

## NORTH-EASTERN HILL UNIVERSITY RULES

RU-4

### ALLOTMENT OF RESIDENCE

1. These rules shall be called "The Rules of allotment of Residence" in North-Eastern Hill University.
2. These rules shall apply to all teaching and non-teaching employees of North-Eastern Hill University.
3. **Definition**
  - (a) "Allotment" means grant of licence to an employee of the University to occupy a house owned/hired by the University or portion thereof for use by him/her as residence.
  - (b) "Residence" means the house owned/hired by the University or portion thereof for use by him/her as residence with a Certificate to be furnished to that effect by him/her.
    - (i) Gardens, grounds, garages and out-houses, attached to such building.
    - (ii) Any furniture supplied by the University for use in such building.
    - (iii) Any fitting affixed to such building.
  - (c) "Allotment year" means the year beginning 1st April or such other date as may be notified by the University.
  - (d) "Salary" for the purpose of determining eligibility for a type of residence shall include Basic Pay, non-practicing allowance and special pay.
  - (e) "Emoluments" for purpose of recovery of licence fee shall include pay and such allowances as may be decided by the Govt. of India from time to time for the purpose. However, that in the case of a University employee under suspension and in receipt of a subsistence allowance, the amount of the subsistence allowance shall be considered as emolument.
 

Provided that if such University employee is subsequently allowed to draw full pay for the period of suspension, the difference between the license fees recovered on the basis of the substance allowance and the emoluments ultimately drawn shall be recovered from him/her.
  - (f) "Family" means the wife or husband, and children, Step-children, legally adopted children, parents, brothers and sisters, parent-in-law, grand-children, as ordinarily residing with and are dependent on the employee.
  - (g) "Allotment Seniority" of an employee in relation to the type of residence to which he/she is eligible shall mean the seniority in a particular place of posting of the employee, employed on a regular basis.

## NORTH-EASTERN HILL UNIVERSITY RULES

Provided that where the date of seniority of two or more employees is the same, seniority amongst them shall be determined by the basic pay of the employee i.e. employee in receipt of higher pay shall take precedence over the employee drawing lower pay. Where the pay is equal, seniority amongst them for the purpose of allotment of residence shall be determined by seniority in age.

- (h) "Licence Fee" shall mean the sum of money payable monthly on account of the accommodation allotted.
- (i) "Subletting" shall mean sharing of accommodation by the allottee with another employee of the University with or without payment of licence fees by such other person. Provided that any sharing of accommodation by an allottee with close-relations shall not be deemed to be sub-letting.
- (j) "Temporary Transfer" shall mean a transfer which involves absence from headquarters for a period allowed by the University.
- (k) "Type" in relation to an employee shall mean the type of residence to which he/she is entitled.
- (l) "Residence Allotment Committee" (RAC) shall mean a Committee to consider allotment of residence and shall consist of the following:
  - (i) A nominee of the Vice-Chancellor Chairman
  - (ii) Registrar Member
  - (iii) Adviser, Construction /Head, Engineering Deptt. Member
  - (iv) President, NEHUTA Member
  - (v) General Secretary, NEHUTA Member
  - (vi) President, NEHUNSA Member
  - (vii) General Secretary, NEHUNSA Member
  - (viii) Finance Officer Member
  - (ix) Asstt. Registrar (Estate) (Convener)

## NORTH-EASTERN HILL UNIVERSITY RULES

### QUORUM

- (1) Four members shall constitute the quorum.
- (2) The Committee shall meet as and when necessary.
  - (i) Meeting of the R.A.C. shall be conducted as per provision of conducting other meetings in the University as per Regulation RA.3 . Provided further that clause RA 3. (8) shall not be applicable.
  - (ii) The convener of the committee shall notify the “allotment seniority” list of employees for purpose of house allotment in the various grades in March every year. He shall also maintain the record of vacant houses and convene the meeting of the RAC in consultation with the Chairman.
  - (iii) The Committee shall allot the vacant residences.

### 4. CLASSIFICATION OF RESIDENCE:

The University quarters shall be classified in the following types of residence:

<u>TYPE OF RESIDENCE</u>	<u>SALARY SLAB ELIGIBILITY</u>
(I)	Group 'D' employees
(II)	Group 'C' employees
(III)	Section officers and officers of equivalent rank
(IV)	Lecturers and officers of equivalent rank.
(V)	Professors and Readers of the University and officers of equivalent ranks

### 5. APPLICATION FOR ALLOTMENT

An employee whose turn for allotment of residence is due, shall be asked by the University to apply in the prescribed form as per (Appendix. I).

Unless otherwise provided in these rules, the allotment of residence falling vacant shall be made by the RAC after carefully examining the following:

## NORTH-EASTERN HILL UNIVERSITY RULES

### 6. ALLOTMENT OF RESIDENCE:

- (i) Allotment shall be made strictly according to the "Allotment seniority" as per Appendix-II subject to reservation of 22.5% of the available houses for allotment to SC/ST categories.
- (ii) No employee shall ordinarily be allotted a residence of higher entitlement. However an employee may be considered for allotment of residence of the immediately lower type. If an employee who is occupying a residence of lower type is allotted a residence of his/her entitlement, he/she shall be required to vacate the accommodation of lower type within the prescribed time limit, failing which the eviction process shall be initiated by the University.
- (iii) An employee, who is on an approved absence may authorise a member of his family or another-employee, whose name shall be communicated to the administration before the allotment, to comply with the time limit prescribed for acceptance of allotment etc.
- (iv) If any employee fails to accept the allotment of residence within fifteen days or fails to take possession of the residence after acceptance within one month from the date of receipt of the letter of allotment, the allotment shall stand automatically cancelled and shall be deemed to have been surrendered by the allottee.
- (v) An employee, having surrendered the allotment mentioned above, shall be entitled to apply again after one year for suitable allotment.

### 7. ALLOTMENT TO SPECIAL CATEGORY OF STAFF:

Allotment on priority basis over others shall be made to such employees whose presence in the University Campus is considered essential for management and supervision of University work and building etc., under the following categories :

- (a) Specified member of the Administrative and ministerial staff :
- (b) Specified members of Health and Sanitation services.
- (c) Specified members of Engineering, Electricity and water services.
- (d) Specified staff for the maintenance of Telephones, Laboratories, Library, Hostels.
- (e) Visiting Teachers

Such of the staff eligible for residence under the above categories shall be specified by the Vice-Chancellor from time to time. The above priority accommodation shall be given to person so long as the person holds the "Essential Post" so as to enable him to make himself/herself available for duty at any time of the day or night as the requirement may be.

## NORTH-EASTERN HILL UNIVERSITY RULES

### 8. ELIGIBILITY OF HUSBAND AND WIFE

- (a) No employee shall be allotted a residence under these rules if the wife or husband of the employee, as the case may be, has already been allotted a residence, unless such residence is surrendered simultaneously provided that this sub-rule shall not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by the Court.
- (b) Where two employees in occupation of separate residence allotted under these rules marry each other, they shall within one month of the marriage surrender one of the residences Continued occupation of residence will result in automatic cancellation of the allotment of one of the residences, otherwise, the couple will be liable to pay rent at the market rate for one of the residences.
- (c) Where both husband and wife are employed in the University the entitlement of either of them to allotment of residence under these rules shall be considered independently provided the house surrendered by either of the spouses may be retained by the other in case both of them are in the same grade.

### 9. PERIOD FOR WHICH ALLOTMENT SUBSISTS AND THE CONCESSIONAL PERIOD FOR FURTHER RETENTION

- (i) An allotment shall be effective from the date on which an allotment is accepted and shall continue in force, until an employee ceases to be in the service of the University unless otherwise provided.
- (ii) A residence allotted to an employee may be retained as specified in Col. (i) of the table below for the period specified in the corresponding entry in Col. (2) thereof and payment of normal licence fee in the event of any one of the following, provided that the residence is required for bonafied member of his/her family.

<b>EVENTS</b>	<b>PERMISSIBLE PERIOD FOR RETENTION OF THE RESIDENCE</b>
(a) Termination/dismissal/retirement from service or death of the allotted	3(three months)
(b) On leave i.e., Study leave/Sabbatical leave/leave on medical ground	Period of leave sanctioned but for use of the member(s) his/her family.

### NORTH-EASTERN HILL UNIVERSITY RULES

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| (c) EOL/Lien/deputation for taking employment elsewhere | 6 (six) months exceeding which the allottee shall have to pay an amount equivalent to the HRA admissible for the month preceeding the actual period of EOL/Lien/Deputation. |
| (d) Re-employment                                       | The period of re-employment.  |

#### NOTE

- (i) Where a residence is retained under sub-rule (ii) allotment shall be deemed to be cancelled on the expiry of admissible concession period, unless the employee resumes duty at the end of the leave period.
- (ii) Where an employee is on leave on medical grounds without pay and allowances, and is allowed to retain his/her residence by virtue of the concession under sub-rule (ii) he/she shall pay the licence fee for such residence every month and where he/she fails to pay such licence fee for more than twelve months the allotment shall automatically stand cancelled.
- (iii) Re-employed employees shall be allowed to retain the accommodation allotted to them. They will not be entitled to allotment of a higher type of accommodation during re-employment.
- (iv) Notwithstanding anything contained in sub-rule (ii) where an employee is dismissed or removed from service or where one's services have been terminated and the University is satisfied that it is necessary or expedient in the interest of the University to do so, the University may cancel the allotment of the residence made to such an employee either forthwith or with effect from such date prior to the expiry of the period of three months referred to in item (a) of the table, below sub-rule (ii).
- (v) The Member Secretary of the Committee shall, at least twice a year (April & October), notify the list of employees on EOL/Lien/Deputation for a period exceeding 6 months so that necessary arrangements for the collection of the amount equivalent to the admissible HRA and other charges from employees concerned are made by the Finance Department.

## NORTH-EASTERN HILL UNIVERSITY RULES

### 10. PROVISION RELATING TO LICENCE FEE

- (i) Where an allotment of accommodation or alternative accommodation has been accepted, the liability for licence fee shall commence from the date of occupation or the 31st day from the date of receipt of the allotment, whichever is earlier.
- (ii) Where an employee, who is in occupation of a residence is allotted another residence, the allotment of the former residence shall be deemed to be cancelled from the date of occupation of the new residence. He/She may, however, retain the former residence without payment of license fee for that day and the subsequent day for shifting.
- (iii) The licence fee payable shall be as prescribed by the Govt. of India from time to time, provided that licence fee shall not be payable by teachers and those employees exempted from payment by any special order.

### 11. PERSONAL LIABILITY OF THE EMPLOYEE FOR PAYMENT OF LICENCE FEE TILL THE RESIDENCE IS VACATED

- (i) The employee to whom a residence has been allotted shall be personally liable for payment of the licence fee, Water, electricity, conservancy charges, and for any damage beyond fair wear and tear caused thereto or to the furniture, fixtures or fittings of services provided therein by the university during the period for which the residence has been and remains allotted to him or where the allotment has been cancelled under any of the provisions in these rules, until the residence along with the out houses attached thereto have been vacated and full vacant possession thereof has been resorted to the University.

### 12. SURRENDER OF AN ALLOTMENT AND PERIOD OF NOTICE

An allottee may at any time surrender the allotment by giving one month's notice before the date of vacation of the residence. The allotment shall be deemed to be cancelled with effect from the day of expiry of notice. Such allottee may be considered again for allotment of residence on a fresh application.

### 13. CHANGE OF RESIDENCE

- (i) An employee to whom a residence had been allotted under these rules may apply for a change to another residence of the same type or a residence of the type to which he/she is eligible subject to Rule No. 5 (ii) whichever is lower.
- (ii) If an employee fails to accept a change of residence offered to him within ten days of the receipt of such offer or allotment his/her request for the change will lapse.
- (iii) Such change of residence can be done only once for the same type of residence.
- (iv) An employee who changes university residence to undertake a responsibility of the University requiring a stay in earmarked accommodation of the University shall be allotted an accommodation on a priority basis on relinquishing the responsibility.

## **NORTH-EASTERN HILL UNIVERSITY RULES**

### **14. MUTUAL EXCHANGE OF RESIDENCE**

Employees to whom residence of the same type have been allotted under these rules may apply for permission to mutual exchange, which may be granted by the committee.

### **15. MAINTENANCE OF RESIDENCE**

- (i) The allottee shall maintain the allotted residence and compound in a neat and clean condition and shall be liable to make good any damage to the residence including wood works floor and walls fixture, furniture fittings (natural wear and tears exempted).
- (ii) The allottee shall not construct any unauthorised structure(s) in any part of the premises and not tamper with the existing structures or electricity and water connections. Cutting of trees and shrubs without permission will not be allowed.
- (iii) The allottee shall not use the residential quarters for purposes other than for which it is allotted nor use in any manner that may cause annoyance/nuisance to the neighbourhood.
- (iv) The allottee on occupation/vacation of the quarter should sign an inventory of furniture/fittings in the quarter. The Estate Officer will sign the inventory on behalf of the University.

### **16. SUB-LETTING AND SHARING OF RESIDENCES**

No employee shall share the residence allotted to him or any of the outhouse attached thereto except with the employees of the University eligible for allotment of residence under these rules with a prior permission of the University. A formal report shall be made to the University by the allottee giving particulars of sharing the accommodation. The servant quarters, outhouse and garages may be used for the bonafied purposes.

### **17. CANCELLATION OF ALLOTMENT**

- (i) Any breach of the above rules will without prejudice to any disciplinary action entail cancellation of allotment and in such case three months time will be given for vacating of the quarter.
- (ii) After an allotment has been cancelled but the residence remains in occupation of the employees such employee shall be liable to pay for use and occupation of the residence services, furniture, etc, an amount equal to the market license fee as may be determined by the University. Proceedings shall commence forthwith for the vacation of the residence.

### **18. INTERPRETATION OF THE RULES**

Any problem arising as to the interpretation of these rules will be decided by the Vice-Chancellor.

**NORTH-EASTERN HILL UNIVERSITY RULES****19. APPEAL AGAINST THE DECISION OF THE ALLOTMENT COMMITTEE**

Any appeal against the decision of RAC shall in the first instance be made to the RAC for a review of the case. If however, the appellant is not satisfied with the decision of the committee, an appeal may be made to the Executive Council and the decision of the Executive Council shall be final. The first appeal should be made within the period of validity of the offer of allotment.

**NORTH-EASTERN HILL UNIVERSITY RULES**

**APPENDIX-I**

**APPLICATION FOR RESIDENTIAL ACCOMMODATION**

1. Name
2. Designation
3. Department to which attached
4. (i) Date of joining at Shillong/Tura:  
 (ii) First appointment in NEHU as \_\_\_\_\_ on \_\_\_\_\_  
 (iii) Next appointment/promotion as \_\_\_\_\_ on \_\_\_\_\_  
 (iv) Present appointment/promotion as \_\_\_\_\_ on \_\_\_\_\_
5. Scale of pay
6. Present basic pay
7. Date of Birth
8. Present accommodation
  - (i) Own house
  - (ii) Govt./Semi Govt. quarters
  - (iii) Rented House
9. Type of accommodation applied for
10. Do you want to be considered for accommodation below your entitlement?

Dated \_\_\_\_\_

Place \_\_\_\_\_

Signature  
Designation

**For office use**

Name/Designation

Received for allotment of quarters

From  
Name  
Designation

**NORTH-EASTERN HILL UNIVERSITY RULES****APPENDIX-II****Allotment Seniority List**

The University shall maintain a station seniority list of the following cadres:

1. Professors/Readers and Lecturers (Combined)
2. Officers of the University of the rank of Directors, Deputy Registrars & Assistant Registrar and equivalent (Combined).
3. Section Officers and employees of equivalent rank.
4. Group 'C' employees.
5. Group 'D' employees.