



Delhi Technological University

(Formerly Delhi college of Engineering)

Government of N.C.T. of Delhi

Shahbad Daulatpur, Bawana Road, Delhi- 110042

DTU HOUSE ALLOTTMENT RULES - 2015

FOR

DELHI TECHNOLOGICAL UNIVERSITY



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DTU HOUSE ALLOTMENT RULES, 2015

1.0 SHORT TITLE, COMMENCEMENT AND APPLICATION

1.1 These rules may be called “DTU House Allotment Rules 2015”. These rules shall come into force from the date of its notification.

1.2 These rules shall apply to all the employees of the DTU as per the terms and conditions defined in these rules.

1.3 The Vice Chancellor of the Delhi Technological University, from time to time, can modify these rules which will be applicable from the dates from which the modifications are introduced by him or from the dates as may be specified.

2.0 DEFINITIONS

2.1 In these rules, unless the context otherwise requires, following definitions shall prevail :-

2.1.1 **Estate Office** - means the office declared as the office to hold and account for all immovable land, property and built up assets of the University including Residences/Houses/Flats, tracking record of permanent and temporary assets and buildings, allotment of these assets to various authorized users as laid down, allotment and vacation of the residences including carrying out evictions, if required, maintaining record of inventory in various buildings and residences, levying damage charges and any other such duty that may be assigned by the Vice Chancellor.

2.1.2 **Allotment** - means the grant of licence to occupy a residence under the provisions of these rules.

2.1.3 **Allotment Year** - means the year beginning on 1st January to 31st December.

2.1.4 **University** - means the Delhi Technological University which will be abbreviated as DTU.

2.1.5 **University Service** - means service rendered on regular basis on substantive basis NOT including contract appointments of any type or deputations.

2.1.6 **Family** - means employee's wife or husband, as the case may be, and children, step children, legally adopted children, parents, brothers and sisters as would ordinarily reside with and are dependent on the employee.

2.1.7 **License Fee** - means the sum of money payable monthly in accordance with the instructions issued by DTU, from to time, in respect of a residence allotted under these rules.

2.1.8 **Subletting** - includes sharing of accommodation by an allottee with another person with or without payment of license fee by such other person except when specifically permitted by the Vice Chancellor.

2.1.9 **Accommodation/Residences/Houses/Flats** - The terms may be used interchangeably and shall refer to the accommodation to be allotted to eligible employees of the University for the purpose of stay. This will exclude all hostel and transit accommodation except when allotted for any other purpose with the approval of the Vice Chancellor.

2.1.10 **Seniority for Allotment** - The seniority for the purpose of allotment in the University shall be reckoned as under :-

2.1.10.1 - The seniority shall be counted only from the day any employee joins the University and **No Prior** service shall be counted under any circumstances. In case of all those who move out of the University on Lien/study leave or any other assignment with the approval of the University, their original date of joining the University and seniority shall be preserved for allotment on return.

2.1.10.2. - The seniority against an entitled type of residence shall be counted from the day the employee starts drawing the pay and allowances of the particular grade pay.

2.1.10.3 - The seniority between the applicants of all the eligible grade pays will be from highest to lowest grade pay.

2.1.10.4 - In case the foregoing cannot establish seniority between the two applicants, first higher of the emoluments (Basic + grade pay + DA) shall be considered followed by age.

2.1.11 **Close Relations** - The following are to be treated as close relations:-

- 2.1.11.1 Father, Mother, Brother, Sister, Grandfather and Grandmother and Grandson and “Grand Daughter”.
- 2.1.11.2 Uncle, Aunt, First cousin, Nephew, Niece, directly related by blood to allottee.
- 2.1.11.3 Father-in-law, Mother-in-law, Sister-in-law, Brother-in-law, Son-in-law, Daughter-in-law.
- 2.1.11.4 Relationship established by legal adoption.

2.1.12 The concession of sharing accommodation available to the close relations as indicated above will not be admissible when relationship ceases by any order of Court or under law.

3.0 CLASSIFICATION OF RESIDENCE AND ENTITLEMENT THEREOF

3.1 **Accommodation/Residence/Houses/Flats Other Than Hostels.** The classification and entitlement of Accommodation/Residences/Houses/Flats other than the hostels and any transient accommodation shall be as under unless amended/ superseded by Govt order or with the approval of the competent authority.

SN	Type of Residence	Grade Pay Entitlement	Remarks
(a)	I	Less than Rs. 1800/-	
(b)	II	Rs. 1900/- to 2800/-	
(c)	III	Rs. 4200/- to Rs. 4800/-	
(d)	IV	Rs. 5400/- to Rs. 6600/-	
(e)	V	Rs. 7600/- and above	Any one Type V Qtr shall be earmarked for the Registrar
(f)	VI	Earmarked for the Vice Chancellor of the University.	
<p>Note - 1. The grade pay entitlement may be amended as per Govt. Order and with the approval of the competent authority. 2. The decision of the Vice Chancellor, DTU on matters relating to the grade pay equivalence shall be final.</p>			

3.2 The grade pay for the purpose of entitlement shall be counted from the day the employee starts drawing the pay and allowances of the particular grade.

3.3 **Hostels** – All Accommodation/Residences/Houses/Flats meant to be used by students enrolled in the University shall be transferred to the Dean (Students Welfare) and shall be handled by Dean (SW) through the Hostel Officer in Charge.

4.0 ELIGIBILITY

4.1 Eligibility shall be function of entitlement, grade pay and seniority as determined for the purpose of allotment of residences as per the rules laid down here.

4.2 Only permanent employees of the University on University service will be eligible for allotment of residences/Houses/Flats except when certain residences are earmarked as appointment houses or against essential services. No contractual, temporary employee and employees from other Departments shall be eligible.

4.3 All unmarried employees shall be eligible for allotment of houses one Type Lower than their entitlement till their marriage when they would become eligible for their entitlement. The allotment of the entitled Type would, however, be subject to such an employee making a request for change of allotment subject to availability of residences for allotment.

4.4 All allottees will be eligible to seek mutual exchange subject to their entitlements and eligibility subject to approval by the house allotment committee.

5.0 ESSENTIAL SERVICES

5.1 Services as given in this section shall be counted as essential services and houses as shown will be earmarked for employees hired against them including those who may be on **deputation/contract or temporary hiring** :-

5.1.1	Registrar	- 01 Type V house
5.1.2	Any Dy Registrar/Asst Registrar or equivalent official	- 01 Type IV house (Certain official on deputation/contract if deemed appropriate by the Vice Chancellor may be considered for such an allotment for a specified period).
5.1.3	Medical Doctor	- 01 Type IV house
5.1.4	Nursing Assistant	- 01 Type II house (The allotment will made to one married nursing employee/staff and in case of bachelors more than one nursing or any other employee/staff with the approval of the Vice Chancellor).
5.1.5	Executive Engineer	- 01 Type IV house
5.1.6	Assistant Engineer	- 01 Type III house
5.1.7	Junior Engineer Staff	- 01 Type II house (Preference will be for JE-Electrical, however in case of bachelors, the house will be shared between more than one Engineer or any other employee/staff with the approval of the Vice Chancellor).

5.1.8	Security Staff	- 01Type II house (The allotment will made to one married security employee/staff and in case of bachelors more than one security or any other employee/staff with the approval of the Vice Chancellor).
5.1.9	Clerical Staff	- 01Type II house (The allotment will made to one married clerical employee/staff and in case of bachelors more than one clerical or any other employee/staff with the approval of the Vice Chancellor).
5.1.10	Driving Staff	- 01Type II house (The allotment will made to one married driving employee/staff and in case of bachelors more than one driving or any other employee/staff with the approval of the Vice Chancellor).
5.1.11	Any other staff considered against any other service approved to be an essential service with the approval of the Vice Chancellor.	- Any appropriate House depending upon the entitled category of the staff

6.0 NON-ELIGIBILITY

6.1 Any employee who has been debarred from allotment of residences within the Campus by the competent authority for any reason.

6.2 No employee under suspension or under any disciplinary case where investigations may be in progress shall be eligible.

6.3 Any employee who was allotted an accommodation which he/she refused to take over shall be debarred from making application again for **two years** from the date of issue of Memorandum of allotment.

6.4 Any employee who owns a residence in his name or in the name of his spouse either individually or jointly within a radius of 8 Kms of the University.

6.5 Any employee on re-employment.

6.1 An employee **shall not be entitled to retain** University residence under the circumstances mentioned below:

6.1.1 When he/she constructs/acquires a residence in his/her name or in the name of his/her spouse either individually or jointly within a radius of 8 Kms of the University.

6.6.2 When both husband and wife are in University's service, only one of them shall be entitled to allotment of residence. However, both of them shall be eligible to apply for allotment separately on the basis of their entitlement. The

eligibility of each shall be determined separately for allotment purposes. Provided, that this rule shall **not apply** in cases where husband and wife are residing separately in pursuance of a court order for judicial separation.

6.6.3 When two University employees in occupation of residences allotted to them individually, marry each other, they shall be entitled to retain only one of the residences after such marriage and will be required to surrender the other within one month from the date of marriage. On failure to surrender a residence as above, the allotment of residence of the lower type shall be deemed to have been cancelled on expiry of the prescribed period of one month. If both the residences are of the same type, allotment of any one of them shall be deemed to have been cancelled by the Vice Chancellor/Estate Office.

6.6.4 When one of the spouses has been allotted or is in occupation of accommodation from any Govt pool any where under Govt of NCT Delhi to which these Rules are not applicable, he/she shall have to surrender either the University residence or the pool residence within one month of occurrence of such event. If he/she fails to surrender one of the residences within the specified period of one month, the allotment of University residence shall be deemed to have been cancelled by the Vice Chancellor/Estate Office.

7.0 CONSTITUTION OF HOUSE ALLOTMENT COMMITTEES

7.1 **Allotment Committee.** The Vice Chancellor shall constitute an Allotment Committee as under :-

- 7.1.1 Pro-Vice Chancellor - Chairman
- 7.1.2 CPO or a Member from Project Office
- 7.1.3 Member from the Teaching faculty
- 7.1.4 Member from the Non-Teaching Staff
- 7.1.5 AR (Estt) or a Member from Estt Branch
- 7.1.6 AR (Estate) or a Member from Estate Office (Coordinator)

7.2 **Functions of the Allotment Committee.** The Allotment Committee shall:

- (i) Scrutinize and certify the correctness of information submitted by applicants, check eligibility and examine grounds submitted in the request
- (ii) Examine all medical cases for their correctness
- (iii) Consider all facts and arrive at allotments as per these rules
- (iv) In case any departure is made from the laid down rules, the same shall be recorded in writing.
- (v) Consider all requests for mutual exchanges within same/similar Type of residences based on entitlements and eligibility and consider its approval.

7.3 **Tenure of the House Allotment Committee -** The tenure of House Allotment Committee shall be 01 year. If any of its member leaves the University/ resigns from its membership/is declared involved in any disciplinary proceedings or if a change is necessitated for any other reason, another member may be co-opted with the prior approval of the competent authority.

8.0 ALLOTMENT AND VACATION

8.1 Procedure for Allotment. No application will be entertained and kept on file until there is a vacancy. However, as soon as a flat falls vacant, the Estate office shall take following actions expeditiously:-

8.1.1 Direct the Engr Cell to carry out the required maintenance of the house and keep it fit for allotment in 21 days time less the white wash which will be taken up on confirmation of taking possession. On its part, if the Engr Cell finds that if any particular Flat has structural damage beyond its capability to repair within 21 days, it must inform Estate office immediately and such a Flat will not be considered for allotment till its complete repair.

8.1.2 Simultaneously send circulars to all Deptts inviting applications within 21 days for **both the fresh allotment as well as for the change of flats/allotment**. Besides, all requests for mutual exchanges, if any, shall also be invited for consideration by the house allotment committee. Last day and time must be specifically mentioned. Notification shall be made as widely as possible within the University. Minimum 21 days shall be given for adequate dissemination of information and will not be reduced without the permission of Vice Chancellor. Besides, no application will be entertained after scheduled day and time of receipt under any circumstances.

8.1.3 An employee seeking allotment of residence shall apply for the same in the prescribed form and in such manner and within such date and time as is prescribed in the notification. The application form shall provide for choices of flats from those which have fallen vacant. Since as laid down in these rules, those seeking change/transfer shall be given preference, certain flats are likely to fall vacant immediately on making the allotments. Therefore, the application form shall also give an option whether the applicant would like to take over any flat that may fall vacant due to change/transfer and without knowing the flat details (i.e Type, Floor and Number) in advance. Once applications are received, these will be summarized by Estate Office and a seniority list prepared as per the details submitted by the applicants and sent to the Estt Branch for verification of various details such as Grade Pay, details of dependents etc. The Estt Branch will be expected to verify these details and return the same to the Estate Office within 3 days. The Estate office shall make these verified details available in their office for cross verification within 03 days by the applicants and if possible also make it available on the DTU Website for information of the applicants. The Estate office will simultaneously take actions to fix a meeting of the House Allotment Committee.

8.1.4 The House Allotment Committee shall cross check all the applications, the details prepared by Estate Office and the details checked and presented by the Estt Br and go on to make the allotments. Minimum 2 reserve allotments will be made against each allotment so that in case the first allottee does not accept the house, those in reserve can be allotted directly by the Estate office.

8.1.5 Save as otherwise provided in these rules an **allottee desiring a change of residence within the entitled type will be given preference** in allotment of a residence over and above the applicants listed against that type.

8.1.6 The Estate Office shall keep a appropriate Performa ready for making allotments, for noting down brief discussion points and the attendance during the meeting of the Committee. The decisions taken by the House Allotment Committee shall be got signed in ink immediately after the meeting by all the members and also put up for the approval of the Vice Chancellor on the same day. A Memorandum of Allotment to the allottees will be issued with 15 days notice to accept or reject the house. In case of non-acceptance, the conditions of next application as laid down shall apply.

8.1.7 On receipt of acceptance by allottee within 15 days, an allotment letter shall be issued with another maximum of 15 days to occupy the house. In case the allottee fails to respond, on the 16th day from issue of Memorandum of allotment, a cancellation letter with letter debarring the allottee for next two years will be issued. Simultaneously, a Memorandum of allotment will be issued to next in reserve if the same has been made by the House Allotment Committee.

8.1.8 Once the allottee decides to take over the house, he shall liaise with the Estate Office at least 24 Hrs in advance so that the Caretaker can accompany the allottee and hand him over the house as per a fixed Civil and Electrical inventory.

8.1.9 A possession letter indicating date of taking over shall be issued by Estate Office to all including the Accounts which shall form the basis of deduction of license fee from the day of taking possession. In case, an allottee fails to take possession of the house beyond 15 days of issue of the acceptance letter, the accounts branch shall automatically stop HRA and start deduction of license fee and other charges as applicable from the 16 day of issue of acceptance of letter.

8.2 Procedure for Vacation. An allottee may on his own choose to surrender the residence allotted to him for any personal reason or his allotment may be cancelled by the competent authority on certain valid grounds, in each case, following procedure shall be adopted for vacation of the residence ;-

8.2.1 In case, any allottee desires to surrender the residence, he will make an application to the Estate Officer with minimum 07 days notice for vacating the residence.

8.2.2 In case, the allotment has been cancelled by the competent authority, specific duration not exceeding 30 days within which the vacation is to be effected will be notified in the order. The allottee shall intimate the Estate Office of the day he/she wishes to vacate the house.

8.2.3 The Estate Officer in consultation with the allottee and the Engr Cell will fix up a time for handing/taking over the residence. The caretaker with the JE shall visit the house and take over as per the inventory as per which the residence was taken over and all subsequent additions to the inventory. All missing items shall be recorded and signature of the allottee taken on site. The JEs shall also

note if there are any structural damage to the building or any addition/alteration in the building and record it. The JEs shall prepare a damage assessment report with cost and the same will be intimated to Estate Office with a copy to the allottee under signature of AE within 24 hrs.

8.2.4 In case of any major structural damage to the building reported by the Engg Cell, the Estate office shall inform the Vice Chancellor and seek directions for an appropriate inquiry and action.

8.2.5. In case of any structural damage as above, the Estate Office shall inform the accounts for deduction of the damage charges from the allottee or await the deposition of the same by the allottee. The Estate Office shall –

8.2.5.1 Issue No – dues certificate to the allottee on receipt of :-

(a) Payment receipt/ confirmation of deduction of damage charges from accounts.

(b) NOC from NDPL towards all electricity dues

(c) Clearance for damage free return of any other furniture/stores issued by the Estate office or payment in lieu thereof or payment of damage charges against these items.

8.2.5.2 After obtaining all the clearances as above the Estate Office will generate a Vacation report letter with a copy to Engg Cell and the accounts which will form the basis for the Engg Cell to undertake repair/replacement works in the vacated residence.

9.0 NON-ACCEPTANCE OF ALLOTMENT OFFER OR FAILURE TO OCCUPY ALLOTTED RESIDENCE AFTER ACCEPTANCE

9.1 If an employee on receipt of an allotment order refuses or fails to accept the allotment of residence within 15 days or take possession within 15 days from date of issue of acceptance letter, and a total of 30 days from the issue of letter of Memorandum for allotment, the allotment order shall stand cancelled and the concerned employee shall be debarred for allotment for a period of two years from the date of issue of letter of Memorandum plus one month.

9.2 If an employee, in occupation of a residence of a lower type than his/her entitlement applies for a residence of his/her eligible type and on allotment of such eligible type of residence fails to accept the allotment, he/she may be permitted to stay in the residence already in his/her occupation provided that he/she shall not be eligible to apply again for two years.

10.0 CHANGE OF RESIDENCE

10.1 The term 'Change of Residence' shall include both the change within the same/ similar type of residences as well as change to a higher or lower Type of residence subject to entitlement and various other provisions as laid down in these rules.

10.2 Any 'Change of Residence', both within same/similar Type as well as to a higher or lower Type, even if eligible, shall not be permitted under the following circumstances:

- (a) Within 12 months of last allotment both within same/similar Type as well as to higher or lower Type, even if eligible.
- (b) During the period of twelve months immediately preceding the date of superannuation;
- (c) If an inquiry/disciplinary proceedings of any type is in progress against an allottee of a residence.

10.3 Not more than one change shall be allowed within the same/similar type of residences irrespective reasons/grounds of request.

10.4 Request for change of allotment shall be made along with the fresh allotments. However, all cases of change of allotments, if eligible, **shall be dealt first** and then the fresh cases will be taken up for allotment as laid down.

10.5 All rules and conditions of acceptance etc as laid down for fresh applicants shall also be applicable to the applicants seeking change of residence. For example, if an employee fails to accept the change of residence offered to him/her as laid down in the procedure of allotment, he shall not be eligible to seek fresh change for two years.

10.6 If an employee after accepting the change of residence fails to take possession of the same within 15 days he/she shall be charged license fee for such residence in addition to the normal license fee for the residence already in his possession for the period upto which the allotment of the new residence continues to subsist.

11.0 OUT OF TURN ALLOTMENTS

11.1 **Allotment on Medical Grounds.** Due to acute shortage of accommodation in DTU Campus, no house will be kept vacant in anticipation for allotment on medical grounds. The house allotment committee may therefore make out of turn allotment on medical grounds purely on adhoc basis and only out of the available vacant houses as under:-

11.1.1 Only the following residences shall be considered for allotment on medical grounds and for physically handicapped employee/staff –

- (a) **01 Type IV Qtr (on GF)** – for adhoc allotment on medical grounds to all those otherwise eligible for Type V and Type IV house.
- (b) **01 Type II Qtr (on GF)** – for adhoc allotment on medical grounds to all those otherwise eligible for Type III and Type II house.

11.1.2 **For Heart Ailments.** University employees suffering from heart ailment will be considered for adhoc allotment on medical grounds and the concession

will be restricted to self-ailment only, i.e, if the employee himself is suffering from Cardiac ailment.

11.1.3 **For TB and Cancer.** In case of pulmonary TB and Cancer, illness of the University employee and his own family i.e wife/husband and the children should alone be considered for the concession of ad hoc allotment.

11.2 **Allotment of Quarters to SC/ST Employee.**

11.2.1 **Reservation.** Following houses out of the available total number of houses shall be reserved for the SC and ST employees –

(a) **Type IV and Type V Qtrs** – 5 % of total Qtr in DTU will be reserved for SC and ST category. There are 56 Type V and 60 Type IV Qtrs in DTU, accordingly the maximum number of houses reserved for SC ST employees against Type V and Type IV Qtrs shall be 03 each which shall be allotted in the ratio of 2:1 to SC and ST employees.

(b) **Type III and Type Type-II Qtrs** – 10 % of total Qtr in DTU will be reserved for SC and ST category. There are 45 Type III and 105 Type II Qtrs in DTU, accordingly the maximum number of houses reserved for SC ST employees against Type III and Type II Qtrs shall be 03 and 06 respectively to be allotted in the ratio of 2:1 to SC and ST employees.

11.2.2 **Utilization of vacancies against SC/ST reservations.**

11.2.2.1 During any house allotment committee meeting, out of turn allotment against reserved vacancies to the SC/ST candidates will be considered only till all the vacancies as given have been utilized.

11.2.2.2 Till the vacancies are fully utilized, the procedure of allotment shall remain the same as given in these rules except that these will be applied out of turn.

11.2.2.3 In case, there is a vacancy but no SC (or ST candidate) is available then the first priority will be given to the next ST (or SC candidate). If there are no SC and ST candidate, the vacancy shall be transferred to general pool.

11.2.2.4 No house shall be kept vacant even if there are no SC/ST candidates available for allotment.

11.2.2.5 Beyond the vacancies as reserved above, all SC/ST candidates shall be treated at par with the general candidates.

12.0 TEMPORARY ALLOTMENT FOR PERFORMING MARRIAGE/FAMILY FUNCTION ETC. IN THE FAMILY OF AN ALLOTTEE

12.1 On receipt of an application, the Vice Chancellor may make temporary allotment, not exceeding five days including the day of marriage/function, to a University employee if a vacant residence is available (including any residence earmarked for allotment on medical grounds but not yet allotted) or likely to be available during the period for which allotment has been applied for. This will however be permitted on depositing an advance license fee for minimum one month, if DTU resources are used then the actual electricity and water charges for the duration occupied and Rs 1000/- or any other amount approved by the Vice Chancellor towards various incidental expenses.

12.2 Disciplinary action besides payment of penal license fee for minimum one month will be charged if the residence allotted is not vacated on expiry of the period of temporary allotment besides disciplinary action under CCS (CCA) rules and forcible eviction under Public Premises (Eviction of unauthorized occupants) Act 1971.

13.0 PERIOD OF ALLOTMENT

13.1 An allotment shall be effective from the date it is accepted by the employee and shall continue to be in force until:

13.1.1 Cancelled by the Vice Chancellor due to change/revision of entitlements or change/revision of the rules or for any other reason considered appropriate for cancellation.

13.1.2 Surrendered by the allottee, the allottee ceases to occupy the residence or 15 days from the date of allotment of new residence if change of allotment has been sought.

13.2.3 On expiry of the permissible retention period approved as given in these rules.

14.0 SURRENDER OF ALLOTMENT AND PERIOD OF NOTICE

14.1 An allottee may at any time surrender the allotment by giving application to the Estate Office at least 07 days prior to the date of vacation of the residence. The allotment of the residence shall be deemed to have been cancelled with effect from the 16th day after the date on which the application is received by the Estate Office or the date specified in the notice, whichever is later. However, the accounts office shall make all recoveries payable by the employee non-effective only from the day the Estate office issues a letter of vacation.

15.0 CANCELLATION OF ALLOTMENT

15.1 The Vice Chancellor may on the recommendation of the Estate Office after due examination by the House Allotment Committee may cancel the existing allotment and allot an alternative residence of the same type or in emergent circumstances an alternative residence of the lower type, if the residence in occupation of the employee is required to be vacated for some bonafide public purpose. Allotment will be cancelled in addition to the disciplinary action that may be taken against the allottee if he/she :-

- (a) Unauthorisedly sublets the quarters.
- (b) Erects any unauthorised structure in any part of the residence.
- (c) Tampers with the electric or water connections.
- (d) Puts the residence into improper use.
- (e) Conduct prejudicial to harmonious relations with his neighbors.
- (f) Has knowingly furnished incorrect information for securing allotment.

16.0 ALLOTMENT OF HIGHER/LOWER TYPE_ RESIDENCE OTHER THAN TO A ELGIBLE CATEGORY

16.1 No employee shall be compelled to accept a residence of a type lower than that to which he is entitled under these rules. However, on the request from an employee, a residence next below the type to which he is otherwise entitled may be given by the House Allotment Committee subject to availability and requirement of the applicant. Such allotments will be restricted to a maximum of only one Type lower than that eligible. Such an allottee must make application for his entitled type of residence as and when vacancy arises and he will not automatically be considered for the same.

16.2 No house of higher Type shall be allotted to any lower sub-category. However, a house advertised thrice and yet not occupied can be considered for allotment to a staff member of the next lower sub-category with the approval of the Vice Chancellor on the recommendations of the house allotment committee.

17.0 SUB-LETTING AND SHARING OF ACCOMODATION

17.1 The allottee shall not sublet part or whole of the residence allotted to him/her. Besides, no allottee shall be permitted to co-share any part of the residence with any other employee or place anyone in the house in the name of security except when the allotment itself may have been made with the approval of the Vice Chancellor.

17.2 **An allottee who sublets part or whole of the residence allotted to him/her shall render him/her liable to cancellation of the allotment and eviction from the allotted residence. He /She shall also, render himself/herself liable to disciplinary proceedings under the CCS (CCA) Rules as made applicable to the University employees.**

18.0 PERIOD OF RETENTION

18.1 A residence allotted to an employee may be allowed to be retained on the occurrence of any of the events mentioned below for the period specified against each from the date of such occurrence subject to the condition that the residence is required for the bonafide use of the employee or the members of his family:

S. No.	Events	Maximum Permissible period for retention of residence
18.1.1	Resignation, dismissal or removal from service or termination of service or unauthorized absence without permission	1 month
18.1.2	Retirement or terminal leave	2 months on normal license fee, another 2 months on double the normal license fee and another 02 months on four times the normal license fees. On medical/education grounds – Further retention of 01 months on six times the normal license fee.
18.1.3	Death of the allottee	24 months on conditions given in these rules
18.1.4	Transfer of an employee from DTU to another department /station	2 months
18.1.5	Temporary transfer on foreign assignments/deputation to a place outside India	6 months
18.1.6	Leave (Other than leave preparatory to retirement, terminal leave, medical leave, sabbatical leave and study leave)	For the period of leave but not exceeding 4 months
18.1.7	Medical Leave	Full period of leave as a per certificate by a medical board of any Govt Hospital
18.1.7	Maternity leave	Period of maternity leave plus leave granted in continuation as per the instructions issued by the Govt. of India/DTU from time to time.
18.1.9	Lien/Deputation inside India	Not exceeding 12 months on payment of advance normal license fees
18.1.10	Doctoral studies under QIP or any Govt funded schemes	Not exceeding 12 months on payment of advance normal license fees
18.1.11	Study leave/sabbatical leave	Full period of leave not exceeding 12 months on payment of advance normal license fees
18.1.12	All other cases of leave	To be approved by Vice Chancellor

18.2 All types of retentions shall stand only on payment of advance licence fee for the full period as laid down.

18.3 **Retention on Death of Allottee.** When a Government servant in occupation of Government residence dies while in service, his/her eligible dependant (near relation) may be allotted Government accommodation on payment of normal license fee for the period shown herein earlier on the following conditions:-

(a) The dependent employee should have resided with the deceased employee for at least six months prior to date of death.

(b) The eligible dependant will be permitted to stay only and only if the dependent is unemployed. The University does not undertake to provide or facilitate employment to any dependents of the deceased. Such a dependent will be required to vacate the house within 02 months if he or any of his family members gets an employment. However, in no case will the total duration of such stay exceed 24 months from the day of death of the allottee.

(c) All dues / outstanding charges pertaining to the premises occupied by the deceased employee should have been completely cleared before occupation by the dependents.

(d) The concession will not be admissible if the deceased employee or the dependant owns a house / plot anywhere in NCR region.

18.4 **Regularization in case of re-posting/return from lien/leave.** The employee shall be eligible to maintain/continue with his allotment only in case he returns from the posting/lien/leave etc duly approved by the University **within 12 months** and has fulfilled all his obligations of payment of advance payment of license fee that his existing allotment shall be permitted to continue. In all other cases, on his return from posting/lien/leave duly approved by the University, he shall have to apply **afresh** as and when a vacancy arises, however, his original date of seniority in DTU will be preserved.

19.0 RETENTION BEYOND PERIOD OF PERMISSION

19.1 The Vice Chancellor may, for reasons to be recorded in writing, allow retention of University residence for a period not exceeding six months beyond that permitted under these rules **on advance payment of six times the normal license fee**, if he is satisfied that the retention of the residence is justified for any of the following reasons:

19.1.1 Serious or chronic illness in the family of the employee;

19.1.2 Any other reason considered appropriate by the Vice Chancellor.

19.1.3 This concession will not be applicable in cases of resignation, terminal retirement and where disciplinary proceedings may be in progress.

20.0 OVERSTAY IN RESIDENCE AFTER CANCELLATION OF ALLOTMENT

20.1 Where, after the allotment has been cancelled or is deemed to have been cancelled under any provisions of these rules, the residence remains or has remained in occupation of the employee to whom it was allotted or of any person claiming through him, the allottee or such other person shall render himself liable to the following:

20.1.1 Payment of penal license fee for use and occupation of the residence and damages equivalent to twice the normal charges for furniture, services, garden etc.

20.1.2 Disciplinary proceedings for violation of CCS(Conduct) Rules, 1964, and/or any other rules in this regard applicable to the University employees.

20.1.3 Any other proceedings that may be taken up at the discretion of the Vice Chancellor for getting the residence vacated.

21.0 PERSONAL LIABILITY OF THE EMPLOYEE

21.1 The allottee shall be personally liable for payment of the license fee and other charges for the accommodation and for any damage, beyond reasonable wear and tear, caused thereto or to the furniture or fittings or services provided therein by the University during the period of occupation and until full vacant possession thereof has been restored to the Estate Office.

21.2 Non-payment of license fee and other charges for the accommodation shall constitute breach of these allotment rules.

21.3 If the allottee fails to make payment of prescribed license fee and other charges the allotment may be cancelled.

22.0 FURNISHING OF INFORMATION REGARDING TRANSFER/DEATH OF AN ALLOTTEE TO THE ESTATE OFFICE

22.1 It is compulsory to intimate the Vice Chancellor/Estate Office on transfer on Foreign Service/Deputation basis or retirement or death of the allottee immediately on the occurrence of such event to enable the Estate Office to take necessary follow up action in respect of the University accommodation.

23.0 PROVISION RELATING TO LICENCE FEE

23.1 The rates of license fee payable by the allottee for different types of residences shall be as per the notifications and/or instructions issued by DTU from time to time.

23.2 Where the allotment of residence or alternative residence has been accepted, the liability for license fee shall be commence from the date of occupation or automatically after 15 days of issue of acceptance letter or 30 days from the issue of letter of memorandum of allotment, whichever is earlier.

23.3 Where an employee after accepting the allotment fails to take possession of the residence within 15 days from the date of issue of possession letter leading to automatic cancellation of allotment, he/she shall be charged license fee for at least one month.

23.4 Where a University employee is considered to be in deemed possession of the residence even for 01 day in accordance with the provisions of these Rules, he shall not be entitled to HRA for at least one month.

23.5 If on allotment of an alternative or entitled residence the former residence is not vacated by the date already mentioned in the preceding rules, the allottee shall be liable to pay penal license fee and damages for continued occupation of the former residence with effect from the date he/she takes possession of the newly allotted residence.

24.0 PENAL LICENCE FEE

24.1 The rates of penal license fee shall be 50 times the applicable normal license fee applicable at that point of time.

24.2 Vice Chancellor, DTU shall have power to waive off the penal license fee.

24.3 Vice Chancellor, DTU shall have power to revise the penal license fee from time to time.

25.0 UNDERTAKING FROM THE LICENCEE

25.1 Each employee shall given an undertaking at the time of allotment of residence that he/she shall vacate the residence on cancellation or deemed cancellation of allotment failing which he/she shall liable to pay penal licence that the University shall have authority to withhold his/her gratuity and leave encashment etc.

'Provided, that gratuity and leave encashment etc. may be released on furnishing of bank guarantee by the employee for an equivalent amount. Bank guarantee shall be discharged after vacant possession of the residence is surrendered to the University and all the dues relating to the residence have been settled, failing which the bank guarantee shall be invoked.'

25.2 All employees who are in occupation of university residences and have not furnished an undertaking specified under these rules shall furnish the same forthwith or within such time as may be prescribed by the Vice Chancellor.

26.0 CONSEQUENCES OF BREACH OF RULES AND CONDITIONS_

26.1 If an allottee including any member of his family who under these rules is permitted to stay in the residence sublets the residence, charges license fee or shares his residence with anyone except those permitted in these rules or erects any unauthorized structure in any part of the residence or any portion thereof for purposes other than that for which it has been allotted or tampers with the electric or water connections or commits any other breach of rules or of the terms and conditions of the

allotment or uses the residence or premises or allows it to be used for any purposes which the Vice Chancellor considers to be improper or conducts himself in a manner which in the opinion of the Vice Chancellor is prejudicial to the maintenance of harmonious relations with his neighbors or has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the Vice Chancellor may, without prejudice to any other action including disciplinary proceedings that may be taken against such allottee, cancel the allotment after giving show cause notice and initiate disciplinary action as per CCS(CCA) Rules.

26.2 If the allottee sublets his/her residence or any portion thereof or garages (if any) appurtenant thereto in contravention of these rules he may without prejudice to any other action that may be taken against him, be charged penal license fee/damages as laid down in these rules for a period as may be approved by the Vice Chancellor on the recommendations of the Estate Office. Further, not only may the allotment be cancelled but the employee may also be debarred from re-applying for allotment of a residence in DTU Campus for a period not exceeding 5 years as may be decided by the Vice Chancellor.

26.3 Where action to cancel the allotment is taken on account of subletting of the whole or part of the allotted residence a period of 30 days shall be allowed to the allottee and any other person residing with him/her to vacate the residence. The allotment shall be cancelled wef the date of vacation of the premises or on expiry of 30 days from the date of order for cancellation of allotment, whichever is earlier.

26.4 Where the allotment of residence is cancelled for conduct prejudicial to the maintenance of harmonious relations with the neighbors, the allottee, at the discretion of the Vice Chancellor may be allotted another residence of the same type at any other place.

26.5 The Vice Chancellor shall have power to take all or any of the actions under these rules including cancellation of any allotment in respect of any allottee and to declare the allottee ineligible for further allotment for a period not exceeding 5 years for any reasons considered appropriate by him.

26.6 In all cases, where the allotment has been cancelled under these rules, the allottee shall have to vacate by the last day as laid down after which license fee at the penal rate will automatically become effective and the Estate office shall proceed to take action under Public Premises (eviction of un-authorized occupants) Act 1971.

27.0 MAINTENANCE OF RESIDENCE, MISUSE AND DAMAGE CHARGES

27.1 The allottee shall maintain the residence and premises in a clean condition to the satisfaction of Estate Office as approved by the Vice Chancellor. He /She shall not grow tree(s), shrubs or plants contrary to the instructions of the Vice Chancellor/Estate Office nor cut or lop off any existing trees or shrubs in any ground, courtyard or compound attached to the residence save with the prior permission in writing of the Vice

Chancellor/Estate Office. Any plantation or vegetation grown in contravention of the instructions may be got removed by the Vice Chancellor/Estate Office at the risk and cost of the allottee. Further, the allottee shall also be liable to damage charges as given in these rules

27.2 Maintenance of Residence

27.2.1 Estate office shall handover the residence to the allottee along-with a complete inventory of civil and electrical items to the allottee. The allottee shall be responsible for maintenance of complete residence including the inventory of civil and electrical items taken over by him/her.

27.2.2 The allottee shall, however, not be responsible for items of inventory which are approved for replacement once it goes unserviceable so long as he deposits the item. In addition, all works approved by the Vice Chancellor such as new works, addition/alteration works, special repair works, periodical maintenance works etc shall be executed from within the DTU resources.

27.2.3 All items of inventory once taken over will have to be deposited back at the time of vacation in serviceable condition (including unserviceable items in respect of items approved to be replaceable by the Estate Office/Engr Cell)

27.3 Damage Charges

27.3.1 The rules regarding the damage charges shall be applicable till successful taking over possession of the residence by the next allottee.

27.3.1 All such items which are approved by Vice Chancellor to be replaced will be replaced strictly on deposition of used items once rendered unserviceable otherwise the allottee shall be liable to pay the market cost of such item as damage charges.

27.3.3 All other types of damages will be assessed by the Engr Cell and the allottee shall be liable to pay the same at prevailing DSR rates in respect of scheduled items and market rates in respect of non-scheduled items.

27.4 Additions/alteration in Government quarters at the request of the allottees-

Certain facilities have been prescribed in the Government quarters as per the currently applicable yardstick for the respective types of quarters. If these facilities have not been provided at the time of original construction, they will be carried out, if approved by the Vice Chancellor, during the intervening period between one handing over and the next taking over of such quarters and before further allotment thereof. In respect of quarters under occupation, if such a work has been approved by the Vice Chancellor, the same will be carried out in consultation with the allottee. It will be mandatory for all the allottees to get all the works executed in their residences approved by Vice Chancellor as addition/alteration works. However, in case any allottee wishes to get any addition/alteration work done in his house, other than approved by the Vice Chancellor at

his own cost, he will be required to seek specific permission of the Vice Chancellor through the Estate Office.

28.0 INTERPRETATION OF RULES

28.1 If a question as to the interpretation of these rules arises or if an error of any kind is noted after promulgation of these rules, the Vice Chancellor shall be competent to take a decision in this regard and his decision shall be binding on all.

29.0 RELAXATION OF RULES

29.1 The Vice Chancellor, on the recommendation of the Allotment Committee, may, for reasons to be recorded in writing, recommend relaxation of any of the provisions of these rules in case of an employee or class of employees or residence or type of residences including cases where waiving off of the penal license fee is involved.

30.0 CONTINUANCE OF ALLOTMENTS MADE PRIOR TO THE ISSUE OF THESE RULES_

30.1 Any valid allotment of residence, under the provisions of these DTU house allotment rules 2015, which may have otherwise been made in the past based on the allotment rules in force immediately prior to commencement of these rules shall be deemed to be an allotment made under these rules.

30.2 However, all allotments which render themselves as illegal and unauthorized subsequent to promulgation of these rules shall be reversed in a gradual manner with the oldest occupant offered the residence that falls vacant and so on. All such residents will have to accept the residence that falls vacant and to which they are authorized as per these rules. Failing to take over the authorized residence thus allotted to them as per these rules within the notified period shall render themselves liable to action similar to that is applicable to any unauthorized occupant under Public Premises (Eviction of unauthorized occupants) Act 1971 as well as disciplinary action under CCS (CCA) rules.

31.0 CODE OF CONDUCT FOR ALLOTTEES OF INSTITUTE RESIDENCE

31.1. The University residences are allotted for living for the allottee and his/her family and close relations as defined. No person other than permitted is allowed to reside in the residence. If an allottee or his/her family is not staying in the house, it must be vacated, except as permitted in these rules.

31.2 No allottee is permitted to sublet the residence allotted to him partially 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 University authorities.

31.3 Sharing of the residence by the allottee with anyone else, other than those permitted s strictly prohibited.

31.4 Mutual exchange of residence by allottees without permission from the University too is strictly prohibited.

31.5 The allottees will pay regularly license fee, electricity and water charges for the residence as prescribed by the University from time to time.

31.6 Any addition or alteration in the University residence shall not be allowed. However, the University may decide for identical addition or alteration in a group of identical houses.

31.7 Milk cattle or any other cattle will not be kept in the University residence or its out-house, garden etc.

31.8 The allottees will not tamper with the electricity installation, water supply and sanitary fittings or other fixtures in the residence provided by the University.

31.9 Unauthorised use of electricity or water supply in any manner will be treated as a serious offence and render the allottee liable to disciplinary action.

31.10 The allottee will immediately report to the concerned authority about any defects in installations leading to wastage of water or leakage of electricity, etc.

31.11 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.

31.12 The allottees are expected to conduct themselves in a courteous and polite manner with the neighbours. If any complaints are received about any resident being quarrel-some 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 University authorities.

31.13 The allottee will not encroach upon the University land or the land of the neighboring residences for gardening or for any other purpose.

31.14 The allottee will not undertake cutting or lopping of the trees in the compound of their residences or nearby areas on his own without permission.

31.15 Any fruit bearing tree(s) in the compound of the residence shall be the property of the University. The allottee may use the fruits for his own eating purposes. In case the resident sells the crops he will have to deposit 75% of the sale proceeds with the University.

31.16 Any timber yield from the tree(s) in the campus of the residences will be deposited by the allottee with the Estate Officer of the University.

31.17 If an outhouse is attached to a residence, the allottee shall furnish the name and age of the person staying in the outhouse to Estate Office. The allottee shall be fully responsible for. the conduct of the person residing in the out-house. No commercial activities will be allowed from the out houses. Only the person, spouse and their children

can stay in the outhouse. Violation of this rule will invite a penalty to the allottee @ 50 times of the normal license fee.

32.0 REVIEW

32.1. The Vice Chancellor may if considered appropriate may order review of these rules at any point of time.