



इन्दिरा गांधी राष्ट्रीय जनजातीय विश्वविद्यालय
Indira Gandhi National Tribal University
अमरकंटक (म.प्र.) | Amarkantak (M.P.)

(भारतीय संसद में पारित अधिनियम द्वारा स्थापित केन्द्रीय विश्वविद्यालय)
(A Central University Established by an Act of Parliament of India)

“Guidelines and Rules for allotment of Residential Accommodation”

(W.e.f. September–2024 onwards)

Estate Section

IGNTU, Amarkantak

“GUIDELINES & RULES FOR ALLOTMENT OF RESIDENCE ACCOMMODATION”

1. Short title and application:

- i) These rules may be called IGNTU Residential Accommodation Rule, 2024.
- ii) These rules shall come into force from the date of notification.

2. Definitions:

In these rules, unless the context otherwise requires -

- a) “Allotment” means the grant of a license to a University employee to occupy a IGNTU residence or a portion thereof owned, leased or requisitioned by the University, for use by him as residence;
- b) “Allottee” means the employee whom the residence has been allotted by Estate & Security Branch on the approval of Competent Authority;
- c) “Chairman” means the Chairman of the IGNTU residence Allotment Committee appointed by the Vice Chancellor of the University;
- d) “Competent Authority” means the Vice Chancellor of the University or any such authority authorized by the Vice Chancellor;
- e) “Residence Committee” means the IGNTU Residence Allotment Committee constituted by the Vice Chancellor;
- f) “Employee” means all the regular employees of the University both in Teaching and Non-Teaching category in the establishment of the University;
- g) “Family” means an employee or an employee’s wife or husband as the case may be residing with him/her or legitimate children, step children dependent on the employee and residing with him or her or parents or other persons dependent on the employee and legally residing with him/her;
- h) “IGNTU” means the Indira Gandhi National Tribal University;
- i) “License Fee” means the sum of money payable at the rate in accordance with the Central Government rates as prescribed by Central Government in respect of the residence allotted under these rules;
- j) “Normal Rent” mean the rent equivalent to HRA being drawn by the employee while serving the University;
- k) “Penal Rent” mean the rent equivalent to three times of the HRA being drawn by the employee while serving the University;
- l) “Pay” for purposes of determining the eligibility for a category of residence include Pay Level as applicable to an employee as per rules of the University;
- m) “Residence” means a building or part thereof used for residential purposes and situated within the University Campus(s) under the full administrative control of University;
- n) “Temporary Transfer” means a transfer which involves absence of University employee from his/her place of posting for a period not exceeding six months;
- o) “University” means the IGNTU;
- p) “Vice-Chancellor” means the Vice-Chancellor of IGNTU.

3. Classification of Residences:

Under these rules, an employee shall be eligible for allotment of residence of the type shown in Column I of the Table below:

Type of Residence	Pay Level
Statutory quarters	Statutory Officers – Pay level 14 and above in the pay matrix in 7 th CPC.
Type VI	Employees in level 14 and above in the pay matrix in 7 th CPC.
Type V	Employees in level 14 and above in the pay matrix in 7 th CPC.
Type IV	Employees of Non-teaching in level 10 to 13 and Teachers in level 13A & 14 in the pay matrix in 7 th CPC. The allotment of University Residence(s) will be on the priority basis of seniority to the employees on list.
Type III	Employees of Non-teaching in level 6 to 9 and teachers in the level 10 & above in the pay matrix in 7 th CPC. The allotment of University Residence(s) will be on the priority basis of seniority to the employees on list.
Type II	Employees in the pay level up to 5 and above in the pay matrix in 7 th CPC.
Transit Accommodation	Visiting or contractual staff on the rolls of the university and any other regular employee in the university as per order of the Vice Chancellor.
Any other accommodation	House Rent as per prescribed Govt. Rule of their fixed salary with licence fee and other fees from time to time.

4. Provision of one step lower category of residence than the entitlement, to be made as under:

If a residence in the category to which an employee is entitled is not available, he/she may be allotted a residence in the lower category i.e. the one to which he/she is entitled provided that his/ her date of station seniority is earlier than any employee on the waiting list for lower category of the residence, and his request has been accepted by the Vice Chancellor on the recommendation of IGNTU Residence Allotment Committee. For this purpose, the date of joining the University shall determine his/her seniority viz-a-viz others entitled to that category. Further this will not debar him/her subsequently from the allotment of a residence to which he/she is entitled.

5. Allotment of Residence:

a) The allotment of residences will be made on the recommendation(s) of the IGNTU Residence Allotment Committee, which is framed as per GOI norms. The members including Chairman of the Committee shall be appointed by the Vice-Chancellor for a period of one year. The constitution of the committee will be as under:

- | | | | |
|------|---|---|------------------|
| i | Professor (Nominated by VC) | - | Chairperson |
| ii | One Professor | - | Member |
| iii | Professor (In-charge Estate) | - | Member |
| iv | One Associate Professor | - | Member |
| v | One Assistant Professor | - | Member |
| vi | Deputy Registrar (Admin.) | - | Member |
| vii | One person nominated by VC amongst SC/ST category | - | Member |
| viii | Executive Engineer | - | Member |
| ix | Asstt. Registrar (Establishment) | - | Member Secretary |

b) Allotment of residence(s) will be made on the basis of a station seniority list of all applicant employees which will be prepared for consideration of allotment of residences according to entitlement for a particular category of residence as per rules 8. Spouses living with their husband/wife and children living with their parents need not be included in the list.

6. Eligibility of Employees for allotment of residence:

- a) Employees who are appointed on regular basis in the University / Regional Centers;
- b) Notwithstanding the provisions of Rule 8, other kind of employment i.e. Contract, visiting faculty, deputationists, and adhoc employees etc. are not entitled for allotment of residence. Their request may be considered by the Competent Authority of the University for allotment of Hostel/ Guest rooms/ Transit Accommodation, if available, purely on temporary basis for a specified period at a fixed rent and other fees decided by the University from time to time.

7. Counting of Past Service rendered in other organization before joining IGNTU

The past service of the employee rendered in other organizations before joining IGNTU / Regional Centers will not be counted for the purpose of seniority for allotment of residence.

8. Seniority list of employees for allotment of residence:

- a) The allotment of the residences will be made on the basis of station seniority which will be prepared and maintained by Establishment branch of the University. An employee who seeks allotments of residence may submit an application in the prescribed format to the Estate Section of the University. Applications shall be invited in every quarter.

The position of the applicant employees in the station seniority list shall be determined by the date of his/her joining in the University services (Teaching or Non-teaching in the University / Regional Centre), in the manner that one who joins earlier shall have the seniority in allotment.

- b) The date and time of joining of two or more officers/officials in the University is same, the seniority amongst them may be determined on the basis of date of birth.
- c) No change in the seniority list shall be made on account of increments/ fixation of pay etc. earned by an employee during the year.

9. Allotment to husband and wife- Eligibility in case of employee who are married to each other:

- a) No University employee shall be allotted a residence under these rules unless the wife or the husband of the employee, as the case may be, who has already been allotted or likely to be allotted a residence or accommodation in any other govt. organization surrenders the same;
- b) Provided that this rule shall not apply where the husband and wife are residing separately in pursuance of an order made by any competent Court;
- c) Where two University employees in occupation of separate residences allotted under these rules, marry each other, they shall have to surrender one of the residences within one month from the date of the marriage;

- d) Where a residence is not surrendered as required by sub-rule (a) & (c), 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 residence is of the same type, the allotment of either of them as the IGNTU Residence Allotment Committee deems fit, shall be cancelled on the expiry of such period;
- e) When both husband and wife are employees in the University the entitlement of each of them for the allotment of a residence, under these rules shall be considered independently.

10. Shifting from one residence to another residence:

In case of multiple storey buildings, change of residence shall be considered downward only after getting possession of quarter by the official as per order of the Vice-Chancellor on the recommendation of the Committee for Allotment of Residential Accommodation.

11. Subject to the other provisions of these Rules, allotment once made, shall not, ordinarily be changed, except for the following reasons:

- a) The University employee becomes entitled to a higher category of residence and when such residence is available;
- b) Non-acceptance of offer of allotment or failure to occupy the residence by an allottee (read Rule 12 below).

12. Non acceptance of offer of allotment or failure to occupy the residence by an allottee:

- a) Where a University employee fails to accept the allotment of a residence or fails to take possession of that residence within the stipulated time from the date of issue of the letter of allotment, he / she shall not be eligible for another allotment for a period of twelve months from the date of issue of the allotment letter. On the expiry of this period of twelve months, he may apply in fresh. If an employee does not accept the allotment second time also, he shall be debarred for further allotment of residence of that category for three years and if the employee does not accept allotment even third time he will be debarred for five years. The next refusal to accept the allotment of residence will render him / her ineligible for allotment of residence.
- b) The residences which are not occupied within one month of allotment, may be considered as vacant for the purpose of allotment to next eligible applicant in the seniority list.
- c) An offer of allotment of an accommodation shall be accepted by the allottee within eight days from the date of allotment of the accommodation failing which it is deemed to have been cancelled. As per SR 317- B-12 and GOI guidelines, the liability for License Fee will commence from the date of occupation or the eighth day from the date of issue of the allotment letter, whichever is earlier.

13. Cancellation of Allotment of residence:

Notwithstanding the provision(s) of rule 9, an allotment shall be treated as cancelled, in the circumstances, mentioned below and may be cancelled by the Competent Authority in the circumstances hereinafter specified:

- a) When an allottee has ceased to be in the service of the University;
- b) When an allottee accepts allotment but fails to take possession and do not start living in the allotted residence within a period of one month;

- c) If he uses the premises allotted to him in a manner so as to be a source of annoyance or nuisance to the neighborhood;
- d) If the employee indulges in any commercial activity or misuses in any form, the residence allotted to him;
- e) If the employee violates any provisions of the present Rules.

14. Without the permission in writing from the Competent Authority, an employee shall not:

- a) construct any structures in any part of the allotted premises and to make any structural alteration in any part of the residence without the permission of the authorities which is likely to impair its value & utility;
- b) make unauthorized extensions from electric or water connections or tamper with them;

15. Retention of residence for extended period:

An allottee may be permitted to retain the residence in the following cases subject to the maximum period noted against each on payment as indicated in table below-

i.	Resignation, dismissal or removal from the Service or unauthorized absence without permission, compulsory retirement [under CCS (CCA) Rule 1965] and for non-regular Govt. Servants.	Three months on normal licence fee & other fee;
ii	Retirement, voluntary retirement, retirement on medical grounds, terminal leave or compulsory retirement [under FR 56(j)], retirement on deputation from ineligible organisations during the initial constitution of such organisation, technical resignation, death of allottee on re-employment (irrespective of retention availed on retirement) and death of an allottee who is not a regular Government servant or deputation outside India. Employee proceeds on Lien & Extra ordinary Leave without medical ground.	six months on normal licence fee & other fee;
iii	Transfer to a place outside from the existing place, transfer to an ineligible office in the same station, on proceeding on foreign service in India, temporary transfer in India or transfer to a place outside India or deputation within India.	Two months on normal licence fee & other fee plus six months on double licence fee & other fee.
iv	To eligible spouse or ward in case of death of the allottee or in case of missing persons (from the date on which Police authority have certified the employee is missing)	Six months on normal licence fee and other fee for a further period of six months on normal licence fee provided the deceased or missing allottee or any member of the family does not own a house at the place of occupation of accommodation.
v	Study Leave / Sabbatical Leave	Actual period of leave or two years, whichever is earlier on HRA, Licence fee & other fee.
vi	All authorised and sanctioned leave including extraordinary leave with medical grounds, on proceeding on training, on mandatory posting under Central Staffing Scheme to Lok Sabha or Rajya Sabha Secretariat on certificate from Establishment Officer, Department of Personnel and Training, and on transfer to a non-family station abroad declared by Ministry of External Affairs (provided the allottee or members of family does not own a house at the last place of posting)	For the full period of leave/posting on training, normal licence fee & other fee;

vii	On transfer or deputation to Public Sector Undertakings, Statutory and Autonomous bodies on their initial constitution	Maximum sixty months on normal licence fee plus applicable House Rent Allowance and other fee.
viii	Leave preparatory to retirement or refused leave granted For under FR 86 or Earned leave granted to Government servant who retired under FR 56(j)	For the full period of leave on full average pay subject to a maximum period of one hundred and eighty days in the case of leave preparatory to retirement and four months in other cases, inclusive of the period permissible in the case of retirement on normal licence fee and other fee.
ix	On mandatory posting to Public Sector Undertakings, Statutory and Autonomous Bodies under Central Staffing Scheme on certificate from All Establishment Officer, Department of Personnel the and Training or from Other Ministries or Departments of the Government of India; and On mandatory posting at the same station to Public Sector Undertakings, Statutory and Autonomous Bodies under Non-Central Staffing Scheme on certificate from Establishment Officer, Department of Personnel and Training for balance period of central deputation after serving four years under Central Staffing Scheme	Full period of posting on normal Bodies licence fee plus House Rent Allowance drawn by the allottee from the organization and other applicable charges.

Note: In case the employees leave the organization to join any other government / autonomous organization on deputation and resign in the middle of the academic session he /she will be allowed to continue in the residence beyond one-year subject to end of the current academic session of the child / children are studying in any class from 1st to XII in University Campus.

16. Allottee to do:

- a) The allottee shall be responsible for any damage beyond fair wear and tear of all fitting and fixtures provided in the allotted residence, during the period for which the residence remains allotted to him;
- b) In the event of an allottee violating any of the conditions mentioned in the foregoing clauses, the Vice-Chancellor would be competent to take action against the allottee including levy of penal rent or cancellation of allotment as the circumstances of the case may warrant;
- c) In event of complain, if allottee permits, at all reasonable times, any officer of the University or employees of the maintenance, Engineering or Medical Health Department to enter the allotted premises as per law for inspection etc;
- d) If any person to whom a residence has been allotted, commits breach of any of these rules or uses or permits the residence or premises to be used for any purposes, which the Vice-Chancellor considers to be improper, in the eye of law and the Vice Chancellor may -
 - i) Order him/her to vacate the premises and;
 - ii) Declare him/her ineligible for University residence for a period as may be specified by him / her in each case.

N.B. Estate Section will ensure implementation of above rules in support of Ethics Committee.

17. Inventory of Residence:

An allottee shall on occupation or vacation of the residence, will sign an inventory of fittings and or furniture in the residence. Such an inventory shall be prepared and signed by Estate Section.

18. Earmarked residences:

Notwithstanding other provisions of these rules, the residences to the key functionary officers of the University shall be provided accommodation as per their entitlement.

19. Reserve Quota Residences:

a) **Reservation of SC/ST Category in General Pool Residence:** Reservation in General residence to SC/ST category employee shall be provided as per Govt. of India norms. The allotment shall be made in the ratio of 2:1 for SC/ST employee respectively. The rolling roaster should be maintained for allotment of residences. In case there is no eligible applicant under this category, the same may be allotted to General category applicant.

b) Women reservation as per GOI norms.

20. Allotment of residences to the dependents of deceased employees:

The dependent of the deceased employee who is taken into University service in the wake of demise of the employee occupying a Residence may be allotted the same residence on ex-gratia basis for a period of six months from the date of death of the employee. Subsequently the type of residence to be allotted will be as per entitlement of the category of residence of the employee as per his/her entitlement. In these cases, the employee will be taken on first priority for changed to lower entitled class, as and when residence is vacant / allotted.

21. Sharing:

Competent Authority on the request of the allottee may allow the sharing of the residence with University employee who is also eligible for allotment of residence for a specific period. In this case both will have to pay the License fee and no HRA will be paid to them. Sharing of accommodation with employees without permission is strictly prohibited. If found so, the allotment of quarter will be cancelled with immediate effect.

22. Eviction Procedure:

When the allottee fails to vacate the residence allotted to him / her with the period stipulated at clause 15 above, the University will initiate vacation procedure as follows:

- a) The employee will be allowed grace period of one month to vacate the accommodation with specific permission. The grace period will commence automatically on expiry of period as mentioned in clause 15. A notice will be served / pasted on the door, giving date of vacation. Normal Rent (equivalent to HRA) will be charged during the grace period and information may be sent to the address of employee;
- b) After expiry of Grace period, employee will be charged Penal Rent at three times of the Normal Rent. A second notice will be served / pasted to vacate the accommodation within one month;
- c) After expiry of one month of penal rent, the employee will be served final notice to vacate within two weeks, and charged penal rent;

- d) After expiry of final notice period, the Estate Section will employ the Security agency and the labor to enforce physical vacation and take possession of the accommodation, with due approval of the Competent Authority;
- e) The above procedure is to be unequivocally accepted and understood by all employees before taking possession of the residence, and also an undertaking to the effect is to be made in the application.

23. Repealing of rules:

The existing residence allotment rules if any are hereby repealed. Notwithstanding such repeal anything done or any action taken under or in pursuance of the said rules shall be deemed to have been done or taken under these rules by the Vice-Chancellor as the case may be.

24. Relaxation of Rules:

- i. The Vice Chancellor shall have discretionary power to allot one quarter in each type of accommodation to the employees of the University. Under this rule, further allotment shall be considered after vacating the quarter by the previous allottee.
- ii. The Vice Chancellor may for special reasons to relax any of the provision of these rules on case to case basis.

25. Interpretation of the Rules:

If any issue arises as to the interpretation of these rules, the decision of Vice-Chancellor shall be the final.



Application for Allotment of IGNTU Residence

Part-I (For office use only)		
Type for which applied	Staff Quarter allotted	Remark

Part-II (To be filled in by the applicant)

- Please read “Guidelines & Rule for Allotment of Residence Accommodation” before filling the form. Incomplete application will be rejected without any further reference.
- Please fill up the form neatly/ in BLOCK LETTER.
- Please tick which ever required to do so.

1.	Type for Staff Quarter Applied for	Type II / III/ IV / V
2.	Name of the Applicant/ Employee with employee Code	
3.	Father’s Name of the Applicant	
4.	Designation	
5.	Department/ Section/ School	
6.	Date of Birth	
7.	Pay level in the basic pay matrix as on date	
8.	Date of joining in the University	
9.	Date of joining on present pay level	
10.	Category (General/ SC/ ST/ PH)	
11.	Phone No. & email	
12.	Marital Status – (Married / Un-married)	
13.	Details of Members in the family	

UNDERTAKING

I undertake the following:

- (a) That I fully understand the rules for allotment of residence and I shall abide by the rules stated in the “Guidelines & Rules for Allotment of Residence Accommodation” and amendment, if any, from time to time;
- (b) That I will vacate the residence within the time specified as per rule. and in case of failure to vacate, the University will be free to take possession of the said residence as per procedure specified within “Guidelines & Rule for Allotment of Residence Accommodation” and amendment, if any, from time to time;
- (c) I also certify that above undertaking has been signed by me on my own will without any pressure.

Date:

Signature: _____

Name of the Employee: _____

Designation: _____



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University Quarter details at the time of taking Possession
(to be submitted by allottee)

1. Name of the Employee :
2. Designation with pay level :
3. Employee Code :
4. Category (SC, ST, PwD) :
5. Department / Section/ School :
6. Mobile Number :
7. Email id (Official & Personal) :
8. Inventories of quarter No. & Type :

Inventories	Quantity	Working / Non-working
i. Ceiling Fans		
ii. Lights		
iii. Exhaust Fans		
iv. R.O.		
v. Geysers		
vi. Any others		
vii. Any others		

9. Allotment letter Ref. No. with date :
10. Date of occupation of the quarter :

Declaration

I will abide by the 'Guidelines and Rules of Allotment of Residential Accommodation of IGNTU'. In case of violating the rules, Estate Section will have authorized to vacate my accommodation immediately.

Date :

Signature of allottee



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University Quarter details at the time of vacating
(to be submitted by allottee)

1. Name of the Employee :
2. Designation with pay level :
3. Employee Code :
4. Category (SC, ST, PwD) :
5. Address of correspondance :
6. Mobile Number :
7. Email id (Official & Personal) :
8. Inventories of quarter No. & Type :

Inventories	Quantity	Working / Non-working
i. Ceiling Fans		
ii. Lights		
iii. Exhaust Fans		
iv. R.O.		
v. Geysers		
vi. Any others		
vii. Any others		

9. Relieving Office order Ref. No. with date:
10. Place of new Posting & Address :
11. Quarter surrendered date :

Declaration

I have paid all the dues related to my allotted quarter as per the 'Guidelines and Rules of Allotment of Residential Accommodation of IGNTU'. If any fund to be pay, Estate Section will intimate me as per norms and I am ready to pay even after vacate the accommodation.

Date :

Signature of allottee