



Guru Gobind Singh Indraprastha University
Dwarka, Delhi-110075
(Estate & Security Branch)

F: GGSIPU/JR(GA)/SQ/2009-10/177

Dated:29.12.2011

CIRCULAR

Subject: The Allotment of GGSIP University Residence Rules-2011

The Allotment of GGSIP University Residence Rules-2011, approved by the Hon'ble Vice Chancellor are enclosed for information and reference.


Joint Registrar (E&S)

Encl: As above

Copy to,-

- (i) Registrar, GGSIP University for information.
- (ii) OSD to Hon'ble Vice Chancellor, for kind information of the Hon'ble Vice Chancellor.

Copy for information with the request to get this circular circulated among all staff members of the School/ Department,-

1. Dean- USAT, USBT, USBAS, USCT, USET, USE, USEM, USHSS, USIT, USL&LS, USMS, USMC, USMPMHS, GGSIP University.
2. Principal, IGIT, Kashmere Gate, Delhi-110403.
3. Director- Academic Affairs, Coordination, CDMS, International Affairs, Legal Aid Cell, Organization & Development, Project Monitoring Cell, Research & Consultancy, Student Welfare, GGSIP University
4. Controller of Finance, GGSIP University
5. Controller of Examination, GGSIP University
6. Librarian, GGSIP University
7. Chief Warden, GGSIP University.
8. Chairman, UCITIM- with a request to upload "The Allotment of GGSIP University Residence Rules-2011" on the University website.
9. In- charge - Academic, Affiliation, Coordination, Gen. Admn, Personnel, Planning (RTI & Legal), Purchase, Store, GGSIP University
10. Superintending Engineer, UWD, GGSIP University
11. All Notice Board.
12. Office Copy.


Joint Registrar (E&S)



**GURU GOBIND SINGH INDRAPRASTHA
UNIVERSITY**
SECTOR-16C, DWARKA,
NEW DELHI-110 075

“The Allotment of GGSIP University Residence Rules-2011”

**Estate & Security Branch
Room No- L023 & L024
Library Block**



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY SECTOR-16C, DWARKA, NEW DELHI-110 075

“The Allotment of GGSIP University Residence Rules-2011”

1. Short title and application.-

- (1) These rules may be called GGSIPU University Residence Rules 2011.
- (2) 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) “Eligible 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 an employee’s wife or husband as the case may be residing with him/her and dependent legitimate children, step children, a parents and other legal dependents 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 to Central Government rates 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, of 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 Campu(s) under the fully administrative control of University;
- (n) “Subletting” means letting out the whole or part of residence by an allottee, to another employee / person who is not an eligible to stay in residence, and also those who are not part of his declared family;
- (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 officer 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 II	1+2	60	Employees in PB-2 & above with AGP/GP of Rs. 4200/- or more
Type I	1+1	48	All employees of University

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 Residence Committee. For this purpose the date of joining the University 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.

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) Withstanding 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 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 of employees for allotment of residence.

- (a) **In the first instance Seniority of employee will be his date of joining the University service provided his / her application for allotment of residence is received in the Estate & Security Branch within the specified time limit as detailed in the circular issued by Estate & Security Branch for inviting applications for allotment of residence;**
- (b) The inter- Seniority of applicants of a particular type of accommodation entitled will be decided as under,-
- (i) Seniority in respective cadre;
 - (ii) Date of joining the University;
 - (iii) Higher Salary;
 - (iv) Seniority of age.
- (c) After the first circular, all interested employees of the University are to apply for residence and accordingly as per their eligibility a wait list shall be prepared for different category of residences and await their turn for allotment of residence as per seniority list maintained.
- (d) All those regular 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 Estate & Security Branch.
- (e) All employees joining the university on regular employment after first circular could apply for campus residence, at the time of joining. 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) Estate & Security Branch may invite application in future, in case no waiting list exists.

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, as the case may be, who has already been allotted or likely to be allotted a residence or accommodation in any other govt. organization and surrenders the same;
- (b) 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;
- (c) Where two University 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;
- (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, 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 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 Residence Committee

11. 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.

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, his / her name will automatically be included in the seniority list at appropriate place. 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.

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.

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 temporary or unauthorized 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 : One month;
from services and Termination of
service or unauthorized absence
without permission
- (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 : One year
EOL/ CCL/Sabbatical/ Study Leave
as duty leave, Deputation within
India (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 alongwith 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 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) The residences of the following officers of the University 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) 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) **Priority allotment.-** The Vice Chancellor may decide to allot the residences to the employees holding the following post on regular appointments (Essential Service provider) :-
 - (i) Caretaker for University/Guest House;
 - (ii) Caretaker for VC residence-cum-camp office;
 - (iii) Plumber;
 - (iv) Electrician;
 - (v) Security Officer;
 - (vi) Medical officer.

19. Vice Chancellor's reserve pool residence.

20% of residence in each category will be in the reserve pool of the Vice Chancellor. These may be allotted by the Vice Chancellor to entitled and eligible employees for any of the following purpose:-

- (a) Allotment to faculty / staff required to maintain Security / Emergency utility services/Visiting faculty from other universities, mainly foreign universities etc.;
- (b) Allotment for medical treatment of self/ dependent family member for not exceeding one year;
- (c) The residence in this pool will be earmarked.

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.-

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 have been allotted under these rules may apply for permission to mutually exchange their residence. Permission for mutual exchange may be granted by the Vice-Chancellor if both the employees agree. However, on permission white washing etc. are to be carried by the employees at their own cost;
- (b) Switching residence from Vice Chancellor reserve pool to General pool or vice versa is not permitted. The Vice Chancellor's pool residence in each category will be marked and maintained as separate identity. As and when employee allotted Vice Chancellor's pool residence, are allotted general pool residence, they will have to vacate the VC Pool residence and shift to general pool accommodation allotted.

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 the vacate the residence within a notice period of 15 days and all dues will be recovered from his/ her pay and he / her 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 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.

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 labour 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 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 the purported to have been done or taken under or in pursuance of the rules shall be deemed to have been done or taken under or pursuance of these rules by the Vice-Chancellor or Residence 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.



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SECTOR-16C, DWARKA, NEW DELHI-110 075
Estate & Security Branch

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"The Allotment of GGSIP University Residence-2011"

Part-I

(For office use only)

Category of Residence	Category under which applied (Teaching / Non- Teaching)	Seniority No.	Remarks

Part-II

(To be filled in by the applicant)

Please read "The Allotment of GGSIP University Residence Rules-2011" 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.	Name of the Applicant / Employee	
2.	Designation	
3.	Pay Scale	
4.	Basic Pay (Band Pay+ AGP/GP)	
5.	Employee Code	
6.	Father's Name of the Applicant	
7.	Department / Branch/ School	
8.	Address for correspondence	
9.	Phone No.	
10.	Marital Status	Married / Un-married
11.	Details of Members in the family (Pl. enclose in separate Sheet)	Name, DOB, Relation with applicant, occupation, income if any
12.	If you wish allotment in specific category please indicate three options	1

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

Recommendation of Dean / HOD _____

Certificate of Personnel Branch

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

Joint Registrar (E&S)

UNDERTAKING

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

- (a) That I fully understand the rules for allotment of residence;
- (b) That I will take up residence within fifteen days of allotment letter being issued. Failing which I will not be considered for allotment for one year from the date of allotment earlier; and on second failure. I will be permanently debarred from allotment;
- (c) 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-2011”;
- (d) 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 I-

Signature:

Name of the Employee:

Designation:

Employee Code:

Witness II-

Signature:

Name of the Employee:

Designation:

Employee Code:

Signature of HOD/ Dean
(with rubber stamp)