



## HOUSE ALLOTMENT POLICY

### 1. Introduction

The purpose of this policy is to provide guidelines for the allotment of residential flats within the RGPT campus at Jais, Amethi. This policy also outlines the eligibility, procedure of allotment, priority norms, shifting rules, and responsibilities of allottees in detail. It also specifies conditions for retainment of flats.

### 2. Classification and Designation of Residential Buildings

The residential accommodations available at RGPT Jais campus are classified as follows:

**A1 and A2 Buildings:** There are two buildings, A1 and A2, each consisting of 27 flats of 3 BHK configuration, totalling 54 flats. These flats are designated exclusively for faculty members and Group 'A' officers. **Furthermore, the Ground Floor, and First Floor, and Second Floor flats in both buildings are earmarked for Senior Professors & Associate Professors with mobility challenges.**

**B1 and B2 Buildings:** Similarly, B1 and B2 buildings contain 27 flats each, with a 2 BHK configuration, summing up to 54 flats in total. These units are moderate in size and suited for employees of our Institute. Furthermore, the Ground Floors in both buildings are earmarked for senior employees **with mobility challenges.**

**Newly Constructed C Block:** There is one more building categorized as the C-Block, which comprises of 30 flats of 1 BHK configuration and 5 single-room flats. This facility is intended for **Married PhD scholars, Postdoctoral fellows, employee (contractual/regular) of Institute.**

### 3. Allocation Guidelines

The allocation of flats is strictly based on the category and designation of the employee. Employees must apply and flats will be allotted as per availability and eligibility. Each type of residential unit is reserved for a particular group, and allotment outside the designated category is permitted only under specific circumstances as detailed below.



**Faculty Members residing in B1 and B2 blocks:** Faculty members residing in B1 & B2 blocks shall be given option to shift to A1 or A2 flats as and when a vacancy arises.

The reallocation will be carried out on the basis of seniority among faculty members. The most senior faculty member residing in B1 or B2 will be given the first opportunity to shift to a vacant flat in A1 or A2. If the senior-most faculty member chooses not to shift, the option will then be passed to the next senior-most faculty member and so on. This process ensures fairness and respect for length of service.

Moreover, if a flat in either the A1/A2 or B1/B2 building becomes vacant, an existing faculty member may request to transfer within that same building—for reasons such as preferred orientation, floor level, or personal convenience—with priority determined by seniority.

**Conditions for Transfer, Lien, and Deputation:** Any employee who proceeds on lien or is deputed to another institution or organization (external to RGIPT) is required to vacate their allotted accommodation. The flat must be vacated in a clean and undamaged condition before the No Objection Certificate (NOC) can be issued by the institute. This rule applies to all employees regardless of their designation or category.

However, in the case of employees (including faculty and staff) who are transferred to other campuses of RGIPT such as Sivasagar or Bengaluru (EIB), are allowed to retain their allotted flats at RGIPT Jais for a **maximum period of three months** from the date of transfer. **During this three-month period, no House Rent Allowance (HRA) will be admissible to them.**

#### **4. Responsibilities of the Allottee**

The employee who has been allotted a flat must ensure that it is used strictly for residential purposes only. Sub-letting, leasing to any third party, or using the premises for any commercial or unauthorized activity is prohibited. The allottees must also maintain the cleanliness and condition of the flat and its surroundings. They must follow the rules set by the institute's residential committee and comply with any notices issued from time to time.

#### **5. Eligibility Criteria for Allotment:**

- (a) Must be a regular employee.
- (b) PhD scholars, Postdoctoral researchers, must be full-time, bonafide, and married (if applying for accommodation at C Block).
- (c) Regular employee will be given more priority over contractual.



## **6. Duration of Allotment**

- (a) The flat will be allotted for the duration of service or course tenure.
- (b) Upon resignation, superannuation, termination, or end of PhD program, the flat must be vacated within 30 days.
- (c) Failure to vacate will lead to penal rent being charged.

## **7. Maintenance Charges and Utilities**

- (a) A nominal maintenance fee (Known as License Fee depending upon the carpet area of the Flats) may be deducted monthly.
- (b) Electricity bills must be borne by the occupant.

## **8. Penal Rent / Overstay Policy**

- (a) Employees (Faculty / Staff members) or PhD students who do not vacate the premises within the allowed time after resignation, transfer, or end of tenure will be charged a penal rent—usually double the normal license fee.
- (b) In serious cases, legal action or salary deduction may be initiated.

## **9. Medical or Compassionate Grounds**

- (a) Priority may be given for ground-floor flats (especially for aged or differently-abled employees).

## **10. Interpretation:**

In case any dispute arises with regard to the interpretation of policy, the matter shall be referred to the Director whose decision thereon shall be final.