

SGPGI House Allotment Rules, 2014

(Amended till 83rd G.B. Dt. 14-05-2015)

Rule 1: Short title, application and commencement:

These rules may be called the Sanjay Gandhi Post graduate Institute of Medical Sciences (Allotment of Residences) Rules, 2014. They shall come into force with immediate effect.

These rules shall supersede all previous rules and orders relating to allotment of the Institute residences. However allotments made or any other actions concerning the allotment of residences till commencement of these rules shall not be effected.

These rules shall not apply for allotment of Nurses Hostels, Nursing students Hostels, Hostels and married accommodation for Hospital residents.

Rule 2: Definitions

In these rules unless there is anything repugnant in the subject or context:

- (a) 'Allotment' means the grant of license to occupy a residence in accordance with the provisions of these rules.
- (b) 'Allotment year' means the year beginning on 1st ~~July~~ **January**¹ or such other date as may be notified by the Director.
- (c) 'Director' means the Director, Sanjay Gandhi Post Graduate Institute of Medical Sciences, Lucknow.
- (d) 'House allotment Committee' means a committee as defined in rule 5.
- (e) Emoluments' means the "Grade Pay" payable to an employee in his substantive post.
- (f) 'Employee' means the whole time employee of the Institute who is eligible for the Institute residence in terms of these rules.
- (g) 'Members of the Teaching Faculty' shall mean an employee of the Institute holding the post of Professor, Addl. Professor, Associate Prof., Asstt. Prof., Lecturer, Tutor or any other category of employee(s) that may be included in the teaching faculty by the Institute from time to time.
- (h) 'Essential Staff' means such staff as is required to reside in the Institute campus and to be available on call duty at all hours. For this purpose, the categories of employees as at **Annexure 'A'** are classified as Essential.
- (i) 'Earmarked Houses' means houses that may be earmarked by the Director for posts that are usually specific and single or transferable e.g. Medical Supdt., Addl. Director, Security Officer etc. or as may be specified from time to time, as at **Annexure 'B'**.

Note: The Director may, if he considers necessary, add to or delete from any category of staff listed in Annexure 'A' and 'B', in the interest of the Institute Work.

- (j) 'Family' means wife or husband, as the case may be, and children, step-children, legally adopted children, parents, parents-in-laws, brothers or sisters who ordinarily reside with and are wholly dependent on the employees. "Close relatives" shall mean – Father, Mother, Brothers, Sisters, Grandfather, Grandmother, Grandsons, Granddaughters, Uncles, Aunts, First cousins, Nephews, Nieces directly related by blood, Father-in-law, Mother-in-law, Sister-in-law, Son-in-law, daughter-in-law and brother-in-law.

¹ Amended by office order PGI/Estate/H-109/487/14 dt. 22-10-2014

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(k) Seniority for allotment:

- i. Seniority in respect of officers and staff entitled to a residence shall be reckoned from the date from which an officer or staff member has been continuously in service of the Institute in the post or pay scale or grade pay, as applicable, entitling him for the particular category of residence. The entitlement of an officer for a particular type of residence shall be considered on the basis of the emoluments drawn by him/her on the first day of the allotment year.

Provided that in respect of the members of the Teaching Faculty, the seniority shall be reckoned from the date of appointment in the particular post of the Teaching Faculty.

- ii. Provided that if two or more employees of different cadres with different pay scale/ grade pay are eligible and apply for the same category of residence, the inter-se seniority amongst them shall be determined **FIRST** by the amount of pay, as defined under FR 9 (21) (a) (i)/ pay scale / grade pay, an employee in receipt of higher pay/ pay scale/ grade pay taking precedence over an employee in receipt of lower pay and **THEREAFTER** as per 2(k)(i) above.
- iii. Provided further that in case two or more faculty members or staff/ officers have joined the particular post/grade pay on the same date, their seniority will be determined by their seniority on the next lower post/ grade pay at this Institute.
- iv. Provided further that the seniority in the case of 'Essential Staff' shall count from the date of continuous officiation in the particular post or from the date from which the particular post is declared as 'Essential' whichever is later. Provided further, that in case any staff in the essential category joins the services or is declared as belonging to essential category, he shall automatically be included in the current seniority list, from his date of joining or declaration, as the case may be.

Separate seniority lists shall be maintained for each type of residences/campus in respect of essential and non-essential categories of staff.

- (l) Change of residence shall mean change of residence in the same category of residence.
- (m) Subletting means unauthorized sharing of accommodation except with close relatives or letting out whole or part of the accommodation by an allottee to another person with or without payment of rent or other consideration by such other person.
- (n) 'License fee' means the flat rates of license fee payable monthly in accordance with the provisions of the fundamental rules/orders issued by the Government of India as amended from time to time.
- (o) Notices and circulation: All notices issued for the purposes defined in these rules shall be in writing, by way of either of the following modes:
- Fixing on the notice boards in the Institute
 - By circulation of written notice to all Heads of Departments (HOD).
 - By email to all HOD's

Rule 3: Change of residence:

Every employee shall be entitled to one change within the same category of residences as allotted to him, once during the entire service period or entitlement period for that category of residence. In case of allotment to a higher category, this entitlement shall be available afresh.

In all cases, when a particular residence or residences falls vacant, due to vacation by the allottee by way of shifting to a higher or lower category or as a result of fresh allotment or vacation due to resignation, retirement, death or shifting out of the campus, but not as result of shifting within the same category, these shall be offered to allottees of that category by way of notice issued by the Estate

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Officer, specifying the period or date till such applications shall be received in the format as per **Annexure "C"**. Such notice shall be issued at such periodicity as may be directed by the Director. The change in allotment shall be done on the basis of the applications received till the last date specified, on the basis of the seniority of such applicants. The residence vacated as a result of such change shall thereafter be considered for allotment to new allottees as per seniority. In case no applications are received for change to the particular residence, the same shall thereafter be considered for allotment to new allottees as per seniority.

Rule 4: Powers to make Allotment

The allotment of residences shall be made by the Director, or Estate officer, if so authorized by the Director.

Rule 5: House allotment committee

A **House allotment committee** shall comprise the Dean as the chairman of the committee, Chief Medical Superintendent as the co- chairman (who shall officiate as chairman in the absence of the Dean and the Estate Officer as the member secretary. Other members shall be Medical Superintendent, Finance Officer, Joint Director (Admin), Executive Registrar and Nodal Officer for Reservation to be nominated by the Director. The Engineers responsible for maintenance may be invited as special invitees, as & when required.

The **House Allotment Committee** shall consider and take a final decision on the objections received on the seniority lists circulated for the allotment year. The committee shall also assist and advise the Director in all matters relating to allotment of accommodation.

Rule 6: Classification of residences and entitlement

The entitlement for different categories of houses is as under:

Sl. No.	Type of Residence	Entitlement/ category of staff	Monthly emoluments as on 1 st Day of the allotment year (Grade Pay)
(1)	(2)	(3)	(4)
1.	Type I	As per Emoluments as in Column (4)	Up to Rs. 1800
2.	Type II/B	As per Emoluments as in Column (4)	More than Rs. 1800 to 2000
3.	Type II/A	As per Emoluments as in Column (4)	More than Rs. 2000 to 2800
4.	Type III	As per Emoluments as in Column (4)	More than Rs. 2800 to 5400
5.	Type IV	Associate Professors, Assistant Professors or equivalent and officers/ staff with emoluments as in column (4)	More than Rs. 5400 to 9000
6.	Type V- B	Additional. Professors or equivalent and officers/ staff with emoluments as in column (4)	More than Rs. 9000 to 10000

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7.	Type V- A & Type V (New campus)	Professors or equivalent or equivalent and officers/ staff with emoluments as in column (4)	More than Rs. 10000 and above
8.	Type VI	Director	Earmarked for Director

A person working on a Research Scheme or Enquiry may be provided Residential accommodation provided he has lien on the regular post of the Institute. An Institute employee, even when posted on the scheme but having lien on Institute post will retain Institute seniority for house allotment. The seniority of the employee of the scheme/projects which are taken over by the Institute will be counted from the date the scheme/projects is taken over by the Institute

Provided further that, if a residence of the entitled type is not available, the member of the teaching faculty and other essential categories of staff will be allotted a residence of the next lower type as and when available and he will have precedence over all other juniors on the waiting list for that particular type of accommodation.

Rule 7: Application for allotment of residences

Every staff member desirous to get a house allotted shall apply on the prescribed Performa (Annexure- 'D'), *indicating clearly the Category of residence he wishes to apply for*² during the period 30 to 60 days prior to the closure of the previous allotment year or within 15 days of joining or taking charge of his post, if joining during the middle of the allotment year.

*Applicants who apply for a lower category of residence shall only be considered for that category and not the entitled category, during the entire allotment year.*³

No applications for allotment or inclusion in the seniority list shall be entertained after the 1st day of the last month of the previous allotment year. Staff members who fail to get allotment during the allotment year shall have to apply afresh, for each year.

Rule 8: Allotment of residences

- i) Allotment of residences shall be made strictly on the basis of seniority list prepared by the Estate Office, on the basis of details and data to be provided by the respective Establishment offices, at least 30 days prior to the start of allotment year, **as per rule 2 (b)**. This seniority list shall be circulated by way of notice, for inviting objections. The final seniority list, after considering each objection shall be finalized by the "House allotment Committee" and circulated by the Estate Officer, by way of a notice, separately in respect of each type of residences and category.
- ii) The residences shall be allotted as and when they become available for allotment in accordance with the seniority lists maintained in the following manner:
 - a) In each category of residences, **first six residences** will be offered for allotment to the employees in essential category, included in the seniority lists, maintained for that category.
 - b) Every seventh residence in each category of residences will be offered for allotment to the employees in the non-essential category in the seniority lists maintained for that category.

² Added by 83rd G.B. dt. 14.05.2015

³ Added by 83rd G.B. dt. 14.05.2015

- c) Reservation quota as per UP Government orders shall be implemented only for the non essential category staff. No reservation shall be applied for the essential category of staff. To this end separate seniority lists shall be prepared for each category of reservation for non essential category and each type of residences, for every allotment year and roster based on the ratio of reservations provided in the Government Orders shall be applied, till the numbers required as per reservation rules is fulfilled in any given category, as per total number of residences remaining for non essential staff. Thereafter, vacancy arising as a result of vacation of residence by a particular category in reservation shall be offered to the same category, on seniority basis.
- d) **All reservations rosters shall be applied prospectively and no residences shall be kept vacant in case of non availability of applicants in the reserved class.**
- iii) All houses vacated and available for allotment shall be so notified from time to time by the Estate Officer, inviting choice/ preference from eligible employees. Employees interested to get allotment to such houses shall apply in writing to the Estate officer within the prescribed period, usually one week. The applicants, who indicate their choice/ preference shall be allotted the particular house chosen by him/ her, if no senior to him/ her in the seniority list applies for the same. The applicant will have to accept the allotment and take possession within the time frame prescribed in the rules. In the event of non acceptance of allotment, delay or refusal to take possession within the prescribed time limits as per these rules, the allotment shall be cancelled and the applicant shall be debarred from allotment for a period of three subsequent allotment years.
- iv) **Out of turn allotment on Medical grounds:**
- a. Out of turn allotments in the entitled or lower category of residences may be permitted by the Director, under the normal (non essential) category for
- i. For heart ailments: Restricted to the employee's self ailment shall be considered.
 - ii. For TB and Cancer: Restricted to Pulmonary TB and/ or Cancer to self and own family comprising wife/ husband and children.
- b. No request for allotment of accommodation on medical grounds shall be considered unless after a confidential report has been obtained from the Medical Board. A separate register will be maintained listing all such requests. While conducting the Medical examination, the chairman of the Medical Board may co-opt such specialists as he considers necessary in making an appropriate recommendation.
- v) No employee shall be allotted a residence under these rules, if the wife or the husband, as the case may be has already been allotted a residence unless such residence is surrendered, 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 any court.
- vi) Where two employees in occupation of separate residences allotted under these rules marry each other, they shall within one month of marriage, surrender one of the residence.
- vii) If a residence is not surrendered as required by sub-rule (v) above, the allotment of the residences of the lower type shall be deemed to have been cancelled on the expiry of such period and if the residences are of same type, the allotment of one of them as may be decided shall be deemed to have been cancelled on the expiry of such period.
- viii) Where both husband and wife are employed in the institute, the entitlement of each of them to allotment of residence under these rules shall be considered independently except if the husband/wife is allottee of lower type, the other can be considered for higher type of entitlement.
- ix) An employee to whom a residence has been allotted shall be required, both when he/she enters into occupation of the residences and also when he/she vacates it to sign inventory of fittings and fixtures.

- x) All allottees who are either in occupation of a residence in the campus or who are allotted residences shall submit the following undertakings to the Estate Office in the prescribed form along with the acceptance letter:

"I hereby solemnly declare that Institute residence No. _____ allotted to me shall be used by me for residential purpose for myself and my family and no part thereof has been/shall be subletted to anyone. In case of violation of any provisions of the house allotment rules and conditions of allotment as per allotment letter, I fully understand that I shall render myself liable to cancellation of the allotment without prejudice to any other penalty the Institute authorities may impose on me.

I also further declare that my wife/husband or any other dependent family member is not in possession of any accommodation allotted by the Institute, Govt. of India, Govt. of U.P or any other state funded autonomous body/organization etc."

Rule 9: Temporary Allotment of residences

Temporary allotment for the performance of marriage or other ceremonies.

An employee may be allotted vacant residence temporarily for the performance of marriage or other ceremonies ~~and he/she will be charged license fee for full month irrespective of the period of allotment in advance or from his/her salary bill(s) as may be determined, together with water and electricity charges on per diem rent as fixed by the Director from time to time.~~⁴ **The charges per day for such temporary allotment shall be:**

- (i) **License fee for one month for the category of residence and**
- (ii) **Water and electricity charges on per diem basis calculated on the basis of the monthly charges for that category of residence.**⁴

The maximum limit of temporary allotment will be 15 days.

Rule 10: Non acceptance of Allotment of residence:

If any employee fails to accept the allotment of a residence under these rules, within 5 days after the residence is offered for allotment or within 15 days after the date of allotment including 5 days for acceptance, he/she shall not be eligible for another allotment in the same category of house for **three years** and his/her seniority will be restored thereafter in the next subsequent allotment year.

A period of 5 days will be given for accepting the offer of allotment/change of a residence and 15 days in all (i.e. including 5 days period of acceptance) for occupying the quarter so allotted/offered in change. In case of acceptance of the allotment/change is not received within a period of 5 days from the date of issue of such letter, the offer so made will be deemed/stand cancelled. The acceptance will have to be submitted to the Estate Office against a proper acknowledgement. Also, if the quarter so allotted/offered in change is not occupied within 15 days from the date of issue of the allotment/offer of change letter, the quarter will be deemed to have been cancelled in favor of the allottee.

Engineering Services Department will ensure that it is ready for occupation, after completion of the upkeep and repair works as indicated at **Annexure "G"** within 10 days of allotment. In case the Engineering Services department is not in a position to complete the stipulated works as per **Annexure "G"** within the stipulated time, a certificate shall be provided by the Executive Engineer (s) concerned, to the allottee and Estate Officer, that the stipulated works have not been completed

⁴ Amended by 83rd G.B. dt. 14.05.2015

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