

**SANT LONGOWAL INSTITUTE OF ENGINEERING AND  
TECHNOLOGY  
LONGOWAL(DISTRICT SANGRUR) PUNJAB 148 106**

**Rules and Regulations for Allotment of Residences  
DRAFT/PROPOSED**

**Preamble:** In the next few pages, the rules and regulations for allotment of residences at the Sant Longowal Institute of Engineering and Technology, Longowal have been outlined to regularize the practices, norms and administrative procedures. Different categories of employees (centre as well as state) serve the institute; hence there is an important need to frame own guidelines rather than following central or state government rules.

**1.Coverage:** Rules mentioned hereunder shall be applicable to all the employees of the institute and shall cover the following categories in order of preference:

- i) Regular Teaching and Non-Teaching employees of SLIET.
- ii) Adhoc/contractual teaching and non-teaching employees of SLIET kept against sanctioned posts by the Government of India.
- iii) Other categories of employees of SLIET like Visiting Faculty/Staff subject to availability.
- iv) Research Fellows appointed by the institute/staff under research schemes/projects/centres as per MOUs signed between the Institute and other agencies.
- v) Persons eligible under terms & conditions of the MOU with the Institute.
- vi) Categories of people serving the institute directly or indirectly like bank employees, contractors, shopkeepers etc. subject to availability.
- vii) Any other category deemed fit by the house allotment committee and approved by Director, SLIET.

**2. Categories of Residences and Pay Ranges :**Residences at the institute have been classified from Type I to Type V and henceforth following shall be the eligible employee for various categories:

Type of Residences	Grade Pay
Type I	Rs. 1300 to 1899
Type II	Rs. 1900 to 2799
Type III	Rs. 2800 to 5399
Type IV	Rs. 5400 to 8999
Type V	Rs. 9000 & above

Above grade pay ranges shall be revised as and when the same are revised by the Government of India.

**3. Allotment of Residences:** Residences shall be allotted by the House Allotment Committee, which shall be constituted by approval of the Director, normally for a period of two years and shall have the following officials on board:

1. Chairman - One of the professors in the institute.
2. Members - One representative each of all the existing teaching and non-teaching employee associations
3. One Senior Faculty Member as Nominee of Director SLIET
4. Member Secretary – One faculty member/Group A official to be chosen by the Chairman, HAC to act as member secretary.

**Orders regarding appointment of Chairman of the House Allotment Committee shall be issued by the Director in the last week of October and the chairman shall propose a committee based on the above guidelines which shall take charge from the 1<sup>st</sup> of November for a period of two years.** Residences shall be allotted by the House Allotment Committee as per regulations and procedures contained herein.

**4. Procedure for Allotment:** Following procedure shall be followed for allotment of residences.

1. Chairman, House Allotment Committee shall send a note to the Estate Officer seeking information about the residences which are vacant, category wise, and are ready for allotment. Estate Officer will inspect each vacant residence and will arrange necessary repairs and white washing. He will also certify that the vacant residence is safe and livable and will inform the Chairman, HAC that the House is available for allotment.
2. A notice regarding calling of applications for allotting residences shall be issued by the Member Secretary as and when required and approved by the House Allotment Committee/Competent Authority. In the notice categories of residences and their number shall be specifically mentioned along with the grade pay of eligible employees.
3. Applications shall be made by the aspiring persons on the prescribed performa and submitted by the due date. First applications of interchange of quarters within a particular type shall be invited and changes effected and thereafter fresh allotments to that type shall be carried out.
4. Applications shall be scrutinized and a list shall be prepared according to seniority of the applicants and the preferences provided by them.
5. On the basis of above scrutiny, the rough list of successful applicants shall be prepared by the HAC and may be put up to public notice/circulated among departments, sections for public scrutiny. If there is any representation/grievance raised against the proposed allocation, it shall be duly considered by the House Allotment Committee. After disposing off the grievance on merit, the HAC shall submit the final list of successful applicants to the Director for approval.

After the approval, the Member Secretary shall place orders of allotment.

6. Any person who is allotted a residence shall be required to give an acceptance letter within ten days (including non working days) of the issue of the orders. If any employee fails to give the acceptance within due period, his/her allotment shall be deemed cancelled. Any employee who has accepted the allotment shall be required to shift into the allotted residence within one month of the last date of the acceptance. It is possible that an employee submits an acceptance and does not shift later on or does not want to shift later, he shall be debarred from any future allotment for a period of two year from the date of issue of orders.

**5. Permissible Number of Changes:** No person will be eligible to apply for fresh allotment of a residence of the same category in which he is living unless he has completed one year from the date of occupation of the residence. However, one can always apply for a higher category residence, if eligible. Within a category of residences, an employee shall be eligible to change his residence maximum two times. Once he shifts to the higher category/type of residence, he shall again be entitled for two changes again, so on and so forth. Such a provision may be relaxed in cases of medical urgencies.

**6. Allotment under Medical Urgencies:** In case of urgencies of medical nature, where the ailment is chronic, residences may be allotted out of turn as special cases. Such cases shall be considered by the HAC upon production of medical certificate by the employee duly countersigned by the Chief Medical Officer of the District. An affidavit certifying the genuine nature of the medical urgency shall also be submitted by the employee. Still in cases of doubt, the HAC may recommend constitution of a Medical Board. If the employee is found to have submitted a fake medical emergency, he shall be immediately subject to penal action as per conduct rules. Temporary allotments on medical basis may be done one step below entitlement only for a period of six months in cases of ailments of temporary nature.

**7. Issues Related to Seniority:** Seniority shall be counted from date of joining/entry/promotion in the grade pay. Under normal circumstances, the seniority list shall be based on clubbed list of the grade pays eligible for allotments. (For example for type III, employees having the grade pay from 2800 to 5399 shall be clubbed together and the person who has joined the institute earlier in the grade pay of 2800/- or above shall have the seniority). For type IV a seniority list shall be prepared from the date of promotion/appointment in the grade pay of 7000/- in SLIET. If residences in type IV remain vacant after allotting residences to employees in the grade pay of 7000/-, the employees of lower grade pay of 6000/- and 5400/- may be considered. In case of type III quarters, if the quarters remain vacant after allocation to eligible employees of the grade pay from 2800-5399, the employees having grade pay of 2400/- may be considered. Sometimes, two or more employees may have the same date of eligibility for a particular type of residences. Seniority in such cases shall be determined in the following manner:

1. Person having higher grade pay shall be considered senior.
2. Persons having more length of service in the previous grade pay/pay scale shall be considered senior.
3. If the seniority cannot be fixed as per points at 1 and 2, the HAC will be competent to take a final decision on the matter.

For the purpose of house allotment 5400/- and 6000/- shall be treated as equivalent grade pays. Further there shall be no distinction between Directly Recruited and CAS/ACP Promoted Employees as far as the house allotment is concerned.

**8. Allotments on Compassionate Grounds:** Families of employees who die in harness shall be eligible to stay in the same quarter, occupied by the deceased employee for a period of five years or a period equal to the service put in by him/her, whichever is lower, on payment of normal license fee, irrespective of the fact, whether any family member of the employee is appointed by the institute on compassionate basis or not (rounded off to higher multiple, eg. if the employee has served for 4 months, it will be treated as one year). Beyond this permissible limit, the HAC may extend the period by another five years upon payment of double license fee (If the family applies for the same, it will be mandatory to give this extension). If the family still wants institute accommodation, they will be entitled to allocation one step below entitlement of the deceased employee for another five years on payment of normal license fee. All above allocations are subject to a maximum limit of date of retirement of the employee and have retrospective effect of implementation. *Above rules give a humane touch to the rules and should be treated as such. It is the least the institute can do for a person who served the institute with his heart and soul.*

**9.Special Provisions Regarding Allotments:** Notwithstanding anything contained herein following regulations shall have an overriding effect:

- 9.1. For Type V, employees having grade pay of Rs. 10000/- or above shall have the preference over other applicants. Applications shall be invited from persons having grade pay of Rs 10000/- or above and allocations done on the basis of seniority. Date of counting of seniority shall be the date on which the person has been appointed/promoted in the grade pay of Rs. 10000/-. In addition, an employee for movement from type IV to V, must have spent at least six years at the institute
- 9.2. In order to cater to the needs of the employees to be recruited under OBC category and other appointments in future, following quarters of type III shall remain reserved for employees having grade pay of Rs. 5400/- or above. In case the HAC agrees upon and the same is approved by Director SLIET, the residences may be reserved for particular grade pay employees further.
  - a. All quarters currently in PG Hostel whenever the PG Hostel is shifted to the new PG Hostel under construction.

- b. Following quarters of Type III: 10,19,20,21,24,28, 30,38,39,41,58,60,61,71,120,153,158,170,171,210,211, 212,216,217,219.
- 9.3. For type IV, employees having grade pay of 7000/- or above shall have the preference in allotment. Associate Professors or equivalent shall have preferential FIRST Allotment in Type IV on the top floor only. Subsequently they will be considered in the common seniority list along with employees having grade pay of 7000/- and 8000/- or equivalents.
- 9.4. 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.
- 9.5. A person, who is having a period less than one year from the date of his superannuation shall not be eligible to apply for another residence.
- 9.6. In case of type II quarters, in addition to the grade pay eligible, all those employees who complete 15 years in the grade pay of 1800/- shall also be eligible.

**10.Allotments to Persons Not Employees of SLIET:** Following persons serve the institute directly/indirectly:

1. Mess Contractors for Boys/Girls Hostels.
2. Shopkeepers
3. Employees of the Central Bank of India
4. Employees of Post Office
5. Contractors Engaged by the Estate.

Such persons may be allocated quarters at SLIET subject to the following conditions:

1. An application for allotment of a residence duly certified by the engaging/competent authority shall reach the office of Chairman HAC
2. Mess contractors/shopkeepers/employees of post office and bank shall be allotted type I quarters only. Contractors engaged by the Estate may be allotted type II quarters top floor only. Manager and Deputy Manager of Central Bank shall be allotted type III only.
3. All these conditions are subject to availability of residences.
4. Rent/License Fee to be paid shall be double the normal fee in advance every six months. It shall not be refunded in any case.
5. The residences will have to be vacated immediately as and when required for employees of the institute or as ordered by the HAC.

**11. Research Scholars:** Full time research scholars having families, adhoc faculty and teachers of SMS shall be eligible for allotment in type III on top floor only. Full time research scholars not having families shall be given PG Hostel/Transit Accommodation.

**12. Penal Rules:** If an employee overstays beyond the allotted period he shall have to pay a fine of Rs. 1500/- per month or four times the license fee whichever is higher.

**13. House Rent Allowance:** House Rent Allowance as admissible to the employees of Government of India shall be payable to an employee who is not residing at the campus or opts to vacate an allotted quarter. In case of employees covered under Punjab Government Scales, HRA @ fixed by the Punjab Government shall be payable. This provision shall have a prospective effect. No retrospective arrears shall be payable.

**14. Licence Fee:** Each allottee of a residence shall be charged a license fee as fixed by the institute from time to time for the different categories of residences.

**15. Out of Turn Allotments:** No out of turn allotments shall be made under the rules. In special cases such allotments may be carried out one step below entitlement only.

**16. Durations Permitted in Different Cases:** Following shall be the durations of holding of residences:

S.No.	Condition	Maximum Duration Permitted	License Fee Payable
A.	After retirement/ voluntary retirement/ expiry of the re-employment period if the employee was a regular employee of the institute before reemployment.	12 months Next 12 Months	Normal license fee Double the normal License fee
B.	After expiry of the contract period for contractual employees, if the contract was for a period of more than two years	4 months	Normal License Fee
C.	After expiry of the contract period for contractual employees, if the contract was for a period of less than two years	1 month	Normal License Fee
D.	Staff Proceeding on EOL/Study Leave/Training/Sabbatical Deputation/Lien or any other kind of duly sanctioned leave	Entire Duration of the Leave	Normal License fee
E.	Resignation, Compulsory retirement, dismissal or termination from service	3 months	Normal License fee

Note-1: No request for permission to retain an institute residence for the specific duration shall be required to be made, if within the limits as defined above. Retentions shall be automatic in all above cases. License fee in all such retentions shall be payable in advance every quarter by the tenth of the month. If the same is delayed, a fine to the tune of an amount equal to the one month's license fee shall be levied per month (fraction of a month shall be equal to a month) of delay. In case the employee does not want to retain his quarter, he shall have to send an application to this effect to the Estate Officer.

- 17. ALLOTMENTS ON TEMPORARY BASIS:** In special/adhoc cases temporary/provisional allotment of a residence to an institute staff may be made for a period not exceeding 11 months by the House Allotment Committee under approval/orders of the Director. An allottee in such a case must:
- (a) Deposit 11 month's license fee in advance, which shall be not be refunded even if the residence is vacated earlier.
  - (b) Vacate the residence on one month's notice or on the expiry of the 11 months period whichever is earlier or if the same quarter is required for a regular employee or as ordered by the HAC.

**18. CODE OF CONDUCT FOR ALLOTTEES OF INSTITUTE RESIDENCES**

- 18.1 The Institute residences are allotted for living of the allottee and his/her family and relatives. Any other person is not allowed to reside in the residence. If an allottee or his/her family is not staying in the house it must be vacated, except permitted by the rules of retention mentioned at Rule 16.
- 18.2 No allottee is permitted to sublet the residence allotted to him partly or fully or use it for any trade or business. If a complaint is received to this effect, appropriate action will be taken by the Institute authorities. A committee will be constituted to look into the complaint and if the subletting is verified, the employee will be evicted from his residence. He will be debarred from any future allotment for a period of three years and he shall be not eligible to draw HRA during this period of three years.
- 18.3 Sharing of the residence by the allottee with any one else, other than those permitted under Rule 18.1 is not permitted.
- 18.4 Mutual exchange of residence by allottees without permission from the institute is strictly prohibited.
- 18.5 The allottees will pay regularly license fee, electricity and water charges for the residence as prescribed by the institute from time to time.
- 18.6 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.

- 18.7 Milk cattle or any other cattle will not be kept in an institute residence or its out house.
- 18.8 The allottees will not temper with the electricity installation, water supply and sanitary fittings or other fixtures in the residence provided by the institute.
- 18.9 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.
- 18.10 The allottee will immediately report to the concerned authority about any defects in installations leading to wastage of water or leakage of electricity etc.
- 18.11 The allottees may maintain collared dogs 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.
- 18.12 The allottees are expected to conduct themselves in a courteous and polite manner with the neighbors. If any complaints are received about any resident quarrelling 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.
- 18.13 The allottees will not encroach upon the institute land or the land of the neighboring residences for gardening or for any other purpose.
- 18.14 The allottee will not undertake cutting or lopping of the trees in the compound of their residences or nearby areas on his own.
- 18.15 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 eating purpose. In case the resident sells the crops he will have to deposit 75% of the sale proceeds with the institute.
- 18.16 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.
- 18.17 If an out house/servant quarter is attached to a residence, the allottee shall furnish the name and age of the person staying in the out house/servant quarter to the Estate Office. The allottee shall be fully responsible for the conduct of the person residing in the out house/servant quarter.
- 18.18 No commercial activities will be allowed from the out houses/servant quarter. Only the person, spouse and their children can stay in the out house/servant quarter. Violation of this rule will invite a penalty as fixed by the HAC.

19. UNAUTHORISED OCCUPATION AND PUNITIVE ACTIONS: Any person residing in an institute residence or occupying any other space in

an unauthorized manner shall be subject to punitive action as per rules of the institute. If a person who is declared an unauthorized occupant is not an institute employee, action will be taken as per law. 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 may also be taken against such persons. The unauthorized occupant will be served a notice to offer his comments in writing on the complaint within ten days from the receipt of such notice. Punitive taken after serving a show cause notice to be replied within ten days from the receipt of such notice. An unauthorized occupant will be liable to eviction by the Estate Officer under section 3 of The Public Premises (Eviction of Unauthorized Occupants) Act, 1971(Act no. 49 of 1971). For the period of unauthorized occupation a person will be charged PENAL LICENCE FEE which will be double of ENCHANCED LICENCE FEE as specified in rules. Such penal license fee shall for all purposes be deemed to be a charge on the salary, pension or any other amount due to the staff and the institute shall be entitled to deduct or set off such penal license fee from such amount due to him/her. The institute may disconnect the electricity; water and/or institute telephone (if any provided in the concerned premises) at any time after the service of fifteen days notice as provided under rules. In addition to the provisions in rules, the competent authority may take disciplinary action in accordance with the relevant statues/rules.

20. Jurisdiction: House Allotment Committee shall adjudicate on all other issues arising, if the same are not covered under above rules.