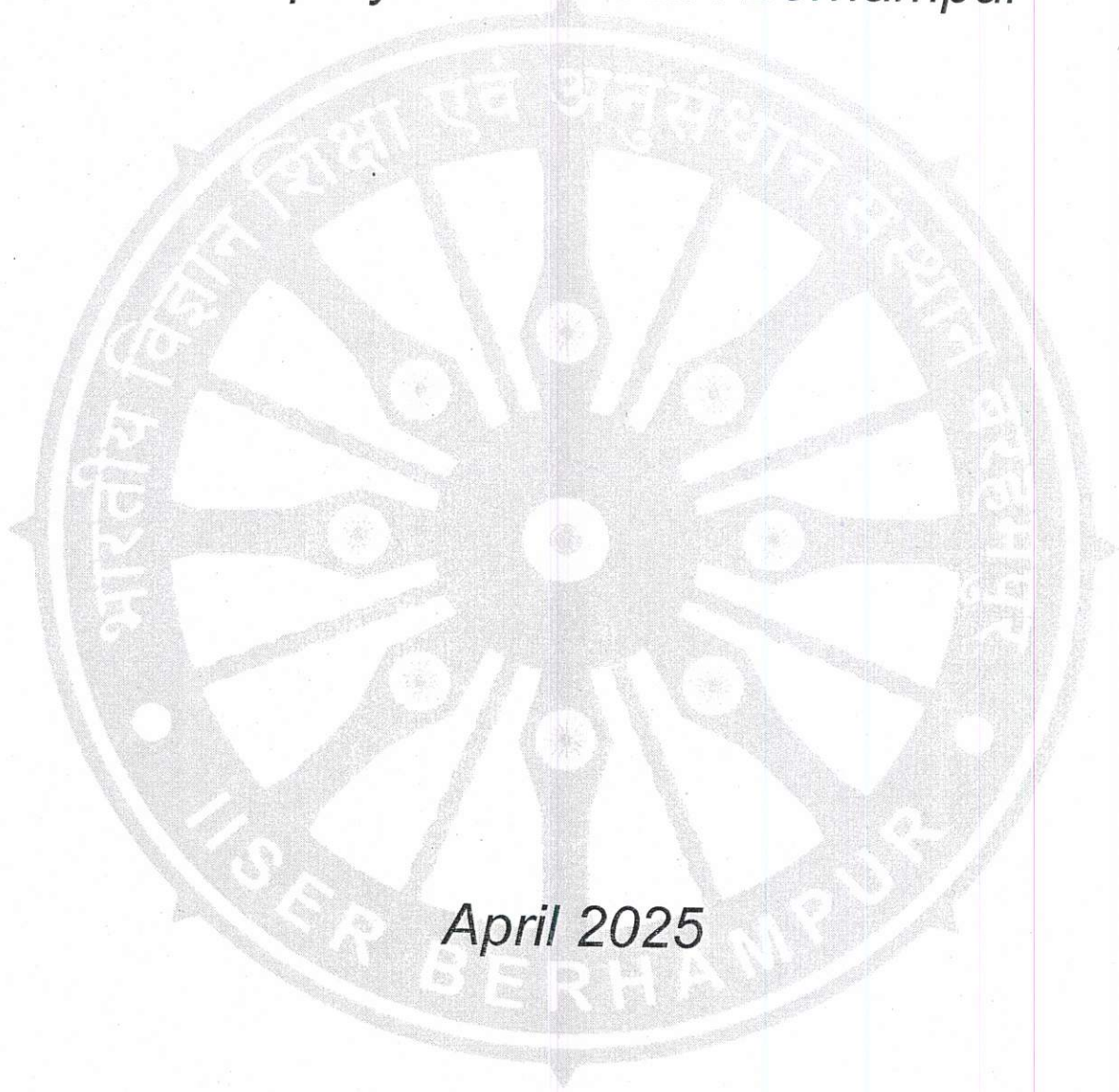


Interim House Allotment Guidelines *for Employees of IISER Berhampur*



April 2025

1.0 Preamble

The housing for the employees of IISER Berhampur (referred to as the Institute) is now ready for occupation. Some employees have already applied for allotment of the on-campus accommodation. To facilitate the allotment to the applicants pending framing of the detailed housing policy of the Institute, the following guidelines have been proposed. These guidelines shall be applicable till the detailed House Allotment Rules are framed and approved by the competent authority. The following sections will cover the type of "on campus" houses, the eligibility for different type of houses, criterion to determine the seniority, if so required, and the charges like the license fee, water charges, electricity charges etc payable by an employee.

IT IS MADE CLEAR THAT ALL HOUSES AT THE INSTITUTE CAMPUS SHALL BE ALLOTTED ON THE LICENSE FEE BASIS ONLY.

2.0 Type of Houses and Associated Charges

The General Pool Residential Accommodation for the employees has been classified in 6 categories apart from the Director Residence. The eligibility of the employees has been mapped under these categories by merging several pay levels for one type of the houses as per Rule 8 of the Central Government General Pool Residential Accommodation Rules, 2017. The entitlement of an applicant for a particular type is determined with reference to the level in the pay matrix drawn by the applicant as per seventh Central Pay Commission scales in his/her present post held at the Institute at the time of submission of the application. The eligibility for entitlement as per the level in the pay matrix of various types of accommodation is as under: approved by the Competent Authority.

Type of House	Range of Living Area as per GPRA in Sq mtr	Living Area of Quarters in Sq mtr	Eligibility: Level as per the 7 th CPC	Monthly License Fee: Rs	Fixed Water Utility Charges per month:Rs
II	44 to 65	61.2	Levels 3,4,5	Rs 660.00/-	100
III	59 to 91.5	64.1	Levels 6,7,8	Rs 880.00/-	125
IV	Beyond 106	108.1	Level 10	Rs 1,650.00/-	150
IV (S)	Up to 159.5	141.8	Level 11	Rs 2,170.00/-	175
V	Beyond 159.5	180.4	Level 12 & 13	Rs 2,590.00/-	200
VI	189 to 224.5	219.7	Level 14	Rs 3,040.00/-	250



Note: Employees holding certain positions may be entitled to "License Fee Free" accommodation. The details in this regard shall be notified in due course.

2.1 Seniority Criterion for Various Category of Houses

Within the framework of the present House Allotment Guidelines, the seniority shall be determined as follows:

Type II; Date of joining (DoJ) of the employee irrespective of the pay level 3, 4 or 5. In case the joining date is same within these three pay levels, person with higher basic pay shall be deemed to be senior.

Type III: Date of joining (DoJ) of the employee irrespective of the pay level 6, 7 or 8. In case the joining date is same, person with higher basic pay in these three pay levels shall be deemed to be senior.

Type IV to Type VI: Date of Joining in the applicable pay level. In case of joining date same, higher basic pay shall be used to determine the seniority if the number of applicants for a particular type of the house are more than the houses available for the allotment.

3.0 General Conditions Applicable to the Institute Housing

The following conditions associated with the Institute accommodation may be noted:

- A. In addition to the monthly license fee, the allottees shall pay for the following services

Water Charges

A flat-rate monthly charge (as shown in Table 1) or as per consumption basis (on metering), as the case may be, for such service shall be payable by each Allottee to the Institute

Electricity Charges

Electricity charges as per the local power utility rates shall be payable on actual consumption basis. A monthly fixed charge/meter rent, shall be payable in addition to the consumption charges. In case the grid supply is disrupted by the power utility of the region, the unit charges shall be determined separately by the Estate Officer, for the power supplied through the power backup generators.

- B. All houses shall be allotted in Unfurnished Condition except for the Director Lodge (as per the norms and entitlement)
- C. Change of house within the same category shall not be permitted for a period of 2 years from the date of occupation of a particular house.
- D. The house shall be allotted ONLY for the bona fide use of the family of the employee (including his / her dependants) and sub-letting in any form is not allowed.
- E. The allottee shall not:
- carry out any structural changes either within or outside the house,
 - Change colour of the walls and
 - Change any aspect of the façade of the building
- F. Only split Acs may be installed as per the provision in the houses. No windows shall be modified for any reason.

4.0 House Allotment Committee and Allotment Procedure

A House Allotment Committee (HAC) shall be constituted and approved by the Director. It shall consist of the following:

- Chairperson, normally a Professor: Nominated by the Director
- Representative of the Faculty other than Professors
- Representative of Group A officers of the Institute
- Representative of the B and C group employees
- Estate officer: Member Secretary

The HAC shall invite applications (in the prescribed format) as and when deemed necessary and display the Provisional Allotment List within 10 days from the last date of the applications for the house allotment. If no comments are received within 3 days from the publication of the provisional allotment list, the Chairperson – HAC may approve the allotment and the Estate Officer shall issue the allotment letter. All communications regarding the house allotment process should, preferable, be communicated by email to all concerned, in addition to the paper display at an appropriate location.

NOTE: the allottees should occupy the allotted house within a period of 14 days from the date of the allotment letter failing which the Chairperson HAC may cancel the allotment.

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Extension in the period of occupation of the house may be relaxed for another 14 days by the Chairperson only for valid reasons.

5.0 Discretion and Arbitration *special provision*

Notwithstanding any of the above guidelines, the Director shall have the *special provision* discretionary power to allot any house on priority basis to any employee if his / her services demand on campus availability or for any other reason as deemed appropriate. * License fee and other associated charges shall be payable by the allottee in such cases.

In case of any dispute about the allotment process or the bona fide request of the employees, the HAC shall recommend the case to the Director and his decision shall be final and binding.

Note: The above House Allotment policy is purely Temporary in nature. The final House Allotment Rules is under process by duly constituted committee.

The Final House Allotment Rules will supersede the above rules.

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(Member-1)

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Shri Shakti Ranjan Patra
(Member-2)

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Dr. Shashi Bhushan Singh
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Prof. Prosenjit Mondal
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Prof. Ashok Gupta
(Member-5)

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Registrar

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Director

