

National Institute of Design Haryana

**An institute of National Importance
(Under the aegis of Ministry of Commerce and Industry, GoI)**

“NID-H House Allotment Rules-2022”

1. Short title and application. -

- (1) These rules may be called the NIDH House Allotment Rules 2022.
- (2) They shall come into force on the date of their notification/publication in the institute website

2. Definitions.-

In these rules, unless the context otherwise requires, -

- (a) "Allotment" means the grant of a license to the Institute employee to occupy NIDH residence or a portion thereof owned, leased or requisitioned by the Institute, for use by him as residence;
- (b) "Allottee" means the NIDH employee whom the residence has been allotted on the approval of Competent Authority.
- (c) "Chairman" means the Chairman of the NIDH House Allotment Committee nominated by the Director of the Institute;
- (d) "Competent Authority" means the Director of the Institute or any such authority authorized by the Director.
- (e) "House Committee" means the NIDH House Allotment Committee constituted by the Director.
- (f) "Eligible Employee" means all the employees of the Institute both in Teaching and Non-Teaching category in the establishment of the Institute.
- (g) "Family" means the wife or husband of allottee, as the case may be, and children, step children, legally adopted children, parents, brothers or sisters as ordinarily reside with and are dependent on the allottee;
- (a) "NIDH" means the National Institute of Design Haryana
- (b) "License Fee" and "Fixed Water Charges" means the sum of money payable at the rate as fixed by the competent authority in respect of the residence allotted under these rules;
- (c) "Normal Rent" means the rent equivalent to HRA being drawn by employee while serving in the Institute plus the license fee in proper pay level;
- (d) "Penal Rent" mean the rent equivalent to three times of the House License Fee in addition to HRA being drawn by the employee while serving NIDH;
- (e) "Pay" for purposes of determining the eligibility for a category of residence, include Pay Level of an employee applicable as per rules of the Institute ;
- (f) "Residence" means a building or part thereof used for residential purposes and situated within the Institute Campus.

- (g) “Subletting” means letting out the whole or part of residence by an allottee, to another employee / person, who are not part of his declared family.
- (h) “Temporary Transfer” means a transfer which involves absence of Institute employee from his/her place of posting for a period not exceeding six months.
- (i) “Director” means the Director of National Institute of Design Haryana

3.0 HOUSE ALLOTMENT COMMITTEES (HAC)

There shall be a House allotment Committee (HAC) constituted by the Director for allotment of Institute residences to the employee serving at NIDH .The nominated members of HAC shall normally have tenure of 2 years and shall be responsible for considering the applications and recommending to the Director for the allotment of residences to different groups of Staff. The members of the Committee shall be appointed by the Director time to time for a maximum period of two year.

4.0 ELIGIBILITY

- 1.1 All Regular employees including those on Rolling Contract or Probation or Deputation or Short Term Contract on regular pay scale be eligible for allotment of Institute residences.
- 1.2 If an employee and his/ her spouse are both employees of NIDH, only one of them Shall be eligible for the allotment of residence.
- 1.3 An employee, who is having a period less than one year from the date of his /her superannuation shall not be eligible to apply for another/ change of residence.

5.0 Classification and Entitlement and allocation of Residences. –

The applicant shall be eligible for allotment of residence of the type/classification as shown in the column(1) as per the level in the pay matrix specified in the corresponding column (4), in the table below:-

: -

Type (1)	No. of Quarters available (2)	Allocations (3)		Level in the pay matrix (4)	Licence Fee in Rs (5)
		For Teaching Staff (in Nos.)	For Non-Teaching Staff (in Nos.)		
II	4	0	2(Ground Floor quarter earmarked for Warden) 2 for non-teaching staff who have entitlement for type-II quarter.	2,3,4,5	370
III	2	0	2	6,7,8	560
IV	6	4	2	9,10,11	750
V	6	4	2	12,13, 14	1490

The above-mentioned licence fee will be in accordance with the Central Govt. norms issued from time to time.

6. Provision of one step lower category of residence than the entitlement, to be made as under.-

If a residence in the category to which an employee is entitled is not available, he/she may be allotted a residence (on request only) in the lower category i.e. one stage below the one to which he/she is entitled provided that his/ her date of seniority is higher than any employee on the waiting list for lower category of the residence, and his request has been accepted by the Director on the recommendation of House Allotment Committee (HAC). For this purpose the date of joining the Institute shall determine his/her seniority viz-a-viz others entitled to that category provided this will not debar him/her subsequently from the allotment of a residence to which he/she is entitled.

7. Allotment of Residence. -

- (a) The allotment of residences will be made on the recommendation (s) of the House Allotment Committee.
- (b) Allotment of House(s) will be made on the basis of a seniority of all applicant employees which will be prepared for consideration of allotment of residences according to entitlement for entitled category of residence as per rules at **Para 9 below**.
- (c) The committee will ensure that no house is kept vacant and unallotted.
- (d) No HRA will be paid, if the applicant refuses/fails to occupy and stay in the institute quarter after the allotment is made

8. Counting of Past Service rendered in other organization before joining NIDH.

The past service of the employee rendered in other organizations before joining NIDH and temporary/contractual Service in the NIDH will not be counted for the purpose of seniority for allotment of residence.

9. Seniority of employees for allotment of residence.

- (a) In the first instance Seniority of employee will be his date of joining the Institute service on regular basis. This is a residential Institute where staying in the Institute allotted residence is mandatory for all employees. In case of non-availability of residence as per entitlement, they will be allowed to make their own arrangement till such arrangement is made by the Institute. During their stay outside the campus, they will be paid HRA as per rules.
- (b) The inter- se-Seniority of applicants of a particular type of accommodation shall be considered on the basis of the following factors, namely:-
 - (i) where the priority date of two or more applicants is the same, the applicant having a higher level pay in the level shall be senior in the waiting list;
 - (ii) where the date of priority and the pay in the level of two or more applicants are the same, the applicant who has joined the Central Government service earlier shall be senior in the waiting list; and
 - (iii) where the date of priority, pay in the level and the date of joining the Central Government service of two or more applicants are the same, the applicant retiring earlier may be accorded priority over the applicant retiring later.

- (c) After the first circular, all employees of the Institute are to apply for residence and accordingly as per their eligibility waiting list shall be prepared for different categories of residences and await their turn for allotment of residence as per seniority maintained at NIDH.
- (d) All those existing employees, who apply for campus residence, after the closing date of first circular, will have their seniority for allotment of campus residence, determined from the date of receipt of application in the office of Chief Administrative Officer
- (e) All employees joining the institute after first circular could apply for campus residence, **at any time**. Seniority for their category will count from the date of joining if application is received within 15 days of joining or date of application whichever is earlier.
- (f) In case of subsequent vacancies and no waiting list exists, the institute may invite applications in future.

10. Allotment to husband and wife.

Eligibility in case of employees who are married to each other.-

- (a) No Institute employee shall be allotted a residence under these rules unless the wife or the husband, as the case may be, who has already been allotted or likely to be allotted a residence or accommodation in any other govt. organization surrenders the same;
Provided that this rule shall not apply where the husband and wife are residing separately in pursuance of an order for judicial separation made by any competent court;
- (b) Where two Institute employees in occupation of separate residence allotted under these rules, marry each other, they shall have to surrender one of the residences within one month of the marriage.
- (c) Where a residence is not surrendered as required by sub-rule (a) & (b), the allotment of the residence of the lower type shall be deemed to have been cancelled on the expiry of such period and if the residence are of the same type, the allotment of either of them, shall be deemed to have been cancelled on the expiry of such period;
- (d) When both husband and wife are employees in the Institute, the entitlement of each of them for the allotment of a residence, under these rules shall be considered independently.
- (e) Notwithstanding anything contained in sub-rules (a) to (d) above,-
 - (i) Where two officers, in occupation of separate residences at the same station, are allotted under these rules and another from a pool to which these rules do not apply, marry each other, they shall surrender any one of the residences within one month of such marriage;
 - (ii) If a residence is not surrendered as required under clause (i) above, the allotment of the residence shall be deemed to have been cancelled on the expiry of such period.

11. Residence- owning employees

1. An employee who owns a residence either in his name or in the name of any member of his family in the station of his posting or in the adjoining municipal area is also eligible for allotment of residential accommodation.
2. **Not eligible for out of turn allotment-** officer/ employee who owns a Residence either in his name or in the name of any member of his family in the station of his posting or in the adjoining municipal area is not entitled to out of turn allotment.

12. Ad hoc allotment of Residence to handicapped employees.

Ad hoc allotment of residence to handicapped employees may be considered in the following cases :-

1. The blind, i.e., those who suffer from either of-
 - (a) Total absence of sight.
 - (b) Visual Acuity not exceeding 6/90 or 20/200 (Snellen) in the better eye with correcting lenses.
 - (c) Impression of the field of the vision subtending an angle of 20 degrees or worse.
2. The deaf, having hearing loss of more than 90 decibels in the better ear (profound impairment) or total loss of hearing in both ears.
3. The orthopedically handicapped to the extent of 40% and above disability.
4. Mentally handicapped/ spastic dependants.

13. Shifting from one residence to another residence.

Any shifting from one residence to another residence in the same entitled category of residence(s), shall be allowed by the Director on the recommendation of the House Allotment Committee (HAC).

14. Allotment once made, shall not, ordinarily be disturbed, except for the following reasons. -

- (a) The Institute employee occupying residence retires or is transferred to any institution not maintained by the institute or his services are terminated.
- (b) The institute employee becomes entitled to a higher category of residence and when such a residence is available.

15. Allotment and Cancellation of Allotment of residence.

- (1) An allotment shall be effective from the date on which it is accepted by the allottee and shall continue till in the Government service or in force until:
 - a. The expiry of the concessional period permissible under these rules after the allottee ceases to be on duty in an eligible office;
 - b. It is cancelled by the institute or is deemed to have been cancelled under any provisions in these rules;
 - c. it is surrendered by the allottee;
 - d. the allottee ceases to occupy the accommodation.
- (2) An offer of allotment of an accommodation shall be accepted by the allottee within eight days from the date of allotment of the accommodation. The allottee may accept the allotment of the accommodation by himself or through an authorised representative before the next bidding cycle.
- (3) After acceptance of the allotted accommodation, the allottee shall take physical possession of the accommodation from the Estate and Maintenance Section within five working days from

the date of receipt of the acceptance letter and the Estate and Maintenance Section shall hand over the allotted accommodation to the allottee.

- (4) In case the allotted accommodation is not ready for immediate occupation, Estate and Maintenance section shall issue a Technical Occupation Report to the allottee on receipt of authority letter from the Institute. The Estate and Maintenance Section shall issue a Physical Occupation Report to the allottee once the accommodation is ready for occupation and after handing over the accommodation to the allottee in habitable condition.
 - (5) If any allottee fails to accept the allotment of a residential accommodation within eight days from the date of allotment of the said accommodation, or fails to take possession of that accommodation within five working days from the date of receipt of the letter of authorisation, he shall be debarred to apply for accommodation for a period of three months from the date of non-acceptance of allotment subject to payment of one month's normal licence fee for that type of accommodation.
 - (6) The date of non-acceptance of allotment shall be calculated from the date of allotment.
 - (7) If an allottee occupying a lower type of accommodation refuses to accept the offer of an accommodation of the type for which he is eligible under these rules, he shall be permitted to continue in the previously allotted accommodation. Provided that such allottee shall not be eligible for another allotment for a period of six months from the date of non-acceptance of such allotment.
 - (8) Request for reconsideration in cases of non-acceptance of allotment within the specified time shall be considered by the institute if an application for reconsideration is made before the next bidding cycle, in the following cases:
 - (a) intervening Gazetted holidays during the eight days period;
 - (b) delay in forwarding of prescribed acceptance form from the office concerned;
 - (c) the allottee on official tour during the acceptance period;
 - (d) other valid reasons provided by the allottee;
 - (e) the allotted accommodation is occupied by another allottee;
 - (f) the allottee is unwilling to pay the pending dues of the previous occupants relating to electricity or water, etc.

16. Without the permission in writing from the Competent Authority, an employee shall not :-

- (a) Construct temporary or unauthorized structures in any part of the allotted premises.
- (b) use the allotted premises or part thereof for purposes other than for which they were meant.
- (c) make unauthorized extensions from electric or water connections or tamper with them;
- (d) make any structural alteration in any part of the residence without the permission of the authorities which is likely to impair its value & utility.

17. Retention of residence for extended period.-

An allottee may be permitted to retain the residence for extended period in the following cases subject to the maximum period noted against each on payment of normal rent as applicable which the employee was paying previously during his normal allotment period,-

- (a) Resignation, dismissal or removal from services, Termination of service or unauthorized absence without permission : One month;
- (b) Retirement from Service : Six months;
- (c) In case of death of an employee : Six months
- (d) When an employee proceeds on Deputation within India : One year
In case the deputation period of an employee exceeds one a year, he/she will be asked to vacate the residence after expiry of one year, within one month failing which penal rent will be charged.
- (e) An Employee may be allowed to retain the residence during the study leave on payment of normal rent and license fees up to actual period of study leave or 2 years whichever is less.
- (f) Where an allottee has been asked by the Director to vacate the institute residence and he fails to do it, the Director will be competent to levy Penal rent after one month of the date of the order asking the occupant to vacate the residence.

18. Allottee's duties and responsibilities. -

- (a) The allottee shall maintain the allotted residence in clean and hygienic condition to the satisfaction of the Institute, Municipal and Health authorities.
- (b) The allottee shall be responsible for any damage beyond fair wear and tear of all fittings and fixtures provided in the allotted residence, during the period for which the residence remains allotted to him. **The allottees would be responsible for replacement of fixtures with specified usage period like light fixtures that have been provided at the time of allotment.**
- (c) **The Estate and maintenance shall provide the available manpower services i.e plumber, electrician and carpenter for the corrective maintenance including rectification/replacement of fittings/fixtures/facilities, if any provided by the institute in the housing. The materials required for such maintenance shall be provided by the occupants on their own cost. The estate and maintenance section shall inspect the site to ascertain cause of damage. In case the damage is caused due to poor workmanship during construction of building, then such rectification shall be done by the institute.**
- (d) **The Estate and maintenance section shall provide only the preventive maintenance through the available manpower i.e plumber, electrician and carpenter.**
- (e) In the event of an allottee violating any of the conditions mentioned in the foregoing clauses, the Director can take action against the allottee including levy of penal rent or cancellation of allotment as the circumstances of the case may warrant;

- (f) Every allottee, shall, at all reasonable times, permit any official of the Institute duly authorized by the Director or the Estate and Maintenance Section to enter the allotted premises for inspection etc;
- (g) If any person to whom a residence has been allotted, commits breach of any of these rules or uses or permits the residence or premises to be used for any purposes, which the Director considers to be improper, the Director may,-
 - (i) Order him/her to vacate the premises and;
 - (ii) Declare him/her ineligible for Institute residence for a period as may be specified in each case.
- (h) Each employee will pay electricity charges as per actual unit consumption and cost proportionately.

19. Inventory of Residence.-

- (a) An allottee shall on occupation or vacation of the residence, will sign an inventory of fittings and or furniture in the residence. Such an inventory shall be prepared and signed by an officer of the **Estate and Maintenance Section** of the Institute authorized by the Director to do so;
- (b) Further while handing/taking over possession of the residence, the handing/taking over certificate(s) will be signed by both the parties showing the date and time of the transaction so that the residences are allotted strictly according to seniority.

20. Earmarked residences.-

- (a) The residences of the following officers of the Institute shall be earmarked as per their entitlement. These officers shall have to vacate the residence within a month they cease to be on the post for which the residence has been earmarked,-
 - i) Director: **Q.No. 3/V**
 - ii) **Wardens: Q. No. 1/II and 2/II;**
- (b). **Priority allotment.-** The Director may decide to allot the residences to any employee irrespective of his rank and type of recruitment if his/her presence in the campus is required on a 24X7 basis.

21. Change of Residence.-

One change of residence in the same category may be allowed on the following grounds,-

- (a) Mutual exchange of residence- Employees whom residence of the same type has been allotted under these rules may apply for permission to mutually exchange their residence. Permission for mutual exchange may be granted by the Director if both the employees agree. However, on permission white washing/ colouring etc. are to be carried by the employees at their own cost;

22.Subletting.

Subletting of the residence, by the allottee in any form whatsoever, will disqualify the allottee for further retention of the allotted residence. The Director may ask him / her to vacate the

residence by giving 15 days' notice as well a penalty of that will be determined by the Director and will be recovered from the allottee's pay.

23. Furnishing false information. -

If any information furnished by any applicant in his / her application form found to be fake / incorrect. in the application form, his / her allotment if already made will be cancelled and he / her will be asked to vacate the residence within 15 days notice failing which the penal rent will be charged and eviction proceeding will be initiated. During the process of application if any false information is found, the application will be not be considered for allotment. In all such cases he / she will be debarred for allotment of residence for a period of three years.

24. Eviction Procedure.-

When the allottee fails to vacate the residence allotted to him / her within the period stipulated at clause 14 and 24 above, the Institute will initiate vacation procedure as follows,-

- (a) After expiry of Grace period, employee will be charged Penal Rent at three times of the Normal Rent. A second notice will be served / pasted to vacate the accommodation within one month;
- (b) After expiry of one month of penal rent, the employee will be served final notice to vacate within two weeks, and charged penal rent;
- (c) After expiry of final notice period, the prevailing central government rules will be followed.
- (d) Authority- The employee concerned may appeal to the Director against the decision of the House allotment Committee in implementation of above procedure or for any other matter pertaining to vacation of the residence, the decision of the Director shall be final and binding.
- (e) The above procedure is to be unequivocally understood by all employees before taking possession of the residence, and also an undertaking to the effect is to be made in the application.

25.CODE OF CONDUCT FOR ALLOTTEES OF INSTITUTE RESIDENCES.

1. The Institute residences are allotted for living by the allottee and his/her family and relatives. Any other person is not allowed to reside in the residence. If an allottee or his/her family is not staying in the residence, it must be vacated.
2. No allottee is permitted to sublet the residence allotted to him partly or fully or use it for any trade or business. If a complaint is received to this effect, appropriate action will be taken by the Institute authorities.
3. Sharing of the residence by the allottee with anyone else, other than those allowed by the competent authority is not permitted.
4. Mutual exchange of residence by allottees without permission from the Institute is strictly prohibited.
5. The allottees will pay regularly license fee, electricity, and water charges for the residence as prescribed by the Institute from time to time.
6. Any alteration or addition in the Institute residence shall not be allowed by the residents. However, the Institute may decide for identical alteration or addition in a group of identical Residences.

7. Milk cattle or any other cattle will not be kept in the Institute residence. **However, 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 neighbours in any way.**
8. The allottees will not tamper with the electric installation, water supply and sanitary fittings or other fixtures in the residence provided by the Institute.
9. Unauthorised use of electricity or water supply in any manner will be treated as a serious offense and render the allottee liable to disciplinary action.
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.
11. The allottees are expected to conduct themselves in a courteous and polite manner with the neighbours. If any complaints are received about any resident quarrelling with someone or indulging in objectionable activities like entertaining undesirable characters, disorderly behaviour, getting intoxicated outside the Residence, etc., appropriate disciplinary action will be taken and the residence got vacated.
12. The allottee will not encroach upon the Institute land or the land of the neighbouring residences for gardening or for any other purpose.
13. The allottee will not undertake cutting or chopping of the trees in the compound of their residences or nearby areas on his/her own.
14. Any fruit bearing tree(s) in the compound of the residence shall be the property of the Institute. However the allottee may use fruits etc. of the tree.
15. Any timber yield from the tree(s) in the campus of the residences which is the property of the Institute will be deposited by the allottee with the competent authority as designated by the Director.

25. Relaxation of Rules.

The Director may for special reasons to be recorded in writing, relax any of the provision of these rules on case to case basis. No decision of the Director for specific relaxation on case basis will be taken as precedence for future reference / consideration.

27. Interpretation of the Rules. -

If any issue arises on the interpretation of these rules, the decision of Director shall be final and binding.

“Application for Allotment of NIDH Residence”**Part-I**

(For office use only)

Type of Residence applied for	Type of residence entitled	Seniority No.	Remarks

Part-II**(To be filled in by the applicant)**

Please read “**NIDH House Allotment Rules-2022**” before filling the form. Incomplete application will be rejected without any further reference.

Please fill up the form neatly / in **BLOCK LETTERS**.

Please tick which ever required to do so.

1.	Name of the Applicant / Employee	
2.	Designation	
3.	Pay Scale	
4.	Basic Pay (Pay Band + AGP/GP)	
5.	Employee Code	
6.	Father's Name of the Applicant	
7.	Department	
9.	Phone No.	
10.	Marital Status	Married / Un-married
11	Type of Quarter applied for:	
12	If you wish allotment in specific floor please indicate three options	

Signature:

Name of the Employee:

Designation:

Recommendation of HOD/Discipline Leads _____

Certificate of Administrative Department

Certified that the above particulars are correct as per the office records

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UNDERTAKING

Along with application for allotment of residence, I undertake as under:-

- (a) That I will follow strictly “NIDH House Allotment Rules-2022” as amended from time to time and in case of Violation of these rules, I am liable of disciplinary action taken against me.
- (b) That I will take possession residence within five working days from the date of receipt of the acceptance letter. Failing which, I will be liable for action as per rules of the Institute.
- (c) That I will vacate the residence within the time specified as per rules. **I have understood the provision stated in clause 27**, and in case of failure to vacate, the Institute will be free to take possession of the said residence as per procedure specified within “NIDH House Allotment Rules-2022”;

Signature:
Name of the Employee:
Designation:
Employee Code:

For Office Use Only

Received application for residence allotment from _____ Designation..
_____ Department/Disciplineon.....

He/She has been allotted residence in the type of _____ House No. _____.

AO
Date with stamp