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INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

June 19, 2009

DIRECTOR

Re: Rules for allotment of Residential Accommodation.

Authority competent to take action under these rules:

The Director shall be competent to take any action under these rules. He may delegate any or all of the powers vested in him to any officer of the Institute. The Chairman of the Allotment Committee shall be competent to take action in respect of matters on which he is specifically authorised by these rules, but the Director will have over-riding power in all such cases.

The above rules may be substituted and to be read as:

The Deputy Director (AIA) shall be competent to take any action under these rules. The Chairman of the Allotment Committee shall be competent to take action in respect of matters on which he is specifically authorised by these rules, but the Deputy Director (AIA) will have over-riding power in all such cases.

Director may kindly approve the same.

N. Venkataramani

[N. Venkataramani]
Chairman, Accommodation Allotment Committee.

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22/06/09

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12/11/09 22/11/09

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Minutes of the meeting

Meeting of following officers held on Friday, the 15th May, 2009 at 3 p.m. in the Conference room of Administration Section, to recommend the eligibility criteria (with regard to pay), for allotment of quarters (Staff Qts. Type-C and below), consequent upon implementation of CCS (RP) 2008 in the Institute:

1. Dy. Registrar (Admn.) - Convener
2. E.E & Secretary AAC-II - Member
3. Asstt. Registrar (Audit) - Member
4. Asstt. Registrar (Salary) - Member
5. Asstt. Registrar (Admn-III) - Member-Secretary

The committee **considered** the existing eligibility criteria for allotment of Staff quarters (Type-C & below) and noted that the eligibility is based on Basic Pay in respect of quarters :Type I, Type H2, Type H1 and Type 2B. For Type-C the scale of 8000-13500 (VthPC) was followed earlier which was later modified to Basic Pay of Rs. 8000/-.

The committee noted that basic pay as defined in CCS (Revised Pay) Rules 2008 is a combination of two factors i.e. Pay drawn in the prescribed pay band plus the applicable Grade Pay. The ready reckoner issued by the Govt. of India for pay fixation vide office memorandum no. 1/1/2008-IC dated 30th August 2008, provides mapping of basic pay in 5th CPC and 6th CPC.

However, it is noted that the basic pay under 6th CPC differs for two employees who were earlier in the same basic pay in 5th CPC scale, though in different posts and scales of pay. This now happens due to the difference in grade pay, which depends upon the post held by the employee. Thus, the **concept of basic pay has totally changed and therefore causes a change from the existing eligibility situation.**

The committee also noted the recent amendment to "Allotment of Govt. Residences (General Pool in Delhi) rules, 1963"(Annexed), where the eligibility of various types of residences has been based on Grade Pay. On similar lines the eligibility criteria will be as follows:

Sr. no	Type	Present Criteria (basic Pay)	Revised Criteria Grade Pay
1.	Type I	Between 2550-3049	1800 and Below
2.	Type H2	Between 3050-3999	1900 & 2000
3.	Type H1	Between 4000-4599	2400 & 2800
4.	Type II-B	4600 or above	Pay in Pay band of 9460 & above
5.	Type C (Out of Non-Faculty Quota)	Basic Salary of 8000 or more Non faculty Officers senior to other Staff	Grade Pay 5400 In case no officer from Grade Pay 5400, Pay in Pay band 15600 or more

Since the existing criteria of allotment of quarters at IIT Bombay is **based on Basic Pay** and not on the **post/designation** of the employee, and since the Grade Pay is solely based on the post of the employee, the committee felt that the adoption of the above grade pay criteria will be a drastic departure from present allotment system. This is likely to cause serious changes in the existing eligibility criteria for allotment of quarters.

Therefore, the committee **resolved** that it be recommended to the Registrar that, the eligibility criteria for allotment of IIT B quarters may be prescribed on the existing similar lines as is prevalent now. Therefore, by interpolating the Basic Pay of 5th CPC into 6th CPC, the following mapping may be done:

Sr. no	Type	Present Criteria (Basic Pay)	Revised Basic Pay	Revised Criteria calculation
1.	Type I	Between 2550-3049	7729 and below	Less than Sr. no.2
2.	Type H2	Between 3050-3999	7730-9909	basic pay (band pay+Grade pay) as per minimum for 3050 & 4000 respectively
3.	Type H1	Between 4000-4599	9910 -11860	
4.	Type II-B	4600 or above	11860 and above	By adding 6 increments to the basic pay of 9910(4000-6000, 5 th CPC)
5.	Type C (Out of Non-Faculty Quota)	Basic Salary of 8000 or more Non faculty Officers senior to other Staff	a)Grade Pay of 5400 or above b)In case no officer from Grade Pay of 5400 or above then, staff with the Pay in Pay band 15600 or more	Grade pay as prescribed for scale of 8000-13500 Pay in Pay band as applicable to the minimum pay on the Pay scale of 8000-13500

Dy. Registrar (Admn)

E.E & Secretary AAC-II

Asstt. Registrar (Admin)

Asstt. Registrar (Audit)

Asstt. Registrar (Salary)

To,
Registrar

Small
27/11/09.
1) scale 8000 - 13500/2
2) basic of 8000/2 is without eligible
if available →

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14880

Office of the Registrar
Indian Institute of Technology, Bombay

Tele: 7020, 7021

Email: registrar@iitb.ac.in

No: GA/BoG-196/2007
12th December, 2007

I am forwarding an extract of the Item No. 24 from the Agenda of the Hundred and Ninety sixth (196th) meeting of the Board of Governors held on 24th October, 2007, for appropriate action in the matter.

Action planned/taken, if any, may be intimated immediately for reporting to the Board in its upcoming meeting.


REGISTRAR

To

1. Dean (Student Affairs)
2. Prof. N. Venkataramani, Chairman, Accommodation Allotment Committee

EXTRACT OF THE MINUTES

Item No. 24: **TO REVIEW THE ACCOMMODATION NEED OF MESS MANAGERS / ASSISTANT MESS MANAGERS**

The Board considered the proposal to allow Mess Managers / Assistant Managers for allotment of H1 type accommodation till separate accommodation for Mess staff is built. The allotment will be on similar lines as is existing for H2 type allotment.

R.56/2007
24/196

The Board **RESOLVED** to **APPROVE** allotment of H1 type accommodation to Mess Manager/Assistant Mess Manager on similar lines as is being done for H2 type accommodation, till separate accommodation for them is built.



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Extract from the
Minutes

OF

THE HUNDRED AND NINETY SIXTH (196TH) MEETING

OF

The Board of Governors

HELD ON

WEDNESDAY, 24TH OCTOBER, 2007

Item No. 24:

**TO REVIEW THE ACCOMMODATION NEED OF
MESS MANAGERS / ASSISTANT MESS
MANAGERS**

The Board considered the proposal to allow Mess Managers / Assistant Managers for allotment of H1 type accommodation till separate accommodation for Mess staff is built. The allotment will be on similar lines as is existing for H2 type allotment.

**R.56/2007
24/196**

The Board **RESOLVED** to **APPROVE** allotment of H1 type accommodation to Mess Manager/Assistant Mess Manager on similar lines as is being done for H2 type accommodation, till separate accommodation for them is built.

Mr. Keri
h
12/12

UNDER ANY OTHER ITEM

13.1
Item No. 13 of the Agenda of the Hundred and
Ninety-fifth meeting of the Board of Governors,
to be held on 10th August, 2007

**AMENDMENT OF AAC RULES REGARDING DUAL
OCCUPANCY OF INSTITUTE QUARTERS**

The Institute is facing severe shortage of allottable quarters in the campus. This problem is further aggravated when existing allottees are allotted new quarters and they do not move into them within the stipulated time of four days.

This dual occupancy situation was discussed in the Allotment Advisory Committee-I (for Officers) and Allotment Advisory Committee-II (for B,C & D staff members) meetings. These committees have recommended that the rules for occupancy regarding dual allotment may be changed as a remedial measure to deter dual occupancy.

The existing clause of AAC rules regarding occupancy is reproduced below:

"4.1.4 If the allottee is in occupation of an Institute accommodation, the same shall be deemed to be cancelled from the date he/she occupies the new accommodation. However the allottee may retain the former accommodation without payment of license fee on the day he/she occupies the latter accommodation and for the next three days, for the purpose of shifting. If the former accommodation is not vacated and its possession not handed over before 12 noon on the day following these three days, the allottee will be liable to pay damages, for use and occupation of accommodation, equal to four times the rate of the flat license fee of the old accommodation, with effect from the date he/she took possession of the new accommodation and the license fee free period will not be applicable."

As per the recommendations of the AAC Committees I & II vide minutes of meetings dated 22/02/07 & 22/02/07 respectively (*Annexure I & II*), the clause 4.1.4 may be amended as follows:

If the allottee is in occupation of an Institute accommodation, the same shall be deemed to be cancelled from the date he/she occupies the new accommodation. However the allottee may retain the former accommodation without payment of license fee on the day he/she occupies the latter accommodation and for the next three days, for the purpose of shifting. If the former accommodation is not vacated and its possession not handed over before 12 noon on the day following these three days, the allottee will be liable to pay damages, for use and occupation of accommodation, equal to

- 4 times the rate of the flat license fee of the old accommodation, for the period of 4 to 15 days
- 50 times the rate of the flat license fee of the old accommodation, beyond the 15 day period

} Amended Part

with effect from the date he/she took possession of the new accommodation and the license fee free period will not be applicable."

The Board is requested to kindly accord approval to the above amendment of the Allotment Advisory Committee Rules.

Item No. 8 of the Agenda of the Hundred and Eightysecond meeting of the Board of Governors to be held on 20th January, 2005

TO CONSIDER THE REVIEW OF THE RULES OF ALLOTMENT OF INSTITUTE ACCOMMODATION

Board of Governors has from time to time approved amendments to the comprehensive Rules adopted in 1992 for allotment of Institute accommodation. Since it was felt necessary to compile them in one comprehensive document, the Director had appointed a committee consisting of Prof. Dipan K. Ghosh (Convenor), Prof. M.P. Dixit, Prof. U.N. Gaitonde, Prof. P.K. Pattanayak, Shri V.B. Mamdapur, Shri. A.S. Murthy, Shri. K.R. Jayachandran and Shri V. Arumugam. The committee held several meetings and has submitted its report which is given in *Annexure-1*. In addition to the above compilation of the various amendments made since 1992, the committee has also recommended the following new provisions regarding :

Provision	To decide regarding:
1. Eligibility for Type C Quarters	Eligibility based on basic salary rather than scale.
2. Eligibility for quarters below the entitlement of an employee	Withdrawal of the restriction of quarter allotment made one of the two steps lower than entitlement.
3. Eligibility of contract personnel in the centres for Type C quarters	Amending the eligibility criteria from Associate Professor to Assistant Professor.
4. Eligibility of temporary staff in H1-BB/H2-BB quarters	Granting eligibility to temporary staff who have a minimum of 6 months appointment.
5. Privacy of ground floor occupants	Providing some minimum adjoining area to the ground floor quarters for privacy.
6. Retention of quarter after retirement to enable completion of children's education	Fixing this period for a maximum of 4 months.
7. Change of quarters	Permitting to avail more than one change of accommodation in the same type.
8. Allotment of quarters to the dependents of retired employees who are themselves employees of the Institute	Allotment as per employees' entitlement in line with Government rules.
9. License fee payable by employees during re-employment period after superannuation	Fixing the license fee payable for the quarter by a retired and re-employed employee as the normal license fee.

The report of the committee is placed before the Board for its consideration.

The Director had appointed a committee consisting of the undersigned to review the rules of allotment of Institute accommodation. The committee met on several occasions and have come to the conclusion that most of the rules which exist at present are appropriate. However, since the adoption of the comprehensive Rules by the Board of Governors in 1992, several amendments have been approved by the Board or have been adopted with the Directors approval. At the time of this review it is necessary to compile them in one comprehensive document. The Committee has now completed the task.

In addition to the above compilation, the Committee considered several suggestions made by employees and the administration and recommend the following new provisions :

1. **Eligibility for Type C Quarters :** The eligibility of Type C quarter till now has been on the basis of pay scales with a quota system for faculty and non-faculty. Four out of the five quarters are reserved for faculty while the remaining one is for non-faculty officers in a scale the minimum of which is Rs.8,000/- or more. The Committee now recommends that for the non-faculty quota, the eligibility be based on basic salary rather than on a scale of pay. Accordingly the Committee recommends (Rule 3.1.4 and eligibility Table 3.3(3)) that employees with a basic salary of Rs.8,000/- and above will be eligible for allotment of Type C quarters under the non-faculty quota. The rationale behind this recommendation is increased availability of quarters in Type C under this quota, because of large number of retirement of non-faculty officers (mostly, Laboratory Superintendents). The provision will also help ease out the waiting period for Type IIB quarters.

However, the Committee has recommended that non-faculty officers will continue to be senior to other staff for this allotment. This will help providing accommodation to incoming officers like Assistant Registrars who may otherwise find it impossible to get campus accommodation.

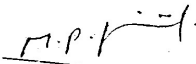
2. **Eligibility for quarters below the Entitlement of an Employee :** As per provision of Rule 3.2.1, an employee could be considered for allotment of quarters which are one of two steps lower than his / her entitlement. A footnote to this Rule stated that the Board will reconsider this provision when quarter availability situation improves. The restriction was in the nature of a protective clause for lower paid employees because of acute shortage of Type I quarter, the waiting list for which in 1992 was about 15 years. In the last few years the availability situation in Type I has improved substantially with no practically waiting period. The Committee has therefore recommended withdrawal of the restriction.
3. **Eligibility of contract personnel in the Centres for Type C quarters :** In view of increased availability of Type C quarters and to mitigate hardship experienced by scientific contract personnel in the Centres, the committee recommends that such employees who are in a scale equivalent to Assistant Professors may be eligible for Type C quarters (Rule 3.3(3)). The current provision of eligibility for contract personnel in Associate Professors.
4. **Eligibility of Temporary Staff in H1-BB/H2-BB Quarters (Rule 3.3(10)) :** H1-BB and H2-BB quarters, which are essentially single room accommodations are not in demand from regular employees because of increased availability of Type I quarters. In the recent years, the Institute has been employing a large number of short term and temporary employees who need accommodation in the campus. The Committee

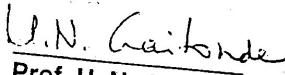
recommends that such temporary employees who are appointed for a minimum period of 6 months may be eligible for H1-BB / H2-BB quarters.

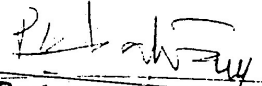
5. **Privacy of Ground Floor Occupants** : The Committee considered the question of privacy of ground floor occupants and the need for providing them with a minimum area adjoining their quarter. The Committee recommends that wherever feasible, a minimum of 5 meter distance from the building wall should be made available to such allottees (Rule 4.1.18 and 4.1.19).
6. **Retention of Quarter after Retirement to enable completion of Childrens' education** : As per amendment to Rules approved by the Board of Governors, a retired employee may retain a quarter till the end of the academic year to enable a dependent son / daughter to complete his / her study. The Rule has caused confusion as the academic year is not clearly defined in many Institutions and often the examinations are delayed. The Committee therefore has recommended that extension under this (Rule 4.2.5) may be for a maximum period of four months.
7. **Change of Quarters** : As per current rules (Rule 4.4.1) an allottee is eligible for one change of accommodation in the same type. This rule has put senior employees to a disadvantage when new constructions have come up. The Committee recommends a relaxation of this rule for employees who are in quarters below their entitlement. In such a case, an employee may be permitted to avail of further change in the same type provided at least 5 years has elapsed since the last change.


8. **Allotment of quarters to the dependents of retired employees who are themselves employees of the Institute :** The current provision in this matter (Rule 7.1) is that subject to the dependent fulfilling certain conditions, a quarter which is one step lower than the entitlement of such dependent, subject to the condition that the adhoc allotment in no case may be higher than the type of quarter in occupation of the retiring employee. This Rule was as per similar provision in the Central Govt. rule in such cases. In view of the change in the Central Govt. rule in this matter, allowing allotment of quarter of this type to which the dependent is eligible, the committee recommends modification (Rule 7.3) in the existing rule allowing adhoc allotment of quarter of entitlement is such cases.

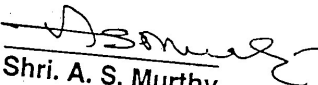
9. **License Fee payable by employees during re-employment period after superannuation :** The committee recommends that in case of re-employment of an employee (both faculty and non-faculty) the license fee payable will be the normal license fee payable for the quarter in occupation of the employee.



Prof. M. P. Dixit

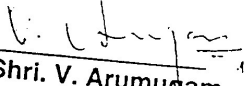

Prof. U. N. Gaitonde

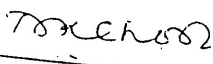

Prof. P. K. Pattanayak
20040211


Shri. V. B. Mamdapur


Shri. A. S. Murthy


Shri. K. R. Jayachandran


Shri. V. Arumugam
11/02/11


Prof. Dipan K. Ghosh (Convener)

Office of Registrar

Indian Institute of Technology Bombay

No. 182/BOG/Corresp/05

21st February, 2005

In the 182nd meeting of the Board of Governors, the review of the rules of allotment of Institute accommodation, was placed as Item No. 8. The Committee appointed by the Director for this purpose while compiling the various amendments approved by the Board since 1992 had also recommended nine new provisions regarding institute accommodation. The Board has since approved these new provisions.

It is noticed that by oversight the following new provision was omitted by the committee while making their recommendations for new provisions:

"In case of employees re-employed after superannuation, concessional period permitted for retention of accommodation would be 4 months."

In view of this, the Director is requested to kindly approve the concessional provision for retention of accommodation for the re-employed staff as above. The matter now be referred to the Board in its next meeting.

Registrar

[Signature]
21/2

To

Director

Pl. discuss

[Signature]

[Signature]
23/2/05

Discussed - agreed

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11/2/05

Forwarded to HR (Genl. Admin) for further necessary action please

[Signature]
23/2/05

[Signature]
24/2/05

Item No.9 of the Agenda of the Hundred and Fiftyfifth meeting of the Board of Governors to be held on the 22nd September, 1997

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**AMENDMENTS TO THE RULES FOR ALLOTMENT OF
RESIDENTIAL ACCOMMODATION TO PROVIDE
RESERVATION TO SC/ST EMPLOYEES OF THE INSTITUTE**

The Board of Governors has made Rules for allotment of residential accommodation in 1989 for the employees of the Institute. From time to time, certain amendments were also made by the Board to these Rules. Under the current rules of accommodation, no reservation has been provided for the SC and ST employees. It is felt that reservation of accommodation for SC/ST employees may also be provided in the existing Rules for accommodation. Such reservation is provided in the Government of India Rules and also in some of the IITs.

In the context of the above, it is proposed that the accommodation Rules may be amended as follows:

Additions to be made at the end of the Rule No.3.5.10 of the Rules for Allotment of Residential Accommodation to the Institute employees (1989).

- Rule 3.5.11 : 1 out of 20 vacancies in type A and type B, will be reserved for eligible SC/ST employees.
- 3.5.12 : 1 out of 10 vacancies of quarters of type (other than A, B and C) will be reserved for eligible SC/ST employees.
- 3.5.13 : 1 out of 10 C type vacancies for the faculty and equivalent staff will be reserved and notified as SC/ST faculty vacancy. Similarly, 1 out of 10 C-type vacancies for non-faculty officers will be reserved for SC/ST employees.

3.5.14: The first vacancy in all types, following the date of implementation of these rules will be SC/ST vacancies and subsequent SC/ST vacancies will follow at regular intervals as per rules 3.5.11, 3.5.12 and 3.5.13.

3.5.15: The basis of inter-se seniority of SC/ST employees will be the same as that for other employees.

3.5.16: In the absence of any eligible staff member being available or in the event of no application being made by any eligible employee for the reserved accommodation, such accommodation will merge with the general pool and there will be no carry forward.

3.5.17: No SC/ST consideration will be made for change of quarters within the same type.

3.5.18: All other conditions of allotment of accommodation, occupation etc. shall be the same as those mentioned in the original Rules for allotment - 1989 and amendments made from time to time.

The Board is requested to consider the above amendments to the Rules for Allotment of Residential Accommodation 1989 to provide reservation of accommodation to the SC/ST employees.

DATE : 25/10/2002

Many temporary employees in non-faculty category who have been appointed on contract basis/salary with pay scale have been approaching the Chairman AAC for accommodation.

Presently employees belonging to this category are given accommodation in H1BB quarters subject to availability. This was discussed in AAC-II meeting on 11.7.2002 and thereafter a letter was sent to the Registrar to seek guidelines in this matter.

Based on the comments received the AAC-II in its 94th meeting held on 11.10.2002 has made following recommendations for allotment of Institute's quarters to the contract employees.

1. Staff appointed on contract/temp.basis for a period of 2 years or more with a scale of pay may be allowed for allotment of all accommodation as per existing eligibility.
2. To protect the seniority of the pmt.employees who have been waiting for a long period for allotment of appropriate type of quarters, the seniority is fixed as follows :
 - a) First priority will be given to pmt. employees as per their seniority.
 - b) Contract/Temp. employees with a scale of pay will be considered only after the allotment to pmt.employees.

Shri. Ravi
for Liaison
& HA
W
22-11-02

→ by M.D. Dixit
approved ① & ②
[Signature]
11/11

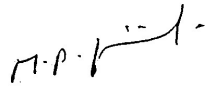
In view of the approval
of the JD, the above
recommendations may
be incorporated in the
future vacancies card
11/11
22-11-02

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c) The date of eligibility of employees will be as per the date given by the Admn. Section.

It is requested that Director may consider the above recommendations for his administrative approval and for subsequent implementation.


(PROF. M. P. DIXIT)
CHAIRMAN.AAC-II

TO
THE DIRECTOR

24th October. 2002

Quite often faculty members appoint caretaker to look after their quarters in their absence. This is done with the Director's approval. It helps in temporarily accommodating Research Scholars, QIP Research Scholars etc.

Similarly, accommodation is provided to non employees on the name of Institute's employees when the non employees is required to stay in the campus for academic and other Institute work. This is also done with Director's permission.

It is the responsibility of the original allottee to make payments towards rentals and other bills. Usually payments are made by the caretaker on behalf of the allottee. On some occasions the caretakers leave the place without making payments. When the amounts are charged to the original allottees, disputes have arisen, similar disputes have arisen in the past in collecting payments from organisers of Techfest, etc.

These difficulties were pointed out by the Executive Engineer (Estate) in the 69th meeting of AAC-I held on 11.10.2002.

In order to avoid such situations the AAC-I recommends that :

1. A suitable advance (Say Rs.3,000/-) may be collected from the original allottee when he is appointing a caretaker in his absence.
2. In case of temporary allotments for activities such as Mood Indigo, Techfest etc. a suitable advance may be collected from the organisers for giving accommodation

To study in detail and discuss

M.

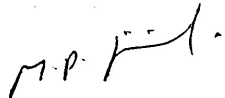
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In view of the approval of the DD item No. 2 may be implemented for all the conferences, Mood Indigo, Techfest etc. a statement may be made after producing appropriate advance.

[Signature]
M

→ By M.R. Dixit

to participants. The exact amount may be calculated depending upon the number of quarters and duration asked for. The details about the advance to be paid should be informed by the Executive Engineer (Estate) to the applicant. It is requested that Director may consider the above recommendations for his administrative approval and for subsequent implementation.


(PROF. M. P. DIXIT)
CHAIRMAN. AAC-I

To
The Director
