

## **NIT SRINAGAR HOUSE ALLOTMENT RULES (HAR)-2020**

### **House Allotment Rules**

#### **1. ELIGIBILITY**

- 1.1 The Institute residences shall be allotted on license only. Following categories of Faculty/ Officers/ Staff and employees shall be eligible for allotment of Institute residences.
- (a) Regular with institute
  - (b) Visiting faculty/ Chair Professor
  - (c) Emeritus Fellows/ Emeritus Professors
  - (d) Faculty/ Staff on Deputation.
  - (e) Persons eligible under terms & conditions of an MOU with the NIT Srinagar.
  - (f) Any Other Faculty / Temporary Faculty, Re-employed / Contractual supporting Staff associated with the institute which are not covered above are eligible for temporary accommodation if available with the institute and when approved by the Director.
- 1.2 If a person and his/her spouse are both employees of the Institute, only one of them shall be eligible for the allotment of residence.
- 1.3 A person, who is having a period less than two years from the date of his superannuation shall not be eligible to apply for another residence.
- 1.4 No person will be eligible to apply for fresh allotment of a residence of the same type in which he/she is living unless he has completed two years from the date of occupation of the residence. However, one can always apply for a higher type of residence, if eligible.
- 1.5 No person will be eligible to apply for fresh allotment of a higher type residence for up to two years, if he / she has opted for lower entitled residence despite availability of higher entitlement for allotment. However, this rule is applicable only in case there is dearth of higher type residences for allotment vs applications received for house allotments.
- 1.6 Rule 1.4 and 1.5 are automatically exempted for those cases which expire the locking period mentioned above or have any exemption approval from Director of the institute.

1.7 Any valid quarter / residence allotment which is subsisting immediately before the commencement of these rules shall be deemed as to be an allotment duly made under “ NIT SRINAGAR HOUSE ALLOTMENT RULES (HAR)-2020”.

## 2. CATEGORIES OF RESIDENCES & ENTITLEMENT

2.1 The Institute has classified the available family residences based on living area as given below:

S. No.	Entitlement Academic Grade Pay / [Level in 7 <sup>th</sup> CPC Matrix]	Residence Type	Living Area (Sq. Mts.)	Revised rates of Licence fee / month
1.	Up to Rs. 2800 / [1 to 5]	S-type (Type II)	26.5 to 50	Rs. 310
2.	Rs. 4200 to Rs. 5400 / [6 to 9]	D-type (Type IV)	50 to 75	Rs. 640
3.	Rs. 5400 to Rs. 7000 / [10 to 11]	L-type (Type IV-(Spcl.))	75 to 91.50	Rs. 680
4.	Rs. 7600 to Rs. 9500 [12 to 13A2]	A-type (Type VA)	91.5 to 106	Rs. 1190
5.	Rs. 6000 and above (Female Girls Hostel Warden) [10 and above]	Girls Warden Quarter (Type V B)	106 to 159.5	Rs. 1270
6	Above 9500 [14 and above]	P-type (Type VI-B)	159.5 to 189.5	Rs. 1870
7.	HAG Scale only (Reserved for Institute Director)	Directors Lodge P1 (Type VIII) (Reserved)	243 to 350	Rs. 3920

2.2 An employee can apply for a lower type of residence of the same group other than his entitled type only if he is living in a lower type of house or applying for the Institute house for the first time.

2.3 The allotment of Transit Accommodation / Temporary Shifting will be made by the Member-Secretary (House Allotment Committee-HAC) i.e. Ex-Officio Estates Officer with the approval of the Chairman HAC, for a specific period.

2.4 The following officers of the Institute are entitled to residences earmarked for them on the basis of essential services rendered by them upon approval by Director of the institute.

- (a) Director
- (b) Registrar
- (c) Institute Medical Officer
- (d) Estates Officer
- (e) Faculty I/C Guest House

The concerned officer must vacate the earmarked residence within two months of relinquishment of the office. A person who is allotted an earmarked residence, may be allotted another residence as per his/ her entitlement by the HAC for the period of six months after retirement. Such an allotment can be made within two months before the date of retirement of the concerned officer.

### 3. HOUSE ALLOTMENT COMMITTEE (HAC)

There shall be a House allotment Committee (HAC) appointed by the Director for recommending residential house allotment in the institute to Director in accordance with *NIT Srinagar House Allotment Rules (HAR)-2020*. The HAC can recommend house allotment within NIT Srinagar campus or any residences within the administrative control of Director NIT Srinagar, including garages for temporary or permanent parking. The nominated members of HAC shall normally have a tenure of 2 years whereas the ex-officio members shall be for their office tenure. The HAC shall be constituted of the following members:

- (i) Dean (Planning and Development, Ex-Officio) ..... Chairman.
- (ii) Associate Dean (Civil Infrastructure, Ex-Officio) ..... Member.
- (iii) Associate Dean (Electrical Infrastructure, Ex-Officio) ..... Member.
- (iv) Estates Officer (Ex-Officio) ..... Member Secretary.
- (v) Nominated member 1 by Director..... Member.
- (vi) Nominated member 2 by Director..... Member.
- (vii) Nominated member 3 by Director..... Member.
- (viii) Nominated member 4 by Director..... Member.

HAC shall be appointed such that, it has at least a member: (a) with a background from finance/ accounts; (b) female member(s); (c) resident member(s); (d) a member associated

with student welfare and hostels; (e) a member each with Assistant, Associate Professor and Professor designations.; and (f) a member from non-teaching staff.

HAC shall meet at least twice a year, with quorum of a minimum of 50% members (the Chairman HAC cannot be counted for quorum strength). The minutes approved by quorum with a favorable vote, shall be documented and sent to Director for approval. In case of tie in votes, the vote of chairman shall be deciding for the quorum decision. The Director of the institute shall be final authority to approve recommendations of HAC and the Estates Officer shall be authorized to issue allotment orders based on the approved recommendations of HAC.

#### **4. ALLOTMENT PROCEDURE FOR RESIDENTIAL HOUSES / QUARTUARS.**

4.1 The Estates Officer and Executive Engineer (EM&R) along with their staff shall inspect each vacant residence and will arrange necessary repairs and white washing etc. They will also certify that the vacant residence is safe and livable and seek approval from Dean (P&D) for advertising such house for allotment. No major repair work should be done after the allotment.

4.2 Announcement of vacant residence will be made in the month of March and August months. The following schedule shall preferably be adhered to:

- (a) Date for advertisement = X (date)
- (b) Last date of submission of applications= X+7 (days)
- (c) Date of display of seniority list = X+13 (days)
- (d) Date of pointing out discrepancies = X+15 (days)
- (e) Date of HAC meeting =X+22 (days)

4.3 Application, once made, can also be withdrawn up to the last date for receipt of application.

4.4 The applications shall be screened by Estates Office, and a seniority list shall be prepared for the various residence types and displayed in the office of the Dean (P&D) and also on the institute web site for scrutiny by all concerned persons who may point out discrepancies, if any.

4.5 The priority date i.e. seniority in relation to house allotment as per NIT Srinagar HAR-2020, for **regular eligible employees / staff** as per rule (1) and entitlement as per rule (2), will be decided in the following order:

- (i) The higher Grade Pay [or level of the pay in the 7<sup>th</sup> CPC Pay Matrix] of the employee;

- (ii) The date from which the employee is continuously drawing his existing Grade Pay or Pay Level in the 7<sup>th</sup> CPC pay matrix.
- (iii) Where the date of drawing Grade Pay or Level of Pay in pay matrix for one or more employees is same, the seniority of the officers shall be determined on the basis of present basic pay, i.e. the employees who have higher a basic pay on the last date of inviting applications for house allotment.
- (iv) Where the date of drawing the AGP [or Pay Level in pay matrix] and the basic pay of two or more employees are the same, the earlier date of joining in the service of the institute (length of service with NIT Srinagar only) shall be the next determining principle of inter se seniority.
- (v) Where the seniority, basic pay and date of joining in the service of the institute (i.e. NIT Srinagar only) of two or more employees are the same, the employee with higher age (i.e. earlier date of birth or the one retiring earlier) will be accorded higher priority for house allotment over the employee with lesser age or the one retiring later from the institute service.

4.6 In case of employees **drawing consolidated pay**, the priority date for house allotment shall be based on the below criteria provided eligibility and entitlement are as per rule (1) and (2) respectively: -

- (i) Higher Consolidated Pay of the employee;
- (ii) The date from which the applicant is continuously drawing his/her Consolidated Pay;
- (iii) Where the date of drawing the Consolidated Pay of two or more employees are same, the earlier date of joining in the service of the institute (length of service with NIT Srinagar) shall be the next determining principle of inter-se-seniority for house allotment.
- (iv) When the Consolidated Pay, date of drawing Consolidated Pay and Length of service with NIT Srinagar of two or more employees is same, the employee with higher age (i.e. earlier date of birth) will be accorded higher priority for house allotment over the employee with lesser age.

4.7 On the death of a Faculty / Staff member who has been occupying an Institute accommodation, priority allotment may be made to the son, daughter or spouse of the staff member if any of them is a staff member of the institute and has been residing with the deceased faculty/staff. If the spouse, son or daughter (as the case may be) of the deceased faculty/staff is eligible for the same or higher type of accommodation as was in occupation

of the staff at the time of death, he/she may be allotted the same accommodation as occupied by the deceased staff. Otherwise the type of residence shall be according to entitlement of the new incumbent.

- 4.8 Each allottee of an Institute residence shall be charged a license fee, water charges and electricity consumption charges. The license fee and water charges will be as fixed by the Director from time to time for the different types of residences on recommendations of HAC. Electricity charges shall be based on actual consumption of units for each quarter/house and the rate shall be based on the purchase of electricity by the institute. Executive Engineer (EM&R) shall be responsible to calculate and communicate electricity charges in respect of all quarters to accounts for recovery from monthly emoluments.
- 4.9 A quarter /house advertised thrice and yet not occupied, can be recommended for allotment to a staff member of the next lower group by the House Allotment Committee (HAC).
- 4.10 No person will be eligible to apply for fresh allotment of a residence of the same type in which he is living unless he has completed *two years* from the date of occupation of the residence. However, one can always apply for a higher type of residence (not lower), if eligible.
- 4.11 If the allottee vacates the allotted residence before the completion of two years, and is not residing in an Institute residence, no application for Institute residence will be entertained for the next two years from the date of vacation of the Institute residence.
- 4.12 After allotment of a residence, the Allottee will be issued a formal order of allotment by the Estates Officer.
- 4.13 If the allottee fails accept the allotment of a residence as per terms and conditions of allotment for a residence or fails to take possession of the residence within two weeks from the date of issuance of the allotment letter, he/she shall not be eligible for another allotment for a period of one year from the date of issue of allotment letter.
- 4.14 In every case of allotment of quarters / houses under the administrative control of Director NIT Srinagar, the allottee shall be deemed to be a licensee only and not a tenant.
- 4.15 While taking the possession of the quarter / house, allottee must ensure that the inventory register is signed by him / her and to see that all fittings and accessories i.e. water supply, electric etc. are intact. Similarly, while vacating the quarter / house, all the accessories / fittings should be in order and keys handed over to authorized representative of the Estates Officer. No dues certificate to this effect will be obtained by the individual from the Estates

Officer. Any breakage shall be responsibility of the occupant and its cost thereof shall be recovered from the allottee from the pending dues with NIT Srinagar.

4.16 If an employee to whom a residence has been allotted commits any breach of these rules or uses the residence or premises or permits the residence or premises to be used for any purpose which the institute considers to be improper or conducts himself / herself in a manner which in the opinion of Director or his authorized officer is prejudicial to the maintenance of the harmonious relations with the allottee's neighbor or peace in the campus, he/she shall be required to vacate residence without prejudice to any other disciplinary action taken bring taken against him / her and may be declared to be ineligible for a residence for a specified period to be decided by the House Allotment Committee.

#### **5. FORFEITURE OF ALLOTMENT OF A RESIDENCE / QUARTER/ HOUSE.**

The residence /quarter / house once allotted must be occupied in the condition as-is within two weeks (14 days) from the date of receipt of the allotment order by the allottee after vacating the previous Institute residence in which he/she might be residing, Failure to do so within the stipulated time will result in the automatic cancellation of the allotment. Further, allottee will be debarred from applying for any Institute residence for the *next two years*, excepting for transit accommodation.

#### **6. OUT OF TURN ALLOTMENT.**

6.1 Out of turn allotment shall be made only by the Director. Normally the following categories of Faculty/ Staff shall be considered for out of turn allotment:

- (a) Visiting faculty/Chair Professor
- (b) Persons on Deputation
- (c) Persons declared as belonging to essential services.
- (d) Persons on medical grounds certified by a Medical Committee appointed by the Director.

6.2 Provided that the out of turn allotment shall be for a residence of his/her entitled type or lower type of his/her group.

6.3 The Son/Daughter/Spouse of a deceased staff, if employed or being given employment in the institute, may be considered for out of turn allotment at his/her request for a residence of his/her entitled type or lower, provided that the deceased staff was residing in an Institute residence at the time of his/her death.

#### **7. TEMPORARY OR TRANSIT ACCOMMODATION**

7.1 Any new faculty member or staff joining the institute in between the two advertisements made for house allotment will be allotted transit accommodation when available. The incumbent will have to apply for •all the residences of his/her entitled type (of his/her group) for regular allotment in the immediate next advertisement. Such temporary residence allotment can be directly made by Estates Officer after obtaining prior approval from Dean (Planning and Development).

7.2 Temporary accommodation can be allowed only for a maximum duration of 2 months. The extension of temporary accommodation can be done in special circumstances only as approved by the Dean (P&D) upon recommendation from Estates Officer.

**8. RETENTION OF RESIDENCE / QUARTER / HOUSE**

8.1 A Retention of residence (quarter / house) may be permitted in the following cases, if and only if, the allottee, or his family, proposes to stay for the duration as indicated at prescribed license fee and other charges paid in advance.

S. No.	Retention of Residence		
	Condition	Maximum Duration permitted	License fee payable
(a)	After retirement from the regular service	03 Months Next 03 months	On normal license fee Double the normal license fee After this, vacation of the premises
(b)	After death of a Staff member: Who was an authorized occupant of the house, the dependents residing with the deceased will be allowed retention of the house	06 Months	On normal license fee After this, vacation of the premises
		Next 06 months	Double the normal license fee. After this vacation of the remises
	Provided the deceased employee or his/her depended does not own a house at the place of work of the deceased.		
(c)	Staff proceeding on Study Leave/ Sabbatical etc.	For the duration Of leave	The specified license fee for the duration of leave granted. After expiry of leave vacation of the premises.

(d)	Resignation/ expiry of the employment period/ expiry of the contract period for contract employees and employees on deputation, compulsory retirement, Dismissal or termination from service	02 Months	Normal license fee After 02 Months, vacation of the Premises.
(e)	Earmarked residences	02 Months	Normal license fee After 02 Months, vacation of the Premises.

Note-1 Request for permission to retain an Institute residence for the specific duration should be made to the Chairman, HAC on the prescribed Performa at least one month before due date of retirement/ due date of proceeding on leave or within 2 months of the death of the staff. In case of dismissal or termination from service, request should be made within a week of receipt of the letter of dismissal or termination.

Note-2 A residence retained under this clause must be vacated within the period as specified under Rule 8. Failing which eviction proceedings will be initiated according to the Public Premises (Eviction of Unauthorized Occupants) Act, 1971 and other institute rules applicable to residential accommodation.

Note-3 In case of those staff who would be drawing pension from the Institute the license fee and other charges (Electricity/water) of the residence will be deducted from their pension every month. In other cases, license fee must be paid in advance in full.

Note-4 However, depending on the merit of the case, the House Allotment Committee may make a case, for consideration of the Director, for retaining a House beyond permissible period, without penal rate, for one-year maximum.

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## **9. SPECIAL POWERS OF DIRECTOR**

9.1 In exceptional cases Director NIT Srinagar shall have the authority to allot:

- (a) Higher category of house / quarter than the one to which an employee is entitled under Rule 2.
- (b) A house / quarter out of turn to an employee.
- (c) Can declare any employee belonging to essential services.

9.2 The decision of the Director as to the interpretation of “NIT SRINAGAR HOUSE ALLOTMENT RULES (HAR)-2020” shall be final and binding upon all under the administrative control of Director.

9.3 The Director can approve amendments to these rules upon recommendations of HAC, and same shall come into force immediately or with retrospective effect as approved by the Director.

9.4 The Director may, for the reasons to be recorded in writing, relax all or any of the provisions of these rules in public interest or in cases of extreme compassion and exigencies of service.

9.5 Situations, not covered by the guidelines stated above, will be decided by the Director. Also, the Director, in the interest of the Institute, may use his/ her discretionary power to allot any house to any of the Faculty/ Staff member.

## **10. CANCELLATION OF ALLOTMENT**

10.1 Under the following circumstances, where the unsatisfactory conduct of allottee shall lead to cancellation of his/her allotment by ab-initio:

- (a) That if the allottee sublets the residential quarter allotted to him/her or any portion thereof or creates an un-authorized structure in any part of the residence or uses the residence or any portion thereof for any purpose other than for which it is meant or tampers with the electric or water connections or commits any other breach of rules of the terms and conditions of the allotment and or uses the residence for premises for any purposes, which the NIT Srinagar authorities consider to be improper or conducts himself / herself in a manner which in the opinion of the NIT Srinagar is prejudicial to the maintenance of harmonious relations with his / her neighbors or has knowingly furnished incorrect information in any application or written statement with a view to secure allotment, The NIT authorities may without prejudice initiate any disciplinary action against such him / her and cancel the allotment of the residence.

- (b) If the employee has failed to notify the information to Chairman, HAC has provided under Rule-2 or in an application or statement suppressed any material/ fact, the HAC through Member-Secretary may cancel the allotment.
- (i) If any employee sublets a residence allotted to him/her or any portion thereof in contravention of these rules, the action as deemed fit may be taken against him/her and /or be charged for damages caused to Estates property.
- (ii) When action to cancel the allotment is taken under on account of sub-letting of premises by the allottee, a period of seven days shall be allowed to the allottee or any other person residing with him/her to vacate the premises. The allotment shall be cancelled w.e.f the date of vacation of the premises or expiry of the period of seven days from the date of orders for the cancellation of allotment, whichever is earlier.
- (iii) Where the allotment of residence is cancelled for pre-judicial conduct of maintenance of the harmonious relations with the neighbors, the official/ employee at the discretion of NIT authorities may be allowed another residence in the same type at any other place, if available.
- (c) The allottees are expected to conduct themselves in a courteous and polite manner with their neighbors. 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.

## **11. CODE OF CONDUCT FOR ALLOTTEES OF INSTITUTE RESIDENCES**

- 11.1 The Institute residences are allotted for living for the allottee and his/her family and close relatives only. Any other person is not allowed to reside in the residence. If an allottee or his/her family is not staying in the house/ quarter it must be vacated, except under Rule 8.1(c) where the residence may be locked under intimation to the Institute.
- 11.2 No allottee is permitted to sublet the residence allotted to him partly/fully or use it for any trade/ business. If a complaint is received to this effect, appropriate action will be taken by the Institute authorities.
- 11.3 Sharing of the residence by the allottee with anyone else, Other than those permitted under Rule 11.1 is not permitted.

- 11.4 Mutual exchange of residence by allottees without permission from the Institute is strictly prohibited.
- 11.5 The allottees shall pay regularly license fee, electricity and water charges for the residence as prescribed by the Institute from time to time.
- 11.6 Any alteration or addition in the Institute residence shall not be allowed by the residents. However, the Institute may decide for identical alteration or addition in a group of identical houses.
- 11.7 Milk cattle or any other cattle will not be kept in the Institute residence or it's out-house / garage etc.
- 11.8 The allottees will not tamper with the electricity installation, water supply and sanitary fittings or other fixtures in the residence provided by the Institute.
- 11.9 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.
- 11.10 The allottee will immediately report to the concerned authority about any defects in installations leading to wastage of water or leakage of electricity, etc.
- 11.11 The allottees may maintain collared dogs or any other pets only in P-type quarters define in Rule 2.1, provided that they take extra care/responsibility so as not to cause any danger or nuisance to neighbors in any way.
- 11.12 The allottees are expected to conduct themselves in a courteous and polite manner with their neighbors. 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.
- 11.13 The allottee will not encroach upon the Institute land or the land of the neighboring residences for gardening or for any other purpose.
- 11.14 The allottee will not undertake cutting or lopping of the trees in the compound of their residences or nearby areas on his own accord.
- 11.15 Any timber yield from the tree (s) in the campus of the residences will be deposited by the allottee with the Estate Office as the Institute property.

## **12. ALLOTMENT OF INSTITUTE COMMUNITY GARAGES**

- 12.1 Garages outside the residential compound are known as 'Community Garages. Applications will be invited from time to time from all staff as are eligible for allotment of these garages. Applicants should fulfil following conditions for allotment of Community Garages:
- (a) Should own a car in his own/spouse name for which documentary proof will have to be attached with the application.
  - (b) That the allotment of Community garage will be made as per the seniority for house allotment. The garage inside a residential compound of any quarter shall be allotted to the allottee of that residence / quarter only irrespective of whether he/she owns a car or not.
- 12.2 Only one garage can be allotted to the allottee of an Institute residence. Staff member living in residences which have attached garages are not eligible to apply for allotment of a community garage.
- 12.3 The Community Garages outside the compound but on the periphery of the different type of resident quarters are reserved for the residents in these quarters. Each resident shall be allotted community garages on rotational basis with a maximum allotment period of 6 months or for a period as decided by HAC for the dearth of garages in the campus. Estates Officer has discretion to utilize any of these garages for emergent institute needs whenever and wherever required.
- 12.4 Preference for a garage in a zone will be given to the residence of that zone.
- 12.5 If an allottee shifts from one quarter block to another quarter block, he/ she must vacate the garage under his possession and will be given a garage in new quarter, if available.
- 12.6 In case of refusal to take possession of the allotted garage by the specified date, the concerned staff shall be debarred from applying for a fresh allotment for the next one year.
- 12.7 If at any stage during the occupancy of a garage, the allottee ceases to own a car, he/she must inform the Institute authorities and surrender the garage within one month.
- 12.8 Any misuse of the garage for any purpose other than parking personal vehicle will be a violation of the Code of Conduct.
- 12.9 Persons living outside the Institute Campus can also apply for and may be allotted Community Garages which are outside the residential area.

### **13. UNAUTHORISED OCCUPATION AND PUNITIVE ACTIONS**

13.1 A person residing in an Institute residence or occupying a garage shall be deemed to be unauthorized occupant, under any one, or the following circumstances:

- (a) The residence or the garage (or both) is occupied without allotment.
- (b) Violation of Rule(s) 11. 1 to 11.7 of the 'Code of Conduct for the Allottees of Institute Residences' or unsatisfactory conduct under Rule 10.
- (c) Under the conditions specified in Rule 8.1, a duly allotted residence is retained:
  - (i) Beyond the allotted period without prior permission or if the permission is refused.
  - (ii) Without making advance payment of licence fee and other charges as specified in the Note-3 of Rules 8.1.
  - (iii) Violation of any term or condition as prescribed in the Rules for retaining the residence.
- (d) An out of turn allottee, excepting persons on deputation to the Institute, three years after the date of out of turn allotment.

13.2 (a) An Institute staff declared to be an unauthorized occupant by the Institute shall be liable to punitive action specified under Rule 13.6, besides any disciplinary action as per Institute Statutes/Rules.

(b) If a person who is declared an unauthorized occupant is not an Institute employee, action will be taken as per law.

13.3 If the person, to whom the residence (or a part of it) is sublet, were also an Institute staff, he/she would also be liable to disciplinary action as per Rules. In addition, Punitive action as per Rule 13.6 may also be taken against such persons.

13.4 On a complaint received against a staff regarding violation under Rule 13.1, the staff will be served a notice to offer his comments in writing on the complaint within seven (07) days from the receipt of such notice. For violation under Rules 13. 1(a), (b) and (c) punitive actions as per Rule 13.6 may be taken after serving a show-cause notice to be replied within ten (10) days from the receipt of such notice. Note:

- (a) For the purposes of this Rule, the service of notice shall be deemed to be sufficient for all purposes, if it is sent once under institute post on the address of the premises concerned.
- (b) Such complaint along with the comments or replies, if any, made by the concerned Staff shall be referred to the Chairman HAC. After considering the complaints and the

comments, if any, the Chairman HAC may drop the complaint if satisfied with the reply. However, if the Chairman HAC is not satisfied with such comments or replies, then Chairman HAC shall constitute an enquiry. If the enquiry committee finds the complaint to be correct and the comments unconvincing for reasons to be recorded, then the staff concerned shall be given a notice to vacate the premises within 15 (fifteen) days from the date of such notice. In such a case, the staff shall be liable to all punitive action as provided for under unauthorized occupation under Rules 13.5 and 13.6.

13.5 For violating Rules 11.7 to 11.15 of the Code of Conduct and / or Rules 12.7, 12.8 if applicable, the allottee will tender himself liable to disciplinary action as per Rules in addition to punitive actions provided under Rule 13.6.

13.6 An unauthorized occupant will be liable to eviction by the Estate Officer under NIT statutes; as well as under Section 2 and Section 3 of the Public Premises (Eviction of unauthorized occupants) Act 1971 (act No. 49 of 1971) applicable to residential accommodation occupation.

Approved by Board of Governors vide BOG Resolution No. BOG-09/106 dated 28.09.2020 and communicated vide order No. 08-BOG/106 dated 28.09.2020.

**Sd/  
Estates Officer  
(Ex-Officio Member Secretary)**