

**Revised rules and guidelines for the allotment of residential units in  
Type IIB, Tulsi Block, Vihar House, Tansa House and Type I  
for project staff through the Office of the Dean(R&D)**

Project Staff at IIT Bombay may be provided with residential units in the following types of accommodation subject to eligibility and availability:

<b>Accommodation type</b>	<b>Area (m<sup>2</sup>)</b>	<b>No. of flatlets/rooms available</b>	<b>Caution Deposit (Rs.)</b>	<b>In-Charge / contact person</b>
Type IIB (Family flatlets)	56.20	8	3000/-	Estate Office
Tulsi Block (Compact flatlets)	33.26	40	3000/-	Estate Office
Vihar House (Compact flatlets)	30.35	10	3000/-	Estate Office
Tansa House (Men's Hostel)	10.73	128 (48 single + 80 double)	2000/-	Tansa Caretaker
Type I (Compact flatlets)	23.54	10	3000/-	Estate Office

Type IIB and Type I do not appear in the current set of rules for accommodation which was approved by the then Director Prof. S. P. Sukhatame in 1996. The current practice is to club Type IIB with Tulsi Blocks with the same eligibility criteria. Ten Type I flats are being allotted at the Dean (R&D)'s discretion.

## **1 ELIGIBILITY**

### **1.1 Type IIB**

- (i) Full-time project staff,
- (ii) currently married,
- (iii) not below the level of SRF (as per DST, CSIR, BRNS norms),
- (iv) consolidated emoluments not less than Rs. 15,000/- per month and
- (v) for residing with family.

### **1.2 Tulsi block**

- (i) Full-time project staff,
- (ii) currently married,
- (iii) not below the level of JRF (as per DST, CSIR, BRNS norms)
- (iv) consolidated emoluments not less than Rs. 12,000/- per month and
- (v) for residing with family.

### **1.3. Vihar House**

- (i) Full-time project staff,
- (ii) not below the level of SRF (as per DST, CSIR, BRNS norms)
- (iii) getting consolidated emoluments not less than Rs. 15,000/- per month

### **1.4 Tansa House**

- (A)** (i) Full-time male project staff, (ii) not below the level of JRF (as per DST, CSIR, BRNS norms) AND consolidated emoluments not less than Rs. 12,000/- per month.
- (B)** Full time sponsored male students in the PG programs.

### 1.5. Type I

There are three categories **A** (4 flats), **B** (5 flats) and **C** (1 flat). The division of the three groups as 4+5+1 can be reviewed based on actual demand for flats. These rules, once approved, will be applicable to current residents of Type I.

#### **Category A:** Four (4) flats

- (i) Full-time project staff,
- (ii) currently married,
- (iii) not below the level of JRF (as per DST, CSIR, BRNS norms) AND consolidated emoluments not less than Rs. 12,000/- per month.

#### **Category B:** Five (5) flats

- (i) Full-time project staff (project technicians, project assistants, project attendants, etc.)
- (ii) currently married,
- (iii) at least 12<sup>th</sup> standard pass AND consolidated emoluments not less than Rs. 8,000/- per month.

#### **Category C:** One (1)

Flat to be allotted at the discretion of the Dean (R&D) for short-term (3-6 months) and for emergency purpose.

## 2 ALLOTMENT CRITERIA AND PROCEDURES

- 2.1. All eligible candidates desirous of availing accommodation should apply online at [drona.ircc.iitb.ac.in](http://drona.ircc.iitb.ac.in).
- 2.2. Seniority list will be prepared based on the date of joining. For married accommodation, it will be based on the date of joining or date of marriage, whichever is later.
- 2.3. Allotments will be made as and when vacancy arises.
- 2.4. Allotees should contact the respective In-Charge / Contact Person (as indicated above) for taking possession of the allotted accommodation, after paying the prescribed deposit, within seven days of issue of the allotment letter. Failure to do so will result in forfeiture of the allotment. Further, they will be disqualified from applying for fresh allotment for a period of three month from the date of forfeiture. The time / time-slots for taking possession / handing over will be as specified by the respective In-Charge / Contact Person.
- 2.5. Those desirous of or liable for vacating the accommodation, should hand over the vacant possession only to the respective In-Charge / Contact Person. Those abandoning their accommodation or leaving the same in the custody of unauthorized persons will be liable for disciplinary action, and forfeiture of a part or whole of the accommodation caution deposit.
- 2.6. The allotted accommodation will be made available within 3 working days from the date of reporting to the respective In-Charge / Contact Person along with the allotment letter and Caution Deposit receipt.

## 3 TERMS and CONDITIONS and other GUIDELINES

- 3.1 Accommodation in **Girl students' hostel** for full-time female project staff not below the level of JRF & sponsored female students in the PG programs as per norms prescribed for the same.
- 3.2 Allotment in Type I, Category **B** will be made for a maximum duration of 3 years.
- 3.3 JRFs and SRFs registered for a full-time degree in the Institute and having a student roll number are **NOT** eligible for the above types of accommodation.

- 3.4** The term Project Staff includes Pool Officers, Research Associates, Post Doctoral Fellows working on projects in the Institute. The term also includes those employed on Developmental Consultancy Projects of duration not less than SIX months.
- 3.5** The allotments will be
- (i) for a period of one year or the tenure of the appointment, or
  - (ii) the date of premature termination, or
  - (iii) date of resignation, or
  - (iv) date of withdrawal of accommodation allotted, whichever is earlier.
- 3.6** The allotments may be extended in the event of the tenure being extended. In the event of a project employee taking up a different project position within the 15 days' grace period (see 3.9 below), he/she may be permitted to retain the accommodation allotted against the earlier position.
- 3.7** Allotments for sponsored students in the Management program will be for a maximum period of two academic years or exit from the program, whichever is earlier.
- 3.8** The allotment automatically stands terminated on the last day of employment as mentioned in the appointment letter or on the effective date of resignation or completion of normal duration of the academic program. No separate note/letter announcing the termination of allotment will be issued.
- 3.9** Upon termination, the allottees are permitted a grace period of fifteen (15) days at the end of which period they should vacate and handover the premises along with the fittings, furniture, etc. to the authorized representative of the Institute. During this grace period, the normal charges will be applicable.
- 3.10** Occupation beyond the grace period will be treated as unauthorized occupation / trespassing and will be dealt with as per applicable norms.
- 3.11** The allottees are responsible for the safe custody of fittings, furniture, etc. Further, they are also collectively responsible for furniture, fitting, etc. in the common rooms / community areas.
- 3.12** Any loss or damage to furniture, fittings, etc. will have to be compensated for at the prescribed rates.
- 3.13** The allottees are responsible for paying the prescribed license fees, water charges, electricity charges, furniture rent/charges, before the prescribed date.
- 3.14** Fresh allotments will **NOT** be made if the tenure is due to expire within 3 months.
- 3.15** For convenience, license fees, water charges, electricity charges, furniture rent and community service charges will be deducted from the salary/ fellowship payable every month. However, it is the responsibility of the allottee to ensure that these are paid / recovered regularly.
- 3.16** Subletting or unauthorized sharing of accommodation allotted is strictly prohibited and is a serious offence. Allotees are **NOT** permitted to entertain stay-in guests.
- 3.17** Consumption of liquor and other prohibited substances is not permitted in the flatlets/rooms/community areas.
- 3.18** Those allotted accommodation in student hostels must observe all the terms/ conditions/ rules of the hostel in which they are provided accommodation.
- 3.19** Allotees will have to pay the caution deposit at the Cash Section, Main Bulding. The premises will be handed over to the allottee only upon the production of the caution deposit receipt. Those allotted accommodation in student hostels will have to pay the prescribed deposits, and other charges/surcharges.
- 3.20** The Institute reserves the right to inspect the premises at any time for any purpose, and also has the right of access for repairs and other sundry works. Any allottee not cooperating with the Institute officials in respect of inspection/access for repairs, etc. will render himself/herself liable for immediate termination/withdrawal of accommodation. The security Officer of the Institute or his nominee may assist in the inspection of rooms/community areas/mess hall etc. For any purpose, and is authorized to deal with trespassers in an appropriate manner.
- 3.21** Request for change within the same type of accommodation will not be entertained.
- 3.22** Eviction of unauthorized occupants will be carried out by the respective In-Charge / Contact Person. For the intervening period between expiry of grace period (3.9) and actual eviction or vacation, penal

charges at the rates of ten times the sum of the license fee plus furniture charges plus fixed or variable water and electricity charges (in latter case the previous quarterly average) will be levied.

### **3.23 Specific to Tansa House:**

(i) Those allotted accommodation in Vihar House, Tulsi Block or Type IIB should vacate their accommodation in the Tansa House within 48 hours of occupying the new accommodation.

(ii) Allottees are not permitted to entertain even casual stay-in guests in their rooms. In exceptional cases, they may be permitted to entertain a close male relative for a period not exceeding three days, after obtaining permission from the Tansa Caretaker.

(iii) Allottees are responsible for paying the prescribed community service charge before the prescribed due date. The community service charge will be levied at Rs. 100/- per month and will be reviewed every three years, or earlier if necessary. In the case of sponsored students, charges towards community services will have to be paid to the Tansa Caretaker by the 5th of every month (the next working day if 5th is a holiday) by cheque drawn in favor of 'Tansa House Welfare Committee'.

(iv) Cooking is **NOT** permitted in the rooms/premises.

(v) Allottees are required to participate and cooperate in starting and maintaining messing and other community facilities. In the event of a contractor being permitted to run the messing facility, the residents will have to work out appropriate arrangements in respect of payments/ deposits, etc. on their own. The Institute will not take any responsibility in this regard. On all matters concerning deviation by the contractor from the prescribed norms, the Tansa Caretaker should be contacted for initiating appropriate action.

### **3.24. Specific to Type IIB, Tulsi Block and Vihar House, Type-I:**

Allottees may entertain casual guests for less than a week **WITH** the prior permission of the Dean (R & D).

All situations not covered above will be dealt with by the Dean (R&D), whose decisions / interpretations will be final and binding.

**Failure to adhere to the Terms and Conditions and other Guidelines as specified above, and as may be added / modified from time-to-time, will constitute violation of the allotment rules and will invite appropriate penalties as per the decision of the Dean(R & D) irrespective of the status of his/her employment.**

**Dated : 7<sup>th</sup> January, 2010.**