

***Birla Institute of Technology
Mesra-835215, Ranchi***



Date: 1 June 2019

**MODIFIED GUIDELINES FOR ALLOCATION OF QUARTERS TO B.I.T.
EMPLOYEES TO BE EFFECTIVE FROM 1 JUNE 2019**

**The following guidelines are proposed for allocation of Quarters to the
B.I.T Employees.**

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 9.00 AM to 12.00 PM on Saturdays.
3. Employees may apply for quarter in the prescribed format (available in the department/section) giving the preferences of different categories, as applicable, without indicating any specific quarter. Applications shall be submitted to the office of the Assistant Registrar (Estate.), before a prescribed last date. During quarter allotment exercise, the newly created vacancy/vacancies owing to the allotment of vacant quarter(s) to employee(s) who has/have been residing in the institute quarter may be also allotted on same day.

4. CRITERIA FOR ALLOTMENT:

Available quarters with category and Quarter No shall be displayed during quarter allotment meeting. Applicants shall choose a quarter of his/her choice from the available quarters.

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

- a) An employee having highest Pay Level/Academic Level (L/AL) shall get preference.
- b) In case of same L/AL 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 PL/AL).

iii) Age in 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 present in the meeting.
- d) If criterion (c) also is not applicable, 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 present in the meeting.

5. CATEGORIES OF RESIDENCES:

In normal circumstances, the quarter types EI, EII, FL, FI, FII, FM, , MC, KI, GI, GII, GRI, SG in the main campus may be preferably allotted to Non-teaching staff members. The other types of quarters (i.e., A, BS, B, DH, C, DL, and D) shall be preferably allotted to employees with Pay Level(L)/Academic Level (AL) 10 or above and equivalent.

6.

- i). The quarters numbered as A1/1, A1/2, BS, B (a total of 36 quarters shall be allotted to the employee with Pay Level(L)/Academic Level (AL) 14 or above and equivalent).

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, the quarter may be considered for allotment to the applicant(s) possessing Academic Level (AL) 13A or above and equivalent.

- ii). The C-Type quarters (other than listed above) may be preferably allotted to the employees with Pay Level(L)/Academic Level (AL) 11 or above and equivalent. Status quo shall be maintained for those already residing.
- iii). For quarters belonging to the A, BS, B, C, DH, DL 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 faculty members with Academic Level (AL) 10 or above and equivalent, and vacancies at point no 5, 10, 15, 20 etc., shall be allotted to the staff members with Pay Level(L) 10 or above.
- iv). Employees shall be allotted quarter from the list of quarters applicable to his/her category. A flat/quarter of lower category may be allotted only when entitled category is not available.

- 7. Employees working in the university polytechnic will be allotted quarters in the University Polytechnic (UP) campus only. Employees working in the BIT Mesra shall not be entitled to

for allotment of quarter in UP. Henceforth, no quarter inside the B.I.T main campus shall be allotted to any University Polytechnic Employee. Up-gradation/shift in same category/or any change whatsoever shall not be permitted for any University Polytechnic employee already residing in the Main Campus. No quarter in University Polytechnic Campus shall be, henceforth, 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 son/daughter 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 Pay Level/Academic Level of the spouse/ son/daughter ignoring the index, provided that the retired / transferred / resigned / staff proceeding on EOL / deceased employee was living in an institute quarter at that time.
 - b. If a 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/chairman to him/her according to their designation and Pay Level/Academic Level, 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 5 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 unless and until extension has been granted for shifting beyond stipulated time.
 11. Once an employee is allocated a quarter, he /she shall not be entitled to apply for another quarter within next 5 years. However, there can be concessions to this condition, for exceptional circumstances, 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 employee residing in Transit Apartment may apply for another quarters as per Institute Guidelines any time and the Guidelines no 11 is not applicable to them.
 13. Married staff members, under exceptional cases, may be given accommodation in Tanzania Hostel provided such staff member furnish undertaking to stay with spouse. Married PhD students who desire to stay with wife/husband may be allotted accommodation in Tanzania Hostel based on seniority (date of registration). However, allotment of students can be given in exceptional circumstances when there is no demand from staff members.

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 number 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/competent authority. Differently abled Employees(or family members) will be given preference in his/her category.
17.
 - (a) 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.
 - (b) Employee who is transferred to any other campus of BIT shall vacate quarter and garage within two months from the date of notification of transfer, else the employee has to pay penal rent as per the office order Vide Ref. No. GO/OO/rent/2018-2019/2486 dated 29th June 2018. However, if such employee has school going children and studying in any school at Ranchi, then he/she may be permitted to retain the quarter up to 31 March of the current academic session of school or for another six months whichever is more from the date of transfer at normal rent. Such employee shall not be entitled to get HRA/institute provided accommodation in the off campus till the quarter in the Mesra campus is vacated.
18. 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.
19. The employee who resigns/whose service is terminated shall vacate the quarter and garage **within one month** from the date of leaving/relieve from the institute.
20. If an employee remains absent in the institute for more than one month 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.
21. For the employees mentioned in 17, 18, 19, and 20, the penalty rent shall be levied as per the existing rules vide notice Ref. No. GO/OO/rent/2018-2019/2486 dated 29th June 2018.
22. 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.
23. For any dispute arising out of the interpretation of the guidelines or lack of provisions, the decision of the Competent Authority shall be final.

24. CODE OF CONDUCT FOR ALLOTTEES OF INSTITUTE RESIDENCES:

- a. The Institute residences are allotted for residing by 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 and handed over to the institute.

- b. No allottee is permitted to sublet the residence allotted to him partly or fully or use it for any trade or business. Appropriate action will be taken by the institute authorities even if a complaint is not received.
- 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 authorized/un-authorized absence.
- f. It will be his / her duty to ensure deposition 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 allotted quarter is permitted and the allottee shall hand over the quarter in the same condition except normal wear and tear on account of use.
- 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 willful damage 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. Unauthorized use of electricity or water supply in any manner will be treated as a serious offense and render the allottee liable to disciplinary action apart from vacation of the quarter.
- k. The allottee will not keep any dairy/poultry animals (such as stray dogs, cow, buffalo, goat, hens, pigs etc.) as it is strictly prohibited in the campus of the institute. The allottees may maintain collared pet dog(s) 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 other than cooking gas 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 by the institute shall have to be returned by the allottee in the 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 neighbors. If any complaints are received about any resident being quarrelsome or indulging in objectionable activities like entertaining persons of criminal background, 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 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.

The above proposed "Modified Guidelines for allocation of quarters to B.I.T. Employees" has been verified by all the members of the committee and is put up for approval by Competent Authority.

Annexure-1

A. Mathematical Formulation for Index Calculation for quarter types EI, EII, FL, FI, FII, FM, , MC, KI, GI, GII, GRI, SG

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 Pay
Level(L)/Academic Level (AL)

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

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

B. Mathematical Formulation for Index Calculation for quarter types A, BS, B, C DH, DL and D

Inputs:

C: = Date of last promotion/Date of joining in the present Pay
Level(L)/Academic Level (AL) whichever is later

Step 1: For Employees with same or equivalent Pay
Level(L)/Academic Level (AL)

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

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