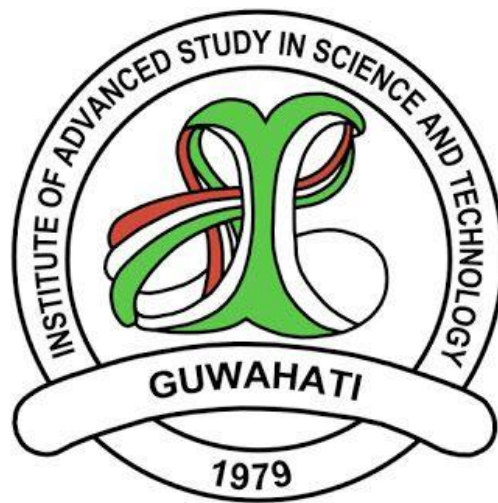


Rules and Regulations for Residential Quarters Allotment



(Constituted as per the Clause 11.1 (X) of the Rules and Regulations of Bye-Laws of IASST and approved by the Governing Council in its meeting held on)

**Institute of Advanced Study in Science and Technology,
Guwahati- 781035**

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1 Short title and application.

- 1.1 These rules may be called IASST Rules and Regulations for Residential Quarters Allotment.
- 1.2 These rules shall come into force immediately.

2 Definitions – In these regulations, unless the context otherwise requires

- 2.1 ‘IASST’ means Institute of Advanced Study in Science and Technology, Guwahati
- 2.2 ‘Registrar’ means Registrar of Institute of Advanced Study in Science and Technology
- 2.3 ‘Regulations’ means IASST Residential Accommodation Allotment and Vacation Regulations for Institute Employees
- 2.4 ‘Accommodation’ means the Residential Accommodation on IASST Campus under the control of Registrar, IASST other than the Students Hostels.
- 2.5 ‘Allotment of Car Parking Area’ means the grant of permission to occupy an area or space in accordance with the provisions of these regulations
- 2.6 ‘Committee’ means the Staff Quarters Allotment and Management Committee (SQAMC)
- 2.7 ‘Quarters’ means the Residential Accommodation of IASST
- 2.8 ‘Regular Employee’ means a permanent employee on Roll of IASST
- 2.9 ‘Contractual Employee’ means an employee who is not a permanent employee of the IASST
- 2.10 ‘License Fee’ means a fee payable monthly in respect of the accommodation allotted under these regulations
- 2.11 ‘family’ means the spouse of the allottee, and children, step children, legally adopted children, parents, brothers or sisters or as defined by CCS rules of Government of India
- 2.12 ‘Immediate relation’ means relationship such as Grandfather, Grandmother, Grandson, Granddaughter, Father-in-law, Mother-in-law, Son-in-law, Daughter-in-law and include relationship established by legal adoption
- 2.13 ‘Subletting’ means letting out of a residential accommodation partly or wholly by an allottee to any person outside allottee’s family or immediate relation or as defined by CCS rules of Government of India
- 2.14 ‘Vacation of accommodation’ means vacation of accommodation by the allottee on his/her own volition during the allotment period or vacation of accommodation by the allottee against an appropriate notice issued by competent authority.

3 Excerpts of rules and regulations

- 3.1 Quarters will be allotted and vacated as per rules and regulations of IASST in vogue.
- 3.2 Employees should read the rules before applying or occupying the quarters, if allotted.
- 3.3 Rules are to be made available on the institute website with clear visibility.
- 3.4 If the allottee accepts the quarters, the liability of house rent, licence fee, electricity charge etc. shall commence from the date of occupation of the quarters by the allottee. It shall be deducted from the monthly salary.
- 3.5 The quarters cannot be subject to use for any other purpose other than living by the allottees and bonafide members of his/ her family.
- 3.6 Subletting of the allotted quarters is strictly prohibited.
- 3.7 No alteration/additions will be made in the quarters by the allottees without the prior approval and permission of the competent authority.
- 3.8 Occupants are responsible for their possessions of all valuables. IASST will not be liable for any loss or damage to any property or goods that belong to the occupants or their dependents due to any cause whatsoever.
- 3.9 The allottee must vacate the accommodation without fail within the admissible period in the event of release/retirement/transfer etc. In exceptional cases, the occupant can continue to stay as per rules with prior approval of the competent authority.
- 3.10 The Institute administration reserves the right to terminate the occupancy of the employee for any wilful disobedience or defiance of authority, non-observance or violation of rules and instructions, causing damage to person or property, or indulging in undesirable activities and on account of misconduct and/or violation of rules and regulations.
- 3.11 If an allottee breaches any of the rules or the terms and conditions of allotment, or uses premises for any purposes other than his accommodation, the authority without prejudices to any other disciplinary action may cancel his / her allotment and may debar from allotment of quarters for the next three years. Disciplinary action shall be taken against violating the rules and regulations by the occupants or their family members or guests.
- 3.12 At least 15 days' notice before vacating the quarters shall be given to the allotting authority failing which house rent & licence fee will be charged for a further period as per the rule.
- 3.13 Retention of the quarters is permissible as admissible under rules.

4 Classification of quarters available at IASST

- 4.1 Academic staff quarters (Type IV, Type V and studio-type apartments)
- 4.2 Quarters for 4th grade employees (Type II)
- 4.3 Essential service quarters (Type III and Single Room Apartments)

5 Eligibility criteria

- 5.1 All the regular employees of IASST drawing salary under a particular pay band are generally eligible to apply for accommodation inside the IASST campus. However, if the number of applications is more than the number of vacant units, then preference will be given to the seniority of the employee in the present position.
- 5.2 Contractual employees (including faculties with a national fellowship like INSPIRE etc.) are also eligible to apply for accommodation inside the campus based on the availability of units.
- 5.3 The institute has separate arrangements for outsourcing staffs like catering and security. They will be allotted accommodations according to the terms and conditions set when offering the service.
- 5.4 Husband and wife, both working at IASST, are not eligible for separate accommodations unless judicially separated.
- 5.5 As for the essential service quarters, only those employees whose 24X7 service is necessary for the institute will be eligible to apply for the same. As such, the following services are considered to be essential
 - 5.5.1 Driver
 - 5.5.2 Plumber
 - 5.5.3 Electrician
 - 5.5.4 Security officer
 - 5.5.5 Technical persons from IT section
 - 5.5.6 MTS or cook attached with Director's residence
 - 5.5.7 Hostel caretaker
 - 5.5.8 Veterinary doctor
- 5.6 Employees occupying essential service quarters must also be available on-call beyond office hours. Prior information/permission is necessary for night stay outside the campus. Their allotment may be forfeited on non-compliance of this rule.
- 5.7 On the basis of non-availability of quarters as per entitlement, an employee may apply for a unit of next lower category, if available. However, as soon as the higher category unit as per the entitlement becomes available, the employee has to immediately shift his accommodation to that unit.
- 5.8 The SC/ST reservation policies will be implemented in allotment of quarters when the number of quarters increases to meet the reservation percentage as per the Govt. rules.
- 5.9 Director, IASST reserves the right to allot 02 quarters (01 each from type IV and type V) to any employee/distinguished-guest-scientists whose service/contribution is considered to be crucial/important for the institute subject to availability. This allotment

will be renewed every 02 years and the total period of stay for one allottee cannot exceed 05 years.

- 5.10 02 studio type apartments from the Academic staff quarters will be reserved for allotment under 'Ladies Pool'. This will be applicable for any lady officer/faculty/post-doctoral fellow.

6 Allotment procedure and occupation

- 6.1 There will be advertisement on the institute website against available residential quarters. The official notification will also be circulated via email.
- 6.2 An interested employee will have to apply in prescribed format to the Registrar, IASST
- 6.3 All applications received will be considered in the meeting of the Staff Quarters Allotment and Management Committee (SQAMC) constituted by the competent authority.
- 6.4 The meeting of the Staff Quarters Allotment and Management Committee (SQAMC) will be held at a regular interval, or as and when required, for screening of the applications.
- 6.5 The committee will prepare a list of selected applications along with a waitlist. The waitlist will be valid for a period of 6 (Six) months. The selected list and the waitlist will be placed for the approval of the competent authority.
- 6.6 After approval, allotment order will be issued from the office of the Registrar, IASST. The allottee has to accept the allotment within 15 days of issuance of the order. However, for any valid reason, if they cannot accept it within the stipulated time period, special permission has to be obtained from the competent authority. But under any circumstances, it cannot go beyond 45 days.
- 6.7 Before issuance of the allotment order, Registrar's office will notify the engineering cell to carry out the repairing works (if any) and cleaning to make the quarters ready for the new allottee.
- 6.8 The allottee has to take occupation of the quarters within 30 days of issuance of the allotment order. However, under any exigency conditions, they may be given additional time, if the competent authority is satisfied with the cited reason(s).
- 6.9 In case an employee fails to occupy the quarters allotted to him/her within the time specified without reasonable ground, he/she shall be debarred from fresh allotment of quarters for one year.
- 6.10 Car parking area allotment will be done at the time of allotment of quarters wherever available.

7 House rent and license fee

- 7.1 For occupants drawing HRA in their salary, the HRA will be deducted at the source (monthly salary).
- 7.2 For occupants who draw consolidated pay and the funding agency (institutional or extramural) do not have any specific instruction regarding HRA, the SQAMC will work out an equivalent pay band and fix the house rent accordingly. This house rent will then be deducted from their salary every month.
- 7.3 In case of essential staff, for those who do not draw HRA in their salary, no house rent will be levied for the accommodation provided to them.

7.4 Any employee occupying accommodation inside the institute premises will have to pay the license fee as fixed by the central Govt. from time to time.

8 Change of accommodation

8.1 An employee may apply for a change of their accommodation to another vacant unit of the same type 03 years post allotment of quarters in which they are residing.

8.2 Based on availability, an employee may apply for a change of unit of the same type on medical ground before completion of three years of quarters allotment provided they submit documents from an authorised medical officer.

8.3 Two employees to whom quarters of the same type have been allotted may apply for permission to exchange their quarters mutually and approval may be taken from competent authority for such mutual exchange.

9 Retention of accommodation

Subject to the happening of any of the events as tabulated below, an allottee may be permitted to retain the accommodation for a period as specified in the table on submission of the request to staff quarters allotment and management committee.

Sl. No.	Events	Permissible period	Payment of House rent/license fee
1	Termination of the service due to resignation or removal under any disciplinary action.	01 month	Normal license fee
2	Retirement (regular/voluntary/medical), technical resignation, death in service	06 months	Normal license fee
3	Medical leave without pay and allowance	Entire period of leave	Normal license fee
4	On Lien/deputation to join other institute/organization for any Academic/administrative assignment	Maximum 02 years or Lien / Deputation period, whichever is less.	Normal license fee and HRA (if drawn from IASST)
5	Long term visit (maximum of 02 years) to any other research laboratory within or outside the country with or without pay	Actual Period of Sanctioned Leave	Normal license fee Not eligible to draw HRA during the leave period

10 Vacation of accommodation

10.1 Where two officers in occupation of separate quarters allotted under these rules marry each other, they shall surrender one of their accommodations within one month of the

marriage. If the accommodations are of different types, the one with lower category needs to be vacated.

- 10.2 At least 15 days' notice before vacating the quarters shall be given by the occupants to the allotting authority failing which house rent & licence fee will be charged for further period as per rule.
- 10.3 Any occupant considered unauthorized by the competent authority needs to vacate the accommodation immediately after issuance of a notice. Two subsequent reminders will follow the vacation notice at an interval of 15 days. If the concerned occupant fails to vacate the quarters, competent authority will take appropriate disciplinary action against the occupant.
- 10.4 Any administrative or punitive measures needed for the forceful vacation of the accommodations are to be initiated by the Registrar's office.

11 Other rules and regulations

11.1 Subletting:

Subletting of an allotted accommodation in whole or in part is strictly prohibited.

11.2 Inventory and consumption of electricity:

- 11.2.1 A complete inventory of the various items including lighting and fixture will be signed by the allottee both at the times of occupation and vacation of the quarter.
- 11.2.2 All furniture and fixtures in the rooms allotted to the staff shall be cared for properly. The employee shall be required to pay double the original cost of any item found missing from their room. They shall also be required to pay the charges of repair to items that are found to have been damaged on account of misuse or unfair wear and tear.
- 11.2.3 The allottee shall not interchange any furniture/fixture from one room/point/location in the quarters to another quarters or elsewhere.
- 11.2.4 All the occupants of the quarters shall take care of the property placed in common places of the building and inside the compound.
- 11.2.5 The electric charges as per the meter reading will be paid by the allottee to the IASST.

11.3 Celebration of any function:

- 11.3.1 Occupants shall take prior permission of the authority for any large scale gathering (more than 20 persons).
- 11.3.2 Care should be taken at all times to ensure that music/loud talking is not audible outside the quarters.
- 11.3.3 Any festivities and noise making/celebrations should be avoided, which may cause disturbance to other inmates in the quarters premises.

11.4 Campus discipline:

- 11.4.1 No gambling of any kind shall be allowed on the premises of the quarters or in the campus.
- 11.4.2 No occupants shall bring or store any firearm, ammunition, explosive and inflammable goods on the premises of the quarters.
- 11.4.3 Occupants of the quarters shall not bring, take and/or drink alcohol/intoxicating drink, drug or substance of any kind whatsoever in the room and/or not smoke in any part of premises / non-smoking zones. The same shall apply to visitors also. An occurrence of such behaviour shall invite strict disciplinary action leading to cancellation of allotment of the quarters.
- 11.4.4 Occupants shall not drive any pegs or nails into walls or stick undesirable posters on walls, windows and doors.

11.5 Cleanliness:

- 11.5.1 Each occupant will be provided the write up on waste disposal system from their unit, building and in the campus which they will comply strictly.
- 11.5.2 Occupants shall keep their room, veranda and surrounding areas tidy, neat and clean at all times and shall not throw anything including rubbish in such places or any premises of the quarters/ building except in the specified dustbins or the place specifically provided for the purpose.
- 11.5.3 Garbage/ Kitchen waste etc. will be disposed of strictly in the garbage bins located at specified place near the building. Throwing or dumping the garbage around the building is strictly prohibited.
- 11.5.4 No wet clothes should be dried on the furniture or in common corridors / balconies.
- 11.5.5 Any cleanliness matter is to be brought to the notice of the Estate officer.

11.6 Keeping of pets:

Occupants shall not keep any pets without the permission of the authority. If permitted, the pets must be vaccinated against various diseases as per schedule.

11.7 Maintenance of greenery and landscape:

- 11.7.1 No tree and planted shrubs in the premises should be cut down or damaged in any way by the allottee.
- 11.7.2 The occupants of the quarters of the same building may raise and maintain a kitchen garden/ flower garden on community basis in the available area within the quarters compound.

11.8 Maintenance staff/ domestic helpers/ guests:

- 11.8.1 Occupants shall treat the maintenance staff of the quarters/institute and the goods delivery persons with due courtesy at all times.
- 11.8.2 Occupants may engage both part time and full time domestic helpers after submitting proper identification information such as passport size photos and copy of the Aadhaar card to the Registrar's office in a proper format. Photo id-card will be issued to the domestic helpers from the Registrar's office. These id-cards will be non-transferrable and has to be renewed every 06 months.
- 11.8.3 Prior approval is required on submission of personal details of guests staying for more than 10 days.

11.9 Suggestion box/Register:

- 11.9.1 Suggestions should be either deposited in the " Suggestion Box" or should be entered in the "Suggestion Register" kept in the office of the Estate officer/ Registrar. Suggestion Box to be opened every 15 days for consideration by the competent authority.
- 11.9.2 Complaint form/Register is to be maintained by the Estate officer/Registrar.

11.10 Breach of rules:

If an allottee or family members or immediate relations of the allottee breaches any of the rules or the terms and conditions of allotment, or uses premises for any purposes other than his accommodation, the competent authority without prejudices to any other disciplinary action may cancel his / her allotment and may debar from allotment of quarters for the next three years.

11.11 Interpretation of rule:

If any question arises as on the interpretation of rules, the decisions of the competent authority shall be final.