8  | E Block                             | Type III (old)        | 1 to 8                                      | 8                | 10/LCON | ATS-6                               |
| 9  | Thapar Heights – I                  | FRA                   | 101-104                                     | 4                | 13      | PM-13                               |
|    |                                     |                       | 201-204                                     | 4                | 13      | PM-13                               |
|    |                                     |                       | 301-304                                     | 4                | 10      | PM-11                               |
|    |                                     |                       | 401-404                                     | 4                | 10      | PM-11                               |
|    |                                     |                       | 501-504                                     | 4                | 10      | PM-11                               |
|    |                                     |                       | 601-604                                     | 4                | 10      | PM-11                               |
| 10 | Thapar Heights – II                 | FRB                   | 101-104                                     | 4                | 13      | PM-13                               |
|    |                                     |                       | 201-204                                     | 4                | 13      | PM-13                               |
|    |                                     |                       | 301-304                                     | 4                | 10      | PM-11                               |
|    |                                     |                       | 401-404                                     | 4                | 10      | PM-11                               |
|    |                                     |                       | 501-504                                     | 4                | 10      | PM-11                               |
|    |                                     |                       | 601-604                                     | 4                | 10      | PM-11                               |
| 11 | Thapar Heights – II                 | FRC                   | 101-104                                     | 4                | 13      | PM-13                               |
|    |                                     |                       | 201-204                                     | 4                | 13      | PM-13                               |
|    |                                     |                       | 301-304                                     | 4                | 10      | PM-11                               |
|    |                                     |                       | 401-404                                     | 4                | 10      | PM-11                               |
|    |                                     |                       | 501-504                                     | 4                | 10      | PM-11                               |
|    |                                     |                       | 601-604                                     | 4                | 10      | PM-11                               |
|    |                                     |                       | 701-704                                     | 4                | 10      | PM-11                               |
|    |                                     |                       | 801-804                                     | 4                | 10      | PM-11                               |
| 12 | RDA                                 | A Type Flats          | 101-108, 110, 112, 114 & 116 (Ground Floor) | 12               | LCON    | ATS-6                               |
|    |                                     |                       | 201-208, 210, 212, 214 & 216 (First Floor)  | 12               | LCON    | ATS-6                               |
| 13 | RDB                                 | B Type Flats          | 101-116 (Ground Floor)                      | 16               | 11      | PM-12                               |
|    |                                     |                       | 201-208 (First Floor)                       | 16               | 10      | PM-11                               |
| 14 | RDC                                 | C Type Flats          | 101-108 (Ground Floor)                      | 8                | 13      | PM-13                               |
|    |                                     |                       | 201-208 (First Floor)                       | 8                | 13      | PM-13                               |
| 15 | M 1 (Only for clerical & lab staff) | Type II               | 1 to 12                                     | 12               | NIL     | ATS -5                              |
| 16 | M2                                  | Staff Colony          | 1 to 46 (Ground Floor)                      | 46               | NIL     | ATS 1-4                             |
| 17 | Guest House H1                      | GH Quarters           | 1 to 3                                      | 3                |         | Reserved for GH Staff               |

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### House Allotment Committee: Composition

The Director shall appoint an Allotment Committee to advise them on all matters relating to the allotment of accommodation in accordance with these Regulations.

### House Allotment Committee: Powers and Functions

The power to allot accommodation under these terms & conditions shall vest with the Director who shall appoint an Allotment Committee to advise them on all matters relating to the allotment of houses in accordance with the rules.

### Allotment Process

1. An employee shall not be allotted a house if the employee's spouse is already an allottee but this rule shall not apply where the husband and wife are residing separately pursuant to an order of judicial separation made by a court.
2. If two employees who have been allotted accommodation get married, then one of the two houses will be surrendered within 1-month of the marriage, failing which allotment of the lower type of house shall be deemed to have been cancelled, expiry of the aforesaid period of the 1-month. If both houses are of same type, the allotment of one of these, as the Director may specify, shall be deemed to have been so cancelled.
3. Whenever accommodation is available the Registrar will invite applications within 10 days of the date of notification. Further, no such notification will be issued during vacations for the faculty.
4. The House Allotment Committee will process the allotment of all accommodation on campus except where specifically provided otherwise. For each category, lists will be prepared in order of seniority.
5. Applications for the allotment of accommodation to staff of the Polytechnic and Hostels will be routed through the Principal, Polytechnic and Wardens respectively.
6. An employee who is not willing to accept allotment of a house of a category lower than that to which they are eligible, will maintain their seniority in the category of houses to which they are eligible for further allotment.
7. Director may allot a house out of turn to an employee in their category in the interest of the Institute by recording the reasons in writing.
8. The Director may, if he thinks it necessary, reserve or set aside a particular house or a set of houses for any specific purpose.
9. An allotment of accommodation in a higher category, for which there is no eligible employee, will be made to any employee, who is eligible for an accommodation in a lower category. However, the allottee must give an undertaking to vacate the accommodation in 1-weeks' notice when an alternative house is offered to them or on 1-months' notice when no alternative house is not available
10. An allotment shall be effective from the date; house is occupied by the allottee & shall continue until:
  - a) It is cancelled or is deemed to have been cancelled under allotment rules: or
  - b) It is surrendered by the allottee; or
  - c) The allottee ceases to be eligible to occupy the accommodation.

11. In case an allottee declines to accept the allotment of a house or they do not intimate the Registrar in writing within three days of the date of issue of the allotment order; or having accepted it, relinquishes it, and there is no other eligible employee for the said accommodation even under para 10 of allotment procedure; then they will not be entitled to any House Rent Allowance according to these Rules for the period the house remains vacant.
12. Re-allotment within the same type of house will ordinarily be avoided. However, a mutual exchange in the same type of houses may be allowed by the Director.

**Forms - Annexure – LII (Application Form – Allotment of Campus Residential Accommodation)**

**Important Points**

1. **House Allotment Rules:** Following terms and conditions shall govern the allotment of accommodation to the staff of the Institute:
2. **Rules for Allotment:** The Director shall approve the procedure for the allotment of houses.
3. **Allotment Order:** The allotment order shall be issued by the Registrar to each allottee after obtaining the approval of the Director.
4. **Allotment made prior to these rules:** All allotments of accommodation made prior to the issue of these rules shall be deemed to have been duly made under these rules notwithstanding the fact that an allottee may be in occupation of a house of a category to which the allottee is not eligible.
5. **Cancellation of allotment:** The allotment of accommodation will be deemed to be cancelled from a specific date under following circumstances:
  - a) Cancellation of allotment by the Director for breach of rules as per para 28 below. The cancellation order shall specify the date.
  - b) Retirement, termination, resignation or any other circumstances in which the allottee ceases to be an employee of the Institute/Polytechnic. The cancellation will be effective from the date of specific event. However, on a written request by the allottee the Director may permit retention of the house on HRA fee up to the periods indicated below:
    - i. Cancellation of allotment - One month
    - ii. Retirement - Three months
    - iii. Termination, resignation or any other circumstances in which the allottee ceases to be an employee of the Institute/Polytechnic - One month

Further, under circumstances of extreme hardship, Director may permit retention of house for a maximum period of three months on the following terms of payment:

- a) for the first month @ 20% of pay
- b) for the second month @ 30% of pay
- c) for the third month @ 50% of pay.

In case an allottee continues to stay in the house without permission or overstays beyond the permitted period, the management will have right to disconnect the water and electricity supply or take any other necessary steps for the vacation of the house and recover rent at penal rates as will be decided by the Director from time to time.



**Note: Pay will mean the pay (Basic) or last pay of the allottee.**

6. Employees sent on Post-Doc programs (sponsored by TIET/Self-sponsored) will be permitted to retain accommodation on campus for the duration of the program (from date of commencement until return date). However, electricity and all utilities including house rent will be paid by the employee.
7. **License:** In every case, the allottee shall be deemed to be a licensee and not a tenant.
8. **Fitness for occupation:** The Registrar of the Institute shall issue a notice to each allottee that the house allotted to them is fit for occupation.
9. **Occupation:** Allottee shall occupy accommodation allotted to them within 15 days from date of issue of allotment order or from date of issue of notice that accommodation is fit for occupation; whichever is later, failing which a house rent at the rate of 20% of their pay will be deducted.
10. **Temporary occupation:** An employee may be permitted temporary occupation of any vacant house for a period not exceeding seven days for ceremonial or religious purposes on payment of rent fee of 20% of their pay plus water, electricity and other charges for the period of occupation.
11. **Fitting & Fixture:** An employee on being allotted an accommodation will properly takeover all inventory that includes furniture and fixtures from CMS. Further, on occupation of the house the electricity meter reading will be recorded by CMS. On vacation of accommodation, the employee will properly handover all furniture & fixtures to CMS in proper condition as was taken over.
12. **Electricity & water charges:** An allottee will pay electricity and water on actual consumption. The same will be directly deducted from their salary. Each allottee shall pay for the electricity consumed at the rate approved by TIET.
13. **Rent:** The rent of the accommodation will be equivalent to HRA entitlement of the employee.
14. **Rent chargeable from allottees under suspension:** An allottee under suspension will continue to pay the same rent that he was paying before suspension, irrespective of the fact that they are getting only subsistence allowance. Additionally, they will also pay for water, electricity and other charges on actual consumption.
15. **Payment of rent and other charges:** An allottee shall pay the rent and all other charges as may be levied from time-to-time regularly within the period notified for their payment unless the same are recovered from the allottee's salary.
16. **Proper use:** Allottee shall use house strictly for residential purposed for themselves & their family.
17. **Maintenance:** The employee shall maintain the house and the compound. They shall further ensure that all furniture and electrical fittings & fixtures are used appropriately and maintained. An allottee shall ensure that no water is wasted by leakage in the water supply fittings or by careless or extravagant use and forthwith report to the maintenance department. An allottee shall not fell any trees planted within the compound without the consent of the Director.
18. **Access to maintenance staff:** An allottee shall permit TIET maintenance staff/workers of authorized contractors inside the premises at reasonable hours to inspect the building, water, sanitary, electrical fittings, fixtures & furniture and carry out repairs as may be necessary for proper maintenance. The maintenance staff will, as far as possible intimate the allottee in advance.

19. **Additions and alterations to building:** An allottee shall not make any additions or alterations to the building fitting or electrical installation or make extensions to the electric or water supply lines without the specific permission of the Director in writing.
20. **Cattle/pet animals:** No cattle shall be kept in the house or in its compound. Care should be taken to ensure that pet animals do not cause any inconvenience to others.
21. **Inflammable materials:** No inflammable materials in bulk shall be stored in the accommodation or in the compound.
22. **Damages & theft:** An allottee shall be personally responsible for any damages beyond normal wear and tear to the fixtures, furniture, sanitary fittings, electrical installations, fencing etc. The allottee is responsible for the safekeeping of all fixtures, furniture, sanitary fittings and electrical installations and will further be responsible in the event any theft occurs.
23. **Infectious disease:** Incidence of any infectious disease shall be reported by the allottee to the Medical Officer immediately and all precautions will be taken to prevent spreading of any infection.
24. **Sub-letting:** No allottee shall sublet a house or any portion thereof to anyone under any circumstances. If an allottee sublets a house or any portion or garage thereto, they shall without prejudice to any other action that may be taken against them be required to vacate the house.
25. **Leave:** An allottee on Study Leave/Extraordinary Leave/Deputation may be permitted to retain their house provided to their family and continue to occupy the house up to the following periods from the commencement of their leave/deputation on payment of normal rent;
  - (a) If the employee remains in India - For a maximum period of 3 months.
  - (b) If the employee goes out of India - For a maximum period of one year.
26. **Death:** If an allottee dies while in service, their family may be permitted to retain the house for three months from the date of their death, free of rent. In the event that their child is studying, the family may be allowed to retain the house up to the end of Academic year on normal rent equivalent to their last HRA entitlement for a period beyond 3 months.
27. **Notice for vacating: (house vacation report):** An allottee shall give notice of their vacating the house in writing to the Registrar, TIET at least 10 days in advance. If they fail to do so, the allottee shall be responsible for payment of rent for the number of days by which the notice given falls short of 10 days. An allottee shall submit a vacation report to the Registrar, TIET on the day they vacate the house and will receive an acknowledgement on the same date.
28. **Breach of Rules:** If an allottee commits any breach of the rules, some of which are listed herein under:
  - a) The accommodation is not used for the specific purpose as defined in the section 'Proper Use'.
  - b) Conducts themselves in a manner that in the opinion of the Director is prejudicial to the maintenance of harmonious relations with the allottees neighbourhood.
  - c) Does not maintain a clean and hygienic area surrounding/within their premises.For the above breaches, the Director may, without prejudice, take disciplinary action as under:
  - i. Cancel the allotment of the house to the allottee, and
  - ii. Declare the employee ineligible for any fresh allotment of a house for a period of 1 year.

- 29. Rent free accommodation:** Rent free accommodation can be approved by the Director up to Level – 9. For Level – 10 and above approval of CBOG is required.
- 30. Hardship:** If the Director is satisfied that the operation of any of these terms and condition may cause undue hardship in a particular case, he may dispense with or relax such terms and conditions to an extent and in such a manner as he may consider necessary.
- 31. Interpretation:** On any question of interpretation of these rules, the Director’s decision shall be final.

This policy comes into effect from **1<sup>st</sup> January 2021**.

|             |   |                                                                                   |                                                                                    |
|-------------|---|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Signature   | : |  |  |
| Name        | : | Dr. Gurbinder Singh                                                               | Prof. Prakash Gopalan                                                              |
| Designation | : | Registrar                                                                         | Director                                                                           |

**Application Form: Allotment of Campus Residential Accommodation**

Name of Employee : \_\_\_\_\_ Employee ID : \_\_\_\_\_  
Designation : \_\_\_\_\_ Department/Section : \_\_\_\_\_  
Date of Joining\* : \_\_\_\_\_ Nature of employment : \_\_\_\_\_  
*(\*DOJ is the original date of joining that includes Study Leave and Foreign Service)*  
Mobile Number : \_\_\_\_\_

Period of Leave / Extraordinary / Foreign Assignment / Post Doc / Lien

| S No. | Type of Leave | From | To |
|-------|---------------|------|----|
|       |               |      |    |
|       |               |      |    |
|       |               |      |    |

**Declaration**

I agree to abide by the Institute House Allotment Rules as amended from time to time.

Signature of the Applicant : \_\_\_\_\_

Date : \_\_\_\_\_

**To be filled by Accounts Section**

Emoluments for the purposes of house rent : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

**To be completed by the Registrar**

The facts stated by the applicant have been verified and found correct and the declaration about owning a house has been specifically verified with reference to the available records.

Signature of Registrar : \_\_\_\_\_

Date : \_\_\_\_\_