

School of Planning and Architecture, Bhopal



House Allotment Rules

Approved in 25th Board of Governors
held on 10th July, 2015

Neelbad Road, Bhauri, Bhopal (MP) - 462030

School of Planning and Architecture, Bhopal

Allotment for Residential Accommodation Rules

1. Short title commencement and application:

These rules (called the SPA Allotment for Residential Accommodation Rules) shall come into force with effect from 1st July 2015 and shall apply to allotment of official residences at School of Planning and Architecture, Neelbad Road, Bhauri Campus, Bhopal.

2. Definitions:

In these rules, unless there is anything contrary or repugnant to the subject or context:

a) "Allotment" means the grant of licence to occupy a residence in accordance with the provisions of these rules.

b) "Allotment year" means the year beginning on the 1st of January or such other date as may be notified by the competent Authority.

c) 'Allottee' means an employee to whom residential accommodation is allotted.

d) "Classification" means eligibility of an employee with regard to the type of residence under these rules.

e) "Competent Authority" means the Director or any authorized officer to perform any or all of his functions.

f) "Director" means the Director of SPA Bhopal.

g) "Employee" means an employee on re-employment/contract/deputation of the school.

h) 'Committee' means the House Allotment Committee of the Institute.

i) 'Entitlement' Eligibility of an employee for any type of of accommodation under these rules.

j) 'Faculty' means Assistant Professor, Associate Professor and Professor or any other such nomenclature in use in the School.

k) "Family" means the wife or husband, as the case may be, children, step-children, legally adopted child;ren, parent's brothers or sisters dependent on the employee and residing with them.

l) "Licence fee" means the sum of money payable monthly in accordance with the provisions of the fundamental rules in respect of a residence allotted under these rules.

m) "GP (or AGP)" means Grade Pay (or Academic Grade Pay) as prescribed by MHRD and adopted by BOG from time to time.



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n) "Residence" means any residence under the administrative control of the Director and includes the out houses and garages appended thereto.

o) "School" means the School of Planning and Architecture, Bhopal.

p) 'HAC' means House Allotment Committee.

q) "Subletting" means sharing of accommodation by an allottee with another person (who is not a close relative of the employee or his servant) with or without any consideration of rent paid/to be paid by another person.

3. Classification and residences:

i) All the residences of the Institute shall be categorized into A, B, C, D, E, F and G types and their entitlement will be as below :

Sr. No.	Type of Unit	Eligible GP/AGP (in Rupees)	License Fee	Group Eligible for entitlement of House
1.	Type A	1800-2800	260	Group C
2.	Type B	4200-4800	380	Group B
3.	Type C	5400	525	Group A
4.	Type D	6000-7000	525	Group A
5.	Type E	7600-9000	900	Group A
6.	Type F	10000	1100	Group A
7.	Type G	75000/- fixed and above	2220	Group A

iii) The competent authority may reserve residence for employee on essential services/ Posts as mentioned in clause 6(f).

iv) Competent authority shall, if so required, convert a residence into a hostel to be used by a group of students for a fixed period of time for which hostel fee shall be charged as per prescribed rules.

v) Competent authority, shall, if so required, permit a group of employees to reside in a quarter for a fixed period for which they will be charged license fee and HRA. Competent authority shall decide this from case to case basis.

vi) certain positions may be offered license fee free accommodation if the offer of appointment is made with a provision for providing 'license fee free' accommodation and furnished accommodation including any other benefits as part of the offer of the appointment, the Institute may extend such a facility to such employees who are entitled for this purpose.

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4. Eligible People

Following categories of staff shall be eligible for allotment of Institute residences:

- i) Regular / Temporary / Re-employed / Contract Staff of the Institute.
- i) Visiting faculty.
- ii) Staff on Deputation.
- iii) Staff working in a research project / Centres if any MOUs signed between the Institute and the project sponsors, to this effect.
- iv) If husband and wife or other similar relations within a family are employees of the Institute, only one of them shall be allotted residence based on their mutual choice of the entitled residence.
- v) A person, who is occupying a residential quarter in the campus and is one year (or less than one year) away from superannuating, shall not be eligible to apply for another residence.

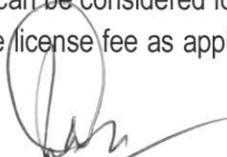
5. House Allotment Committee (HAC)

Director shall constitute a House Allotment Committee (HAC) for a period of 2 years. Committee shall be responsible for considering applications and recommending allotment of residences as per these rules.

6. Allotment Procedure :

- a) Applications for allotment of residences shall be processed by the Estate Office (or any other officer authorised to do so).
- b) Authorized Officer shall make announcement seeking application from eligible employees for allotment of quarters. Officer shall maintain a Register for the purpose.
- c) Eligible employees shall apply with details as per procedure mentioned in the notice.
- d) Seniority list of employees shall be prepared by the Administration Section.
- e) Employees who had applied for allotment of quarters before announcement by administration, shall be considered together with the new batch of applications received in response to announcement.
- f) In view of the legitimate requirement/essential services in the campus, allotment of quarter can also be considered by the House Allotment Committee with the approval of the competent Authority. Following can be considered as essential services: Engineers; staff in IWD; Sports Officer; support staff for sports; Nurses; Doctors; Wardens; Assistant Wardens; Hostel Care Taker; any officer required to do priority work at campus etc. The requirement of having such staff in campus need to be certified by HOD concerned, based on which HAC will take decisions on merit.
- g) When sufficient applications for a specific type of quarters are not received from eligible applicants, group of people with lower and higher GP/AGP can be considered for allotment in order to ensure proper utilization of available resources. They shall pay the license fee as applicable to the quarter occupied. However, such

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allottee shall have to give an undertaking, certifying to move to the entitled quarter as and when such quarters are ready for allotment.

Allotment Order: Upon getting the approval of the competent authority, the Authorized Officer shall issue a formal letter of allotment in duplicate.

Acceptance: The allottee shall return the duplicate copy of the letter of allotment duly signed as a mark of his acceptance within 7 days. The allottee shall inform date of taking possession of quarter. In any case, the allottee has to take possession of the quarter within 30 days from the date of receipt of the letter of allotment. However in exceptional cases, competent authority can extend period for possessing the quarter.

7. Rejection of allotment of a residence

If any employee fails to take possession within 30 days from the date of allotment, he / she shall not be eligible for another allotment for a period of that particular one calendar year from the date of the allotment letter.

However, if applicants for quarters is less and quarters are lying vacant, then above clause shall not be applicable.

8. License fee and Maintenance Charges etc.

Each allottee of the residence shall be charged a license fee as given in the table elsewhere in these rules and will be subject to maximum of 10% of monthly emoluments of the allottee.

Water and maintenance charges shall be levied on the residents as per Institute's norms applicable from time to time. Electricity charges will have to be paid by the residents as per MPMKVVCL rates.

The liability for payment of license fee shall commence from the date of possession or 30 days after allotment, whichever comes first. This can be relaxed on merit by the competent authority.

9. Maintenance & Cleaning

- 1) All the responsibility for maintenance and cleaning of common areas of houses / premises (excluding stair case and parking cleaning) allotted lies with the allottee only.
- 2) No mali or gardener services shall be provided by the Institute for the private lawns.
- 3) For fixing the air conditioners, water coolers / any electrical appliances / apparatus where there is a requirement to make holes or channels / ducts through / in the walls, prior permission of the Institute should be obtained.
- 4) Institute may consider the request for fixing these electrical items free of cost subject to the availability of manpower in the order of priority on receiving such requests wherever possible.
- 5) For maintenance and cleaning of the common facilities and common areas, the Institute shall levy suitable charges from time to time from the residents.
- 6) Throwing of garbage and littering shall attract penal provisions.

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10. Change of Residence:

- i) The competent Authority may allow mutual interchange of residences between two employees entitled to and occupying residences of similar classification.
- ii) An employee to whom a residence has been allotted under these rules may apply for a change to other residences of the same classification, on the following grounds, viz:
 - a) Except when special circumstances exist, not more than one change shall be allowed to an employee in respect of residence of an entitled classification
 - b) Change shall be allowed on first come first serve basis; and
 - c) If an employee fails to accept change of residence offered to him or fails to occupy the residence within ten days of the date of issue of the letter for such change, his request shall not be considered again for a change of residence, and the offer made shall stand cancelled.

11. Out-of-turn-Allotment

Out-of-turn allotment shall be made with the approval of the Director. Following categories of employees shall be entitled to out-of-turn allotment :

- i) Employees on deputation
- ii) Employees belonging to essential services category.
- iii) Employees or members of his family on medical grounds in consultation with the medical officer of the Institute or to
- iv) Employees on other grounds, considered necessary in the larger interests of the school, for a specified limited period.

12. Surrender of residence:

- i) An employee may at any time surrender the residence allotted to him by giving intimation to the competent authority at least ten days before the intended date of vacation. The allotment of a residence shall be deemed to have been cancelled with effect from eleventh days of receipt of this intimation or from the date specified by the allottee, whichever is later. If the allottee fails to give notice, he shall be responsible for payment of license fee till the vacation comes to the notice of the competent authority or the number of days by which the notice given by him falls short of ten days as the case may be; so however that the competent authority may, at its discretion accept a notice for a shorter period.
- ii) An employee who surrenders the residence shall not be considered again for allotment of Government accommodation at the same station for a period of one year from the date of such surrender. However this will not be required if available accommodations are lying vacant for want of any demand or request for allotment.

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13. Subletting and sharing of a residence:

Subletting includes sharing of accommodation by an allottee with another person. However, any sharing of accommodation by an allottee with close relations shall not be deemed to be subletting.

- i) No employee shall sublet the residence allotted to him except with the prior approval of the competent authority and subject to such condition as may be prescribed in this regard from time to time. The out-house and garages will be used only for bonafide purposes to the satisfaction of the competent authority.
- ii) No employee shall sublet the whole or part of his residence; provided that, when proceeding on leave may accommodate in the residence any other officer eligible to share Government accommodation, as a caretaker without any consideration, for the period of leave but not exceeding six months. This shall be permissible with the prior approval of the competent authority.

14. Alterations and modifications

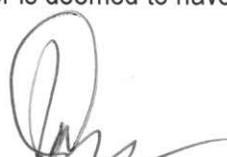
The Institute in normal circumstances shall not approve for any alterations and modifications, creation of windows spaces etc. unless there are valid reasons and recommended by civil and electrical engineer of the Institute.

- 1) Whenever a new occupant takes over the house, the house may be painted only inside the house but not on the external walls. However, the minimum period for undertaking painting activity shall be decided by the Institute Works Department on case to case basis only.
- 2) The Institute shall take up external coloring / whitewashing activity at approved intervals only.
- 3) Any conversion of EWC (European water closet) to IWC (Indian water closet) or vice-versa is not permissible in ordinary circumstances but for valid reasons and recommendation by the Institute Works Department of the Institute. In such circumstances, all the costs shall be borne by the allottee only. In genuine cases if approved by the Institute, the works will be carried out by the Institute Works Department for such alterations.
- 4) The Institute shall provide necessary civil / electrical / AC service support for fixing coolers, air conditioners, water heaters etc. where casing and capping, cutting of the wall, creation of ducts and channels are required. The individual shall not undertake the activity on their own which may deform the buildings, walls, cause seepage and deface the overall elevation of the buildings. This support will be done as a onetime exercise on allotment of the house before occupying the same.

15. Period for retention of allotment:

An allotment of residence made under these rules shall be effective from the date on which it is accepted by the employee and shall continue to be in force until-

- i) The expiry of the concessional period permissible, in selected cases.
- ii) It is cancelled by the competent authority or is deemed to have been cancelled under any of provisions of these rules;



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iii) It is surrendered by the employee; or

iv) The employee ceases to occupy the residence

A residence allotted to an officer may be retained on the happening of any of the events specified in the table below, provided that the residence is required for the bonafide use of the officer or the member of his family.

Condition	Maximum Duration permitted	License Fee Payable
i. On retirement / expiry of the re-employment period/ expiry of the contract period for contract employees.	2 months	On normal license fee
	Another 2 months	Double the normal license fee.
	Further 2 months	4 times of License fee
	On Medical/education grounds: Further retention of one month	6 times of License fee
ii. After death of a staff member: who was an authorized occupant of the house, the dependents residing with the deceased will be allowed retention of the house (Provided the deceased employee or his/her dependent does not own a house at the place of work of the deceased.)	2 years if the deceased or his/her dependent does not own a house at the last station. However if they own house then they can refer conditions (i) for maximum period and License fee.	On normal license fee.
iii. Staff proceeding on Extra ordinary leave/Sabbatical (excluding on medical ground)	4 months	Normal License Fee
iv. Staff proceeding on deputation & foreign service terms	4 months	Normal License Fee
v. Leave (including extra ordinary leave) on medical grounds.	Full period	Normal license fee.
vi. Maternity leave	For the period of maternity leave plus the leave granted in continuation subject to a maximum of five months	Normal license fee
vii. Resignation	1 month	Normal license fee
viii. Compulsory retirement, dismissal or termination from service	1 month	Normal license fee

Note : Request for permission to retain an Institute residence for the specific duration shall be made to the Chairman, HAC on the prescribed proforma atleast one month before the due date.

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16. Code of Conduct for allottees of Institute Residences

- 1) The Institute residences are allotted for living for 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 house it must be vacated.
- 2) No allottee is permitted to sublet the residence allotted to him/her 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 permitted under these rules 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, lift charges, water charges and maintenance charges etc. 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 houses.
- 7) Any civil, electrical / physical / logical modifications, removal of fixtures etc. including changing the external wall colours against the approved code of colours of the Institute, creation of roofs and structures, enclosures, shades etc. are not permitted and penal action will be initiated by the Institute.
- 8) Milk cattle or any other cattle will not be kept in a Institute residence or its out-house.
- 9) The allottees will not tamper with the electricity installation, water supply and sanitary fittings or other fixtures in the residence provided by the Institute.
- 10) Unauthorized use of electricity or water supply in any manner will be treated as a serious offense and render the allottee liable to disciplinary action.
- 11) The allottee will immediately report to the concerned authority about any defects in installations leading to wastage of water or leakage of electricity, etc.
- 12) 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. They may be prosecuted as per the law for keeping any prohibited pets or for causing damage or disturbance to the inmates and will take entire responsibility in personal capacity only.
- 13) 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 behaviour, getting intoxicated outside the house, etc., appropriate disciplinary action including cancellation of allotment of such residence shall be taken by the Institute authorities.
- 14) The allottee will not encroach upon the Institute land or the land of the neighbouring residences for gardening or for any other purpose, either personal / professional.
- 15) The allottee will not undertake cutting or lopping of the trees in the compound of their residences or nearby areas on his own.
- 16) Any fruit bearing tree(s) in the compound of the residence shall be the property of the Institute. 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 Institute.

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- 17) Any timber yield from the tree(s) in the campus of the residences will be deposited by the allottee with the Estate Office / Accounts Section of the Institute as the Institute property.
- 18) If an outhouse is attached to a residence, the allottee shall furnish the name and age of the person staying in the outhouse to the Estate Office. The allottee shall be fully responsible for the conduct of the person residing in the outhouse.

No commercial activities will be allowed from the outhouses. Only the person, spouse and their children can stay in the outhouse by giving prior notification. Violation of this rule will invite a penalty to the allottee @ 50 times of the normal license fee.

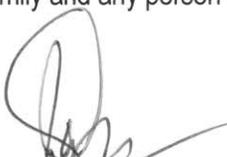
17. Overstay in residence and penal charges

Any overstay in residence on payment of approved license fee shall not be permitted without explicit approval of the Director. Any unauthorised overstay in residence shall attract levying of higher rate of license fee and penal charges as detailed below:

- i) Where, after an allotment has been cancelled or is deemed to be cancelled under any provisions contained in these rules, the residence remains or had remained in occupation of the employee to whom it was allotted or of any person claiming through him / her, such employee shall be liable to pay damages for use and occupation of the residence, services, furniture and garden charges as may be determined by Institute from time to time or twice the license fee he / she was paying, whichever is higher.
- ii) Provided further that in the event of death of the allottee, his / her family shall be eligible to retain the Institute accommodation for a further period of one year over and above the normal concessional period of retention on payment of twice the normal license fee. The extended period of retention shall not be allowed in cases where the deceased officer or his / her dependant owns a house at adjoining Municipality / Panchayat.
- iii) If an employee to whom a residence has been allotted:
 - i. unauthorizedly sublets / shares the residence, wholly or partly, or
 - ii. charges license fee from the sharer at a rate which the Director consider excessive, or
 - iii. creates any unauthorized structure in any part of the residence, or
 - iv. uses the residence or any portion thereof for any purpose other than for which it is meant, or
 - v. tampers with the electrical, civil or water connections, or
 - vi. commits any other breach of rules or violates any of the terms and conditions of allotments, or
 - vii. conducts him / herself / herself in a manner which, in the opinion of the Director, is prejudicial to the maintenance of harmonious relations with the neighbours, or
 - viii. has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment.

The Director may, without prejudice to any other disciplinary action that may be taken against him / her, cancels the allotment of the residence. For the purpose of this sub-rule, the expression "employee" includes, unless the context otherwise requires, a member of his family and any person claiming through him / her / her.

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- iv) Where action to cancel the allotment is taken on account of unauthorized sub-letting or unauthorized sharing of the premises by the allottee, penalty as prescribed in the following table will be imposed on the employee besides initiating disciplinary action as per the CCS Conduct Rules, 1965 subjecting to minor and major penalties which attract :

Nature of unauthorized occupancy	Action to be taken
The allottee has completely sub-let the Institute quarter and does not stay in the quarter.	<ol style="list-style-type: none"> 1) Removal of unauthorized outsiders immediately. 2) Vacation of quarter by the allottee. 3) Disciplinary action against the allottee for misconduct as per rules.
Allottee staying in the quarter with outsider(s)	<ol style="list-style-type: none"> 1) Removal of unauthorized outsider(s) immediately. 2) Vacation of quarter by the allottee. 3) Recovery of licence fee at market rate from the date of allotment or charging licence fee at 10 times the flat licence fee that was being paid by the allottee at the time of checking the quarter at the discretion of the Director.
Allottee not residing in the quarter and allowing other Institute employee(s) to stay in the quarter without permission.	<ol style="list-style-type: none"> 1) Removal of Institute employee staying unauthorisedly. 2) Recovery of HRA from the Institute employee staying unauthorisedly from the date of allotment of quarter to allottee or from the date of the appointment of the said employee, whichever is later. 3) Charging of licence fee at 5 times the flat licence fee from the date of allotment from the allottee. 4) Vacation of the quarter and debarring the allottee from future allotment for 5 years.
Allottee residing in the quarter and allowing other Institute employee(s) to stay in the quarter without permission.	<ol style="list-style-type: none"> 1) Warning to the allottee. 2) Recovery of HRA from the Institute employee staying unauthorisedly from the date of allotment of quarter to the allottee or from the date of appointment of the said employee whichever is later. 3) Debarring the sharer from future allotment for 5 years.
Authorised sharer of quarter with an allottee over-staying permitted period.	<ol style="list-style-type: none"> 1) Warning to the Principal allottee. 2) Over-staying sharer to lose HRA for six months and to be debarred from allotment of accommodation for 2 years from the date of order to this effect.

The penal damage charges for unauthorised occupants will be levied as per the Government of India notification from time to time. As per the current notification of GOI vide office order no. 18011/2/2006- Pol.III dated June 4, 2013 the penal damage charges are as under:

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SN	Types of House	Rate
1 .	Type-A, Type-B, Type-C, Type-D	@ Rs. 175/- per sq.mtr per month (covered area)
2 .	Type-E , Type-F and Type G	@ Rs. 255/- per sq.mtr per month (covered area)

18. General Clauses:

For interpretation of these rules, Director's decision shall be final.

The Director may, for valid reasons to be recorded in writing, relax any of the provisions of these rules in respect of any employees or classification of residences.

19. Rules, procedures and matters not covered

All the rules and procedures and disciplinary provisions applicable in respect of Government of India owned public premises shall also be applicable in respect of SPA Bhopal employees and persons for utilizing the official residences and premises of SPA Bhopal also wherever specific rules are not framed.



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