

**MODIFIED GUIDELINES FOR ALLOCATION OF QUARTERS TO B.I.T.  
EMPLOYEES (w.e.f 21.07.2017)**

1. The information regarding all vacant quarters, shall henceforth be notified periodically to all departments/sections.
2. After the notification, any B.I.T. employee may request the Estate office and visit the available quarters between 10.00 AM to 12.00 PM and 2.00 PM to 4.00 PM on all weekdays (Monday to Friday) and between 9.0AM to 12.00PM on Saturday.
3. Employees may apply for various quarters in the prescribed format (available in the department/section) giving the preferences for the different quarters. Applications shall be submitted to the Dean (Faculty Affairs and Sponsored Research), before a prescribed last date.

**4. CRITERIA FOR ALLOTMENT:**

The allocation of a particular quarter to an employee shall be based on the following criteria.

- a) An employee having highest Academic Grade Pay/Grade Pay shall get the first preference. GP of Rs 5400/ shall be considered as equivalent to AGP of Rs. 6000/, GP of Rs 6600 shall be considered as equivalent to AGP of Rs. 7000 and so on.
- b) In case of same AGP/GP or a tie, an index based on the following details shall be calculated (details of calculation are given in **Annexure-1**)
  - i) Date of joining B.I.T. (including other campuses of B.I.T.).
  - ii) Date of last promotion in B.I.T. (The date of last up gradation of AGP/GP).
  - iii) Age in completed years.
  - iv) Basic Pay. (In case of consolidated pay, the equivalent basic pay shall be calculated. The top-ups if any shall not be included in the Basic Pay).

The employee with the highest index shall get the preference.

- c) If the indices are same, an employee with family (spouse, children, parents etc.) shall be given preference. This shall be done with the knowledge of other applicants.
- d) If criterion (c) also fails, then the date of retirement may be considered on the principle that the person retiring earlier may be accorded higher priority over the person retiring later.
- e) If after all the above considerations still there is a tie, it shall be decided by a lottery system held in front of the concerned applicants.

**5. CATEGORIES OF RESIDENCES:**

In normal circumstances, the quarter types E, FLAT, FI, GI, MC, KI, SG, GRI, EII, FM, FII, GII, and GRII in the main campus may be preferably allotted to Non-teaching staff members. The other types of quarters (i.e., A, B, C and D)\* shall be preferably allotted to employees with AGP 6000 or above and equivalent.

\* Quarters belonging to AI/1 & AI/2 shall be grouped as A-type; quarters belonging to BI/1, BI/2, BSPL/1,2,3,4,5,6 shall be grouped as B-type; quarters belonging to CI/1,2,.....etc., and CII/1,2,3,.....etc., shall be grouped as C-type; and quarters belonging to DI/1,..... etc and DII/1,2,.....etc., shall be grouped as D-type.

- 6.
- i). The quarters numbered as A1/1, A1/2, BSPL/1, BSPL/2, BSPL/3, BSPL/4, BSPL/5, BSPL/6, B1/1, B1/2, CI/1, CI/2, CI/3, CI/4, CI/5, CI/6, CI/7, CI/8, CI/9, CI/10, CI/11, CI/12, CI/13, CI/14, ( a total of 24 quarters shall be allotted to the employee with AGP Rs 10000/ or equivalent).
  - ii). The C-Type quarters (other than listed above) may be preferably allotted to the employees with AGP Rs 7000/ or higher and equivalent GP. Status quo shall be maintained for those already residing.

For quarters belonging to the A,B,C and D category, the fifth vacancy rule shall be followed for the purpose of allotment. (i.e., vacancies in each category at the time of advertisement shall be arranged in a serial number as per date of availability of the quarter for allotment. Serial number 1 to 4, 6-to 9, 11 to 14, 16 to 19, etc shall be allotted to the employees entitled to get AGP, and vacancies at point no 5, 10, 15, 20 etc shall be allotted to the employees entitled with GP.

After notification of vacancy/vacancies for quarter(s) identified in the clause 6(i), if inadequate application(s) is/are received from employees eligible for this category, then the/these quarter(s) shall be kept vacant until the subsequent notification. In the eventuality of inadequate application(s) for the second time also, then the quarter may be considered for allotment to the applicant(s) possessing AGP 9000/ or equivalent.

7. Henceforth, no quarter inside the B.I.T main campus shall be allotted to any University Polytechnic Employee. Up-gradation shall not be permitted for any University Polytechnic employee already residing the in Main Campus. No quarter in University Polytechnic Campus shall be, hence forth, allotted to B.I.T. employee.
8. In quarter allocation, always the preference shall be given to those employees who are not owning permanent residence in his/her or his/her spouse's name in any area within a radius of 30 Kms from B.I.T., Mesra main building at the time of allocation. This shall be applicable to all further allocations and shall not be applicable to employees already staying in any quarter in B.I.T. main campus.

#### **9. OUT OF TURN ALLOTMENT:**

- a. In case of retirement /transfer / resignation/proceeding on EOL/death of any employee, the spouse or child of such employee, if already working in B.I.T., Main campus, then preferential allotment of the quarter may be done by the committee to him/her according to GP/AGP of the spouse/child ignoring the index, provided that the retired / transferred / resigned / staff proceeding on EOL / deceased staff was living in an Institute residence at the time.
- b. If a very senior person joins B.I.T. afresh, any employee transferred to BIT Mesra from other off-campus, or rejoining duties after EOL/Study Leave, preferential allotment of quarter, available at the time, may be done by the committee to him/her according to their designation and AGP/GP, ignoring the index. Such allottees are free to apply for another quarter as per Institute Guidelines any time and the Rule "not eligible for applying for another quarter within 3 years" is not applicable to them.

10. Once the quarter is allocated, the employee will be required to occupy the quarter positively within 3 weeks, otherwise the allocation shall stand cancelled and the quarter's availability shall be re-notified.
11. Once an employee is allocated a quarter, he /she shall not be entitled to apply for another quarter within next 3 years. However, there can be concessions to this condition, in a very serious and unavoidable eventuality, that too with special permission from the Competent Authority and this clause shall not be applicable for quarters identified in 6(i).
12. The newly recruited faculty may be allotted Transit residence facility at specified rate of rents. However, an unmarried female employee may be given residence in Tanzania hostel. The faculty/staff allotted Transit Apartment may apply for another quarters as per Institute Guidelines any time and the Rule "not eligible for applying for another quarter within 3 years" is not applicable to them.
13. Female Research scholars with family may be allotted rooms in Tanzania Hostel based on seniority (date of registration). However, there shall be no commitment in this regard and shall be done as and when there is a vacancy in the Tanzania Hostel.
14. The vacancy of garages shall also be notified against which, the employees may submit applications in the prescribed format.
15. In case of garages, the only criterion is the distance of the garage from the applicant's quarter. The employee whose quarter is nearest to the garage shall get the preference. In case of a tie, the allocation shall be based on Guidelines followed in the case of allotment of quarter.
16. A limited numbers of quarters may be reserved for the medical staff and staff of other essential services and may be allotted to them as and when necessary, as per the discretion of the quarter Allocation Committee.
17. Quarter shall not be allotted in this campus henceforth to any employee who continues to reside in any other residence of his or her own choice outside the campus.
18. Henceforth, it is mandatory for an employee who is proceeding to some other organization on lien or extraordinary leave or who is transferred to any other campuses of B.I.T. to vacate the quarter and garage **within two months**, starting from the date of commencement of leave or his/her transfer memo.
19. The Administration shall issue a notice to all employees superannuating, six months prior to his/her superannuation date, regarding the vacating of quarters and garages. Such employee shall vacate the quarter and garage **within two months** after his/her superannuation.
20. The employee who resigns/whose service is terminated shall vacate the quarter and garage within **one month** from the date of **relieve from the institute**.
21. If an employee remains absent in the institute for more than one months without the approval of the competent authority, he/she shall be required to vacate the quarter within **one month** from his last reporting in the institute.
22. For the employees mentioned in 18, 19, 20 and 21, the penalty rent shall be levied as per the existing rules vide notice Ref. No. GO/Notice/14-15/2724 dated 02<sup>nd</sup> July, 2014.

23. The procedures for handing over the quarters and garages to the employees and handing back the same to the office after taking stock of the inventory shall remain the same as before. However very close monitoring shall have to be ensured by B.I.T. Administration.
24. The No-Dues shall be signed only after the quarters and garages are handed back to the Caretaker's office with all the recorded inventories.
25. In spite of all the above prescribed guidelines, if there is any dispute or if there is any unforeseen emergencies, the QAC may advise the Competent Authority for discretionary exception to regulations framed here.

**26. CODE OF CONDUCT FOR ALLOTTEES OF INSTITUTE RESIDENCES:**

- a. The Institute residences are allotted for living for the allottee and his/her family and relatives. Any other person is not allowed to reside in the residence. The quarter will be used exclusively by BIT employee/their family members and shall not be given to any other person (on rent or otherwise). If an allottee or his/her family is not staying in the house it must be vacated.
- b. No allottee is permitted to sublet the residence allotted to him 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.
- c. Sharing of the residence by the allottee with anyone else, other than those specifically permitted by the competent authority, is not allowed.
- d. Mutual exchange of residence by allottees without approval of Quarter Allotment Committee is strictly prohibited.
- e. The allottee shall vacate the quarter and hand over the same before proceeding on lien / long un-authorized absence.
- f. It will be his / her duty to ensure deposit of appropriate quarter rent / electricity dues or any other dues in the accounts department. The allottee will be presumed to have authorized the office to recover outstanding Quarter rent/ electricity dues along with penal charges, if any, at the time of vacation of quarters, directly from his / her salary / or instructed to deposit.
- g. No modification/construction in the quarter is permitted and the allottee will hand over the Quarter in the same position in which it is allotted.
- h. At the time of vacating quarter, it will be mandatory for the allottee to obtain No-Dues Certificate from the Utility Departments viz. Planning & Development, Caretaker, Electricity & Water Supply - who are required to ascertain any damages to the quarter, and to intimate the estimated repair/cleaning costs in the No-Dues Certificate, to Accounts for direct recovery from salary or by deposit.
- i. The allottee will not carry out any illegal activities in the quarter of the Institute.
- j. Unauthorised use of electricity or water supply in any manner will be treated as a serious offense and render the allottee liable to disciplinary action.

- k. The allottee will not keep any dairy/poultry animals (such as cow, buffalo, goat, hens, pigs etc.) as it is strictly prohibited in the campus of the institute. 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.
- l. The allottee will not store any explosives/dangerous material (except LPG) in the quarter which may cause damage to the property of the institute / safety and security of the other persons/ neighbors.
- m. All the furniture and fittings provided in the quarter shall have to be returned by the allottee in same condition at the time of vacation of the same.
- n. The allottees are expected to conduct themselves in a courteous and polite manner with the neighbours. If any complaints are 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.
- o. The allottee will not encroach upon the Institute land or the land of the neighboring residences for gardening or for any other purpose.
- p. The allottee will not undertake cutting or lopping of the trees in the compound of their residences or nearby areas on his own.
- q. Any fruit bearing tree(s) in the compound of the residence shall be the property of the Institute. The allottee may use the fruits for his own consumption.
- r. Any timber yield from the tree(s) in the campus of the residences will be deposited by the allottee as the Institute property.
- s. Any other rules / regulations / guidelines issued from time to time in respect of allotment of quarter and its terms and conditions shall also be applicable to the allottee.

## Annexure-I

### A. Mathematical Formulation for Index Calculation for quarter types E, FLAT, FI, GI, MC, KI, SG, GRI, EII, FM, FII, GII, and GRII

**Inputs:**

*A*:= Age of Employee ( in days)

*B*:= Years of Service in BIT ( in days)

*C*:= Date of last promotion

Step 1: For Employees with same or equivalent AGP

Calculate  $C^* = Days(\text{Current Date} - C)$

$$\mathbf{Index} = A \times 0.1 + B \times 0.4 + C^* \times 0.5$$

### B. Mathematical Formulation for Index Calculation for quarter types A, B, C and D

**Inputs:**

*C*:= Date of last promotion/Date of joining in the present AGP/GP  
whichever is later

Step 1: For Employees with same or equivalent AGP

Calculate  $C^* = Days(\text{Current Date} - C)$

$$\mathbf{Index} = C^*$$