



**GURU GOBIND SINGH INDRAPRASTHA
UNIVERSITY
SECTOR-16C, DWARKA,
NEW DELHI-110 078**

“The Allotment of GGSIP University Residence Rules-2013”

(Approved by BOM meeting held on 15th March 2013)

Estate & Security Branch
Ground Floor, Library Building
GGS Indraprastha University
Sector 16-C, Dwarka
New Delhi - 110078



Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi – 110 075

**“THE ALLOTMENT OF GGSIP UNIVERSITY RESIDENCE RULES-
2013”**

(Approved by BOM meeting held on 15th March 2013)

1. Short title and application:

- i) These rules may be called GGSIPU University Residence Rules 2013.
- ii) These rules shall come into force from the date of notification after being approved by the Board of Management.

2. Definitions:

In these rules, unless the context otherwise requires,-

- a) “Allotment” means the grant of a license to a University employee to occupy a GGSIPU residence or a portion thereof owned, leased or requisitioned by the University, for use by him as residence;
- b) “Allottee” means the employee whom the residence has been allotted by Estate & Security Branch on the approval of Competent Authority;
- c) “Chairman” means the Chairman of the GGSIP University residence Allotment Committee appointed by the Vice Chancellor of the University;
- d) “Competent Authority” means the Vice Chancellor of the University or any such authority authorized by the Vice Chancellor;
- e) “Residence Committee” means the GGSIP University Residence Allotment Committee constituted by the Vice Chancellor;
- f) “Employee” means all the regular employees of the University both in Teaching and Non- Teaching category in the establishment of the University;
- g) “Family” means an employee or an employee’s wife or husband as the case may be residing with him/her or legitimate children, step children dependent on the employee and residing with him or her or parents or other persons dependent on the employee and legally residing with him/her;
- h) “GGSIP University” means the Guru Gobind Singh Indraprastha University, Delhi;
- i) “License Fee” means the sum of money payable at the rate in accordance with the Central Government rates as prescribed by Central Government in respect of the residence allotted under these rules;

- j) “Normal Rent” mean the rent equivalent to HRA being drawn by the employee while serving the University;
- k) “Penal Rent” mean the rent equivalent to three times of the HRA being drawn by the employee while serving the University;
- l) “Pay” for purposes of determining the eligibility for a category of residence include Band Pay / Academic Grade Pay / Grade Pay as applicable to an employee as per rules of the University;
- m) “Residence” means a building or part thereof used for residential purposes and situated within the University Campus(s) under the full administrative control of University;
- n) “Subletting” means letting out the whole or part of the residence allotted under these rules by an allottee to any person;
- o) “Temporary Transfer” means a transfer which involves absence of University employee from his/her place of posting for a period not exceeding six months;
- p) “University” means the Guru Gobind Singh Indraprastha University, Delhi;
- q) “Vice-Chancellor” means the Vice-Chancellor of Guru Gobind Singh Indraprastha University, Delhi.

3. **Classification of Residences:**

Save as otherwise provided by these rules, an employee shall be eligible for allotment of residence of the type shown in Column I of the Table below:

TABLE

Category of Residence (1)	Accommodation (2)	Area Approx. (Sq. m.) (3)	Grade Pay / Basic Pay (4)
Type V	1+4+1 (duplex)	150	Employees in PB-4 with AGP/GP of Rs. 8700/- and more. The allotment of University Residence(s) will be on priority basis to the employees on List / Waiting List with AGP /GP first Rs. 10000/- then after to AGP/GP Rs. 9000/- and then to AGP/GP Rs. 8700/-
Type IV	1+3	110	Employees in PB-4 & PB-3 above with AGP/GP of Rs. 6000/- or more
Type III	1+3		Employees in PB-3 & PB-2 with AGP/GP of Rs. 4600/- to Rs. 5400/-
Type II	1+2	60	Employees in PB-2 & PB-1 with AGP/GP of Rs. 2000/- to Rs. 4200/-
Type I	1+1	48	Employees in PB-1 with AGP/GP of upto Rs. 1900/-

4. **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 in the lower category i.e. one step below the one to which he/she is entitled provided that his/ her date of seniority is earlier than any employee on the waiting list for lower category of the residence, and his request has been accepted by the Vice Chancellor on the recommendation of GGSIP University Residence Allotment Committee. For this purpose the date of joining the University shall determine his/her seniority viz-a-viz others entitled to that category. Further this will not debar him/her subsequently from the allotment of a residence to which he/she is entitled.

5. **Allotment of Residence:**

a) The allotment of residences will be made on the recommendation (s) of the GGSIP University Residence Allotment Committee. The members including Chairman of the Committee shall be appointed by the Vice-Chancellor for a period of one year. The constitution of the committee will be as under:

- | | | |
|---|---|-----------------------------|
| a. One Dean/ Director; | - | Chairperson |
| b. One Professor; | - | Member |
| c. One Associate / Assistant Professor; | - | Member |
| d. One Joint Registrar/ Deputy Registrar; | - | Member |
| e. In-charge Estate & Security Deptt.- | | Ex-officio Member Secretary |

b) Allotment of residence(s) will be made on the basis of a seniority list of all applicant employees which will be prepared for consideration of allotment of residences according to entitlement for a particular category of residence as per rules at Para 8 below. Spouses living with their husband / wife and children living with their parents need not be included in the list.

6. **Eligibility of Employees for allotment of residence:**

- a) Employees who are appointed on regular establishment, scale of Pay band with Academic Grade pay / Grade pay as applicable;
- b) Notwithstanding the provisions of Rule 8, other kind of employment i.e. Contract, visiting faculty, deputationists and adhoc employees etc. are not entitled for allotment of residence. Their request may be considered by the Competent Authority of the University for allotment of Hostel/ Guest rooms/ residence, if available, purely on temporary basis for a specified period.

7. **Counting of Past Service rendered in other organization before joining GGSIP University:**

The past service of the employee rendered in other organizations before joining GGSIP University will not be counted for the purpose of seniority for allotment of residence.

8. **Seniority list of employees for allotment of residence:**

- a) The allotment of the residences will be made on the basis of seniority list which will be prepared and maintained by Estate branch of the University. An employee who seeks allotments of residence may submit an application in the prescribed format to the Estate and Security Branch of the University.

The position of the applicant employees in the seniority list shall be determined by the date of his/her joining in the University services, in the manner that one who joins earlier shall have the seniority in allotment.

- b) if the date of joining of two or more officers/ officials in the University is same, the seniority amongst them may be determined as per the following order of priority:
- i) Higher Grade Pay as on date of application
 - ii) Earlier date of Joining in Higher Grade Pay
 - iii) Higher Basic Pay
 - iv) Seniority of Age

- c) The seniority list shall be revised on the basis of application received upto 31st July of each year as per clause 8 (a). The seniority list would be effective for next one full year i.e. from 1st August to 31st July of the subsequent year. Every allotment during the year i.e. 1st August to 31st July shall be made strictly in order of seniority contained in the seniority list thus prepared.

No change in the seniority list shall be made on account of increments/ promotion/ fixation of pay etc. earned by an employee during the year.

- d) All those regular employees, who apply for residence, after the 31st July of each year, will be added at the end of seniority list already finalized for that year in accordance from the date of receipt of application in the Estate & Security Branch for that year.

9. **Allotment to husband and wife. Eligibility in case of employee who are married to each other:**

- a) No University employee shall be allotted a residence under these rules unless the wife or the husband of the employee, 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;
- b) Provided that this rule shall not apply where the husband and wife are residing separately in pursuance of an order made by any competent court;
- c) Where two University employees in occupation of separate residences allotted under these rules, marry each other, they shall have to surrender one of the residences within one month of the marriage;
- d) 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 as the GGSIP University Residence Allotment Committee deems fit, shall be deemed to have been cancelled on the expiry of such period;

- e) When both husband and wife are employees in the University the entitlement of each of them for the allotment of a residence, under these rules shall be considered independently.
- f) Notwithstanding anything contained in sub-rules (a) to (d) above:
 - i) Where two officers, in occupation of separate residences at the same station, one 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 by the University shall be deemed to have been cancelled on the expiry of such period.

10. 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 Vice-Chancellor on the recommendation of the GGSIP University Allotment Residence Committee, as per procedure at clause 21.

11. Subject to the other provisions of these Rules, allotment once made, shall not, ordinarily be disturbed, except for the following reasons:

- a) The University employee occupying residence retires or is transferred to any institution not maintained by the University or his services are terminated;
- b) The University employee becomes entitled to a higher category of residence and when such residence is available;
- c) Non-acceptance of offer of allotment or failure to occupy the residence by an allottee (read Rule 12 below).

12. Non acceptance of offer of allotment or failure to occupy the residence by an allottee:

- a) Where a University employee fails to accept the allotment of a residence or fails to take possession of that residence within one month of the date of issue of the letter of allotment, he / she shall not be eligible for another allotment for a period of twelve months from the date of issue of the allotment letter. On the expiry of this period of twelve months, he may apply in fresh. If an employee does not accept the allotment second time also, he shall be debarred for further allotment of residence of that category for three years and if the employee does not accept allotment even third time he will be debarred for five years. The next refusal to accept the allotment of residence will render him / her ineligible for allotment of that category of residence for good.

- b) **Withdrawal of Application:** An applicant may request in writing for withdrawal of application of the allotment of residence to the Estate and Security Branch before 31st July. On any such withdrawal of application, the applicant's name shall not be included in the seniority list.
- c) The residences which are not occupied within one month of allotment, may be considered as vacant for the purpose of allotment to next eligible applicant in the seniority list.

13. Cancellation of Allotment of residence:

Notwithstanding the provision(s) of rule 9, an allotment shall be treated as cancelled, in the circumstances, mentioned below and may be cancelled by the Vice-Chancellor in the circumstances hereinafter specified:

- a) When an allottee has ceased to be in the service of the University;
- b) When an allottee accepts allotment but fails to take possession and do not start living in the allotted residence within a period of one month;
- c) If he uses the premises allotted to him in a manner so as to be a source of annoyance or nuisance to the neighborhood;
- d) If the employee indulges in any commercial activity or misuses in any form, the residence allotted to him;
- e) If the employee violates any provisions of the present Rules.

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

- a) sublet or part with the possession, for or without consideration of rent, the whole or part of the allotted premises or any of the out-residences attached there-to;
- b) construct any structures in any part of the allotted premises;
- c) use the allotted premises or part thereof for purposes other than for which they were meant;
- d) make unauthorized extensions from electric or water connections or tamper with them;
- e) make any structural alteration in any part of the residence without the permission of the authorities which is likely to impair its value & utility;

15. Retention of residence for extended period:

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

- a) Resignation, dismissal or removal from services and Termination of service or unauthorized absence without permission : One month;
- b) Retirement from Service : Three months;
- c) In case of death of an employee : Six months
(with specific approval of the Vice Chancellor);
- d) When an employee proceeds on EOL/ CCL/ Sabbatical/ Study Leave as duty leave, Deputation within India : One year
(In case the deputation period of an employee exceeds one year, he will be asked to vacate the residence, after expiry of one year, within one month, for which penal rent will be charged) beyond the period of one year.
- e) In case the employees leaves the organization to join any other government / autonomous organization on deputation in the middle of the academic session he /she will be allowed to continue in the residence till the end of current academic session beyond one year provided that the child / children are studying in any class from VI to XII in Delhi;
- f) Provided further that an employee who proceeds on leave to join a post on regular / contract basis elsewhere and takes his family along with him shall not be allowed to retain the University residence during the permissible period of his leave. However, on his return (within lien period) he will be allotted accommodation on the campus on priority basis as early as possible on his original seniority subject to availability. If such an employee fails to vacate the University Residence, his leave will be liable to be cancelled. This will not apply to the employee on long leave on account of illness or invalidations;
- g) Provided further that an employee who proceeds abroad on deputation shall not be allowed to retain the residence beyond a period of one year with the payment of normal rent, i.e., HRA and License fees. However, on his return after one year he will be allotted residence on priority basis as early as possible. If such an employee fails to vacate the residence on the expiry of one year period he / she will be charged Penal Rent i.e. 3 times of the HRA;
- h) An Employee may be allowed to retain the residence during the study leave on payment of normal rent and license fees upto 12 months.
- i) Where an allottee has been asked by the Vice-Chancellor to vacate the University residence and he fails to do it, the Vice-Chancellor will be competent to levy Penal rent after one month of the date of the order asking the occupant to vacate the residence.

16. **Allottee to do:**

- a) The allottee shall maintain the allotted residence in clean and sanitized condition to the satisfaction of the University, Municipal and Health authorities;
- b) The allottee shall be responsible for any damage beyond fair wear and tear of all fitting and fixtures provided in the allotted residence, during the period for which the residence remains allotted to him;
- c) In the event of an allottee violating any of the conditions mentioned in the foregoing clauses, the Vice-Chancellor would be competent to take action against the allottee including levy of penal rent or cancellation of allotment as the circumstances of the case may warrant;
- d) Every allottee, shall, at all reasonable times, permit any officer of the University or employees of the maintenance, Engineering or Medical Health Department to enter the allotted premises for inspection etc;
- e) 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 Vice-Chancellor considers to be improper, the Vice-Chancellor may,-
 - i) Order him/her to vacate the premises and;
 - ii) Declare him/her ineligible for University residence for a period as may be specified by him / her in each case.

17. **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 the Superintendent Engineer / Executive Engineer / Assistant Engineer of University Works Division or an Officer of the University authorized by the Vice-Chancellor to do so;
- b) Further while giving/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 and in order of vacation.

18. **Earmarked residences:**

- a) Notwithstanding other provisions of these rules, the residences of the following key functionary officers of the University shall be provided as per their entitlement. If no residence of entitle class are available in the campus, then these officers may be provided residence on lease rent basis by the University at a suitable location close to the campus. These officers shall have to vacate the residence within a month they cease to be on the post for which the residence has been provided:

- i) Vice-Chancellor;
 - ii) Pro-Vice-Chancellor ;
 - iii) Registrar;
 - iv) COF;
 - v) COE;
 - vi) Any other officer specified time to time by the Vice-Chancellor.
- b) **Allotment for Essential Utility and Emergency Services-** The Vice Chancellor may decide to allot the residences to the employees holding the following post to entitled and eligible employees required to maintain essential utility and emergency services under Essential categories depending upon the availability:
- i) Proctor;
 - ii) Hostel Wardens, excluding quarters within the hostels;
 - iii) Maintenance Engineers;
 - iv) Security officer/ Supervisor/ Incharge for security services;
 - v) Supervisor / Incharge for fire services;
 - vi) Supervisor / Incharge for horticulture activities;
 - vii) Supervisor / Incharge for sanitary services;
 - viii) Plumber /supervisor for plumbing services;
 - ix) Electrician/electrical services supervisor;
 - x) Medical officer;
 - xi) Nurse;
 - xii) Care taker for VC Residence cum Camp Office;
 - xiii) Staff of VC / Registrar Secretariat;
 - xiv) Drivers (only essential emergency services);
 - xv) Temporary guest house;
 - xvi) Temporary day care centre;
 - xvii) Care taker for University guest house;
 - xviii) Any other specified by the Vice Chancellor from time to time.

Under this category at least 12 residences shall be earmarked initially (4 Type-I, 4 Type II, 1 Type III and 3 Type IV). Balance would be given on availability. Under this category, the accommodation shall be given so long as the person holds the essential post on the basis of which he/she was allotted accommodation. The accommodation will have to be vacated within one month of relinquishing the charge of the service for which the house was allotted. However, depending upon the situation, Vice Chancellor may permit retention on the basis of the recommendation of the GGSIP University Residence Allotment Committee.

19. **Reserve Quota Residences:**

- a) **Vice Chancellor Reserve Quota:** Notwithstanding other provisions of these rules, 5% of residence in each category or minimum one residence in each type will be in the reserve quota of the Vice Chancellor allotment as per his / her discretion. These may be allotted by the Vice Chancellor at his/her discretion to entitled and eligible employees for the reasons like medical treatment of self/ dependent family member; Visiting faculty from other universities; any other employee of the University for genuine problem based on the recommendation of the GGSIP University Residence Allotment Committee, etc. Further, that after the utilization of the initial 5% VC reserve

quota residences, the same will be recreated from the quarters falling vacant on yearly basis.

- b) **Reservation of SC / ST Category in General Pool Residence:** Regarding the reservation in General pool residence to SC/ST category employee, the reservation shall be 10% in Type I and II and 5% in Type III & Type IV residences. The allotment shall be made in the ratio of 2:1 for SC/ST employee respectively. The rolling roaster should be maintained for allotment of residences. In case there are no eligible applicant under this category will be available, the same may be allotted to General category applicant.
- c) **Reservation of Physically Challenged in General Pool Residence:** At least one residence in each type shall be allotted to physically challenged employees of the University and the same will be allotted on priority. The residences in which no provision of lifts, one residence on ground floor will be earmarked for the same. In case there are no eligible applicant under this category is available, the same may be allotted to General category applicant.

20. **Allotment of residences to the dependents of deceased employees:**

The dependent of the deceased employee who is taken into University service in the wake of demise of the employee occupying a Residence may be allotted the same residence on ex-gratia basis for a period of one year from the date of death of the employee. Subsequently the type of residence to be allotted will be as per entitlement of the category of residence of the employee as per his/her entitlement. In these cases, the employee will be taken on first priority for changed to lower entitled class, as and when residence is vacant / allotted.

21. **Change of Residence:**

Change of residence in the same category may be allowed for which the application for Change of Residence to another residence in the same entitled category of residence (s) shall be considered after two years of possession of residence. For this a fresh application shall be submitted on the prescribed format and name of the applicant will be included in the seniority list of residence as per clause 8.

However change of residence to higher type of residence as per his/her entitlement, shall be permissible. For this a fresh application shall be submitted on the prescribed format and name of the applicant will be included in the seniority list of residence as per clause 8.

22. **Subletting:**

Subletting of the residence or any of the out residence and garage, by the allottee in any form whatsoever, will disqualify the allottee for further retention of the allotted residence. The Vice Chancellor may asked him / her to vacate the residence by giving 15 days notice as well a penalty of that will be determined by the Vice Chancellor and will be recover from the allottee's pay.

23. **Sharing:**

Competent Authority on the request of the allottee may allow the sharing of the residence with University employee who is also eligible for allotment of same category of residence for a specific period. In this case both will have to pay the License fee and no HRA will be paid to them;

24. **Recovery of dues:**

If the allottee fails to pay Electricity / IGL charges payable by him / her for the usage / consumption of these facilities continuously for two months or as applicable, he will not be allowed to continue further in the residence and he will be asked to vacate the residence within a notice period of 15 days and all dues will be recovered from his/her pay and he / she will be debarred from future allotment for a period of two years.

25. **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 not be considered for allotment. In all such cases he / she will be debarred for allotment of residence for a period of three years.

26. **Eviction Procedure:**

When the allottee fails to vacate the residence allotted to him / her with the period stipulated at clause 15 and 25 above, the University will initiate vacation procedure as follows:

- a) The employee will be allowed grace period of one month to vacate the accommodation with specific permission of Vice Chancellor. The grace period will commence automatically on expiry of period at clause 15 and 25. A notice will be served / pasted on the door, giving date of vacation. Normal Rent (equivalent to HRA) will be charged during the grace period;
- b) 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;
- c) After expiry of one month of penal rent, the employee will be served final notice to vacate within two weeks, and charged penal rent;
- d) After expiry of final notice period, the Residence Committee will employ the Security agency and the labor to enforce physical vacation and take possession of the accommodation, with due approval of Vice Chancellor;
- e) Residual Authority- The employee concerned may appeal to the Vice Chancellor against the decision of the Residence Committee in implementation of above procedure or for any other matter pertaining to vacation of the residence, the decision of the Vice Chancellor shall be final and binding.

- f) The above procedure is to be unequivocally accepted and understood by all employees before taking possession of the residence, and also an undertaking to the effect is to be made in the application.

27. **Repealing of rules:**

The existing residence allotment rules if any are hereby repealed. Notwithstanding such repeal anything done or any action taken under or in pursuance of the said rules shall be deemed to have been done or taken under these rules by the Vice-Chancellor or GGSIP University Residence Allotment Committee as the case may be.

28. **Relaxation of Rules:**

The Vice Chancellor 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 Vice Chancellor for specific relaxation on case basis will be taken as precedence for future reference / consideration.

29. **Interpretation of the Rules:**

If any issue arises as to the interpretation of these rules, the decision of Vice-Chancellor shall be the final.



Estate & Security Branch
Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi – 110 078

Latest photo of
applicant

Application for Allotment of GGSIP University Residence

Part-I (For office use only)

Type for which applied	Pool under which applied	Staff Quarter allotted	Remarks

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

- Please read “The Allotment of GGSIP University Residence Rules-2013” before filling the form. Incomplete application will be rejected without any further reference.
- Please fill up the form neatly/ in BLOCK LETTER.
- Please tick which ever required to do so.

1.	Type for Staff Quarter Applied for	Type I / II / III / IV / V
2.	Name of the Applicant/ Employee	
3.	Designation	
4.	Department/ Branch/ School	
5.	Date of Birth	
6.	Employee Code	
7.	Scale of pay as on date	
8.	AGP/GP as one date	
9.	Basic Pay as on date	
10.	Father’s Name of the Applicant	
11.	Date of joining in the University as regular employee	
12.	Date of joining on present grade pay	
13.	Category (General/ SC/ ST/ PH)	
14.	Address for correspondence	
15.	Phone No.	
16.	Marital Status	Married/ Un-married
17.	Details of Members in the family (Pl. enclose in separate Sheet)	Name, DOB, Relation with applicant, occupation, income if any

Date:

Signature of the applicant

Recommendation of Dean/HOD_____

Certificate of Personnel Branch

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

Assistant Registrar (Estate)

UNDERTAKING

Along with application for allotment of residence. I undertake the following:

- (a) That I fully understand the rules for allotment of residence and I shall abide by the rules stated in the “The Allotment of GGSIP University Residence Rules – 2013” and amendment, if any, from time to time.;
- (b) That I will vacate the residence within the time specified as per rule. **I have understood the provision stated in clause 26**, and in case of failure to vacate, the University will be free to take possession of the said residence as per procedure specified within “The Allotment of GGSIP University Residence Rules-2013” and amendment, if any, from time to time.;
- (c) I also certify that above undertaking has been signed by me on my own will without any pressure.

Signature:

Name of the Employee:

Designation:

Employee Code:

Witness-1

Signature:

Name of the Employee:

Designation:

Employee Code:

Witness-2

Signature:

Name of the Employee:

Designation:

Employee Code:

Signature of HOD/ Dean
(with rubber stamp)