

# INSTITUTE OF ECONOMIC GROWTH

## Rules for Allotment of Staff Quarters<sup>1</sup>

1. (a). The allotment of housing accommodation shall be made by the House Allotment Committee (HAC).

(b). Composition of HAC shall be as under:

S. No.	Member	Designation in the Committee
1.	Ex-Officio, Chairman of the BoG of the IEG	Chairman
2.	Ex-Officio, Director of the IEG	Member
3 & 4.	Two members nominated by the Board from amongst the working members	Member
5.	One non-working member from the BoG	Member
6.	One staff member from amongst from non-faculty member of the staff with Grade Pay Rs.1800 to 2800 (to be elected from amongst them).	Member
7.	One member from amongst the non-faculty members of the staff above Grade Pay Rs.2800 (to be elected from amongst them).	Member
8.	Ex-Officio, Administrative Officer	Member Secretary

(c). All members other than two working members (nominated by the Board) of the Committee shall have a term of three years each. The Working Members' term would be co-terminus with their membership in the Board of Governors.

(d). The allotments can ordinarily be made by the Committee consisting of internal members chaired by the Director. The allotment, thus, made will be effective with the approval of the Chairman.

2. The allotment of accommodation shall ordinarily be made to regular and whole-time members of the Institute's staff. However, persons appointed to work for a fixed tenure of a year or more will be considered eligible for accommodation, subject to the prescribed rules regarding seniority, equivalent salary slab etc. Besides, Research Supporting Staff appointed to work for tenure of more than 3 months will be considered eligible for accommodation in D-Block. Whenever, a notice for allotment for flat is issued, the temporary allotment of flats in D-Block will also be notified for allotment to regular employees.

3. (a) An employee who owns a house in Delhi within a radius of 10 kms. (crow's flight) from the Institute, shall not be allotted accommodation by the Institute.
- (b) An employee who owns a house within a radius of 10 kms. from the Institute and who is already in occupation of the Institute accommodation would continue to occupy the accommodation already allotted to him/her. However, he/she would not be eligible for better/higher type of accommodation.

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<sup>1</sup> Recommended by HAC on 9.3.2016 & 18.4.2016 and approved by the BOG vide Agenda Item No.12 of its meeting held on 23.8.16.

- (c) License fee is defined as admissible HRA plus a flat rate as approved by the Board of Governors from time to time. Amended License Fee (flat rate) is as given below:

**Licence Fee (flat rate) for Staff Quarters<sup>2</sup>**

Type	Entitled Block	Living Area (in Sq. mtrs)	Level as per Pay Matrix as per 7 <sup>th</sup> CPC	Licence Fee (flat rate) as per VIIth CPC(per month) w.e.f. 01.07.2021
I	D-1 to D-12	34.28	Level -1 to Level -3	Rs.370/-
	D-13 – D-24	31.86		
II	C-2 & C-4	46.74	Level -4 & Level -5	Rs.370/-
	C-1 & C-3	49.11		Rs.560/-
III	B-1 & B-3	66.02	Level -6 to Level -10	Rs.750/-
	B-2 & B-4	64.28		
IV <sup>3</sup>	B-5 & B-7	85.35	Admin Level-10, 11 Faculty Level-10, 11 & 12	Rs.790/-
	B-6, B-8, B-9 & B-10	79.59		
V	A-10, A-12, A-14 & A-16/F.F	95.53	Admin Level-12 & 13 Faculty Level - 13A	Rs.1,400/-
VI	A-11, A-13, A-15 & A-9/G.F.	104.82	Level -14	Rs.1,400/-
	A-7/G.F. A-8/F.F. Warden	126.62 132.36	Level -14	Rs.1,490/-
	A-2, A-4, A-6/F.F. A-1, A-3, A-5/G.F.	142.88 143.98	Level -14	Rs.1,840/-

**License Fee for servant quarters and garage<sup>4</sup>**

1.	Licence fee for Servant Quarter	Rs.300/-p.m.
2.	Licence fee for Garage	Rs.200/-p.m.

4. (a) One Type-VI Flat (Flat No. A-1)<sup>5</sup> and adjoining garage and servant quarter shall be permanently reserved for the Director. However, if the Director does not wish to

<sup>2</sup> Amended at HAC meeting dated 26.7.2021

<sup>3</sup> Amended at HAC meeting dated 26.09.2023 and approved by the Chairman, BoG dated 16.11.2023. The rules was further amended in the BoG at its 182<sup>nd</sup> meeting on 7.5.2024.

<sup>4</sup> Amended at 157<sup>st</sup> Meeting of the Board of Governors held on 30<sup>th</sup> August, 2012.

<sup>5</sup> Amended at 154<sup>th</sup> Meeting of the Board of Governors held on 04<sup>th</sup> March, 2011.

occupy this reserved accommodation, the same will be allotted temporarily to a Visiting Fellow. If there is no Visiting Fellow, the reserved accommodation can be allotted temporarily to an employee eligible for this type of accommodation at the Chairman's discretion initially for a period not exceeding one year. The said incumbent shall be required to vacate the allotted accommodation as and when required for the use of the Director at one month's notice. However, only the Director shall be eligible for allotment for both the adjoining Garage and Servant Quarter.

(b) Besides the Director, essential staff for allotment on priority basis shall consist of the Head of Administration/ Finance<sup>6</sup>, Senior Programmer, Head of Library, one Chowkidar and one Driver.

(c) <sup>7</sup>One of the eligible category flat be allotted on priority basis to a fully disable regular employee of the Institute (definition of fully disable person be sought from Disability Council). In case of regular employee of the Institute with partial disability or on medical ground flat of appropriate eligible category may be temporarily allotted up to a maximum period of one year on an independent assessment of the Institute. Penal rent will be charged of non-vacation of the temporary allotment after one year as prescribed under rule 13 (c).

5. Whenever a flat is vacant/likely to be vacant due to retirement/consequential allotment, it shall be notified. The Committee shall be authorized to make consequential allotments<sup>8</sup>.

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<sup>6</sup>Amended at 131<sup>st</sup> Meeting of the Board of Governors held on 27<sup>th</sup> April, 2003.

<sup>7</sup> Added at HAC meeting dated 9.3.2016.

<sup>8</sup> Amended at HAC meeting dated 9.3.2016.

6. The type of accommodation to be allotted to employees will be as under<sup>9</sup> :

Type	Entitled Block	Living Area (in Sq. mtrs.)	Class of residence	Level as per Pay Matrix as per 7 <sup>th</sup> CPC
I	D-1 – D-12	34.28	1 Room Flat	Level -1 to Level -3
	D-13 – D-24	31.86		
II	C2 & 4	46.74	1 Bed Room Flat	Level -4 & Level -5
	C1 & 3	49.11	1 Bed Room Flat	
III	B1 & 3	66.02	2 Bed Room Flats (Old)	Level - 6 to Level-10
	B2 & 4	64.28		
IV	B5 & 7	85.35	2 Bed Room Flats (New)	Level-10, 11 & Faculty Level 12
	B6, 8, 9 & 10	79.59		
V	A10, 12, 14 & 16 (F.F)	95.53	3 Bed Room Flats (New)	Admin Level 12 & 13 Faculty – 13A
VI	A 11, 13, 15 & 9 (G.F.)	104.82	3 Bed Room Flats with study room.	Level -14
	A 7 (G.F.), A8 (F.F.) Warden	126.62 132.36	3 Bed Room Flats with study room.	Level -14
	A2, 4, 6 (F.F.) A1, 3, 5 (G.F.)	142.88 143.98	3 Bed Room Flats with study room.	Level -14

<sup>9</sup> Amended at HAC meeting dated 26.7.2021.

7. (a) In case there is no member of the staff eligible for the allotment of an accommodation which is available for allotment, *no temporary allotment* of the class of accommodation may be made to a member of the next higher or lower category<sup>10</sup>.
- (b) The allotment of Guest House will be under the purview of the Director and not in purview of HAC<sup>11</sup>.
8. The allotment of accommodation, except as provided in Rule 4, will be made on the basis of length of service in the Institute in respect of Type-I to Type IV. In respect of Type V and Type-VI, however, the allotment shall be on the basis of the seniority in the Grade Pay as on 1<sup>st</sup> July at the Institute. The lists for allotment shall be drawn on the basis of following criteria. :
- (a) The eligibility for allotment of accommodation for Type-I, II, III and IV shall be the date of entry into qualifying Grade Pay and the seniority shall be the length of service in the Institute.
- (b)-(i) The eligibility for Type V and VI shall be date of entry into Grade Pay and the seniority shall be length of service in the Grade Pay<sup>12</sup> at the Institute.
- (ii) Administrative Staff shall be eligible for 1/3<sup>rd</sup> of the total number of flats in Type IV. The eligibility and seniority for allotment shall be as in 8 (a).
- (iii) Faculty Staff shall be eligible for 1/4<sup>th</sup> of the total number of flats in Type-III. The eligibility and seniority for allotment shall be as in 8 (a).
- (c) <sup>13</sup>It was decided to allow both current and new academic (teaching) and administrative (non-teaching) staff in Level-10 to be eligible for Type-IV New B-Block flats subject to a 50 per cent cap. Currently, there are six flats in Type-IV New B-Block: four (4) are for faculty, and two (2) are for administration (Pay Matrix Level-10, 11 and 12). With the 50 per cent cap, out of 4 flats for faculty, not more than two for Level 10 will be allocated, and out of two (2) flats for administration, not more than one for Level 10 will be allocated.

Note under 8 (b):

- (i) Separate list be drawn for faculty and non-faculty staff with their dates of eligibility for Type-III and Type-IV flats.
- (ii) The name of the employee shall not be deleted from the list of the lower categories of accommodation so long as he/she does not get some accommodation in the higher category to which he/she may become entitled later on.
- (iii) The allotment of Type-III and Type IV flats where 1/4<sup>th</sup> and 1/3<sup>rd</sup> of the total number of flats are reserved for faculty and administration staff

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<sup>10</sup> This will not affect temporary allotment made prior to the HAC meeting 18.4.2016.

<sup>11</sup> Amended at HAC meeting dated 18.4.2016.

<sup>12</sup> Amended at HAC meeting dated 18.4.2016.

<sup>13</sup> The rule was amended in the Board of Governors at its 182<sup>nd</sup> meeting held on 7.05.2024.

respectively, shall be made in such a way so as to minimize deviation from the norms of 1/4<sup>th</sup> and 1/3<sup>rd</sup> of total number of flats for faculty and administration in the respective category.

(iv) A re-employed member of academic staff shall continue to occupy the same accommodation for the period of re-employment.

(c) Provided further that where the seniority date of two or more employees is the same as provided in Clause 8 (a) and 8 (b), seniority among them shall be determined by the Basic Pay, the employee in receipt of higher Basic Pay taking precedence over the employee in receipt of lower Basic Pay and where the length of service and basic pay are equal, by seniority in age.

Note under 8 (c):

(i) In allotment of Type-VI flats, the House Allotment Committee shall be guided by the seniority in the pay block and the gradation provided within the Type-VI flats.

(ii) The four servant's quarters and four garages attached to the Type-VI flats will be available at a monthly licence fee<sup>14</sup> of Rs.300/- and Rs.200/- respectively (or as may be revised by the Board of Governors from time to time) to allottees entitled to Type-VI accommodation. The first preference in allotment will be to the occupants of the adjacent flats and only if they do not wish to utilize these facilities, would the allotment be made in favour of occupants of other Type VI flats. An applicant will be eligible for allotment of either servant quarter or garage except the Director, who shall be eligible for both.

(iii) The Committee shall be guided by seniority in the allotment of ground floor flats in other types of accommodation as well (i.e. Type-I, II, III and IV).

(iv) In exercise of these rules, no existing allottee shall be re-allotted a lower type of accommodation.

(v) The House allotment Committee, while making allotments shall ensure mobility between different types and sub-types of accommodation in order to improve the housing situation.

9. Allottees may be permitted to change their allotted accommodation by mutual agreement (accommodation of the same type) but with the written approval of the Director who shall consult the Chairman of the House Allotment Committee.
10. An employee to whom accommodation has been allotted shall convey his /her acceptance of the allotment normally within 10 days of the receipt of the order of allotment. If an allottee fails to accept the accommodation as above, the allotment made shall be cancelled.
11. (a) Any member of the staff already in residence of a type of accommodation other than that to which he/she is eligible shall, whenever vacancy arises, be allotted Class/type of

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<sup>14</sup> Amended at 157<sup>th</sup> Meeting of the Board of Governors held on 30<sup>th</sup> August, 2012.

accommodation to which he/she is eligible. If he/she does not accept the allotment, the Director, in consultation with the Chairman, may cancel his/her existing allotment.

- (b) If an employee, other than those already in residence who has been allotted accommodation does not accept the allotment, as per conditions mentioned under Clause 10, he/she shall not be eligible for fresh allotment for a period of one year.

12. The allotment shall be effective from the date of occupation by an allottee or from one month from the date of receipt of the order of allotment, whichever is earlier. Further extension of time, not more than two months in case of genuine requests may be considered by the Director. Thereafter, if the allottee fails/denies to occupy the flats later, license fees as applicable may be charged for the period beyond one month initially permitted<sup>15</sup>.

13. An allotment shall be treated as cancelled in the circumstances mentioned below:

(a) When an allottee has ceased to be in service of the Institute.

(b) When an allottee has taken leave for a period exceeding 12 months unless the Board of Governors specifically decide otherwise;

However, in special circumstances, an allottee may be permitted to retain the accommodation beyond the period of service at the institute subject to the following terms and conditions :

Existing rules		(Amended rules)	
<u>CIRCUMSTANCES</u>	<u>PERIOD</u>	Period of extension beyond initial extension	<u>LICENCE FEE PAYABLE</u>
1) Termination of service	One month	No change	Licence fee as defined in Clause 3 Note (I)
2) Resignation from the service	Three months	No change	Licence fee as defined in Clause 3 Note I
3) Retirement from service on attaining the age of superannuation/ Voluntary	Three months	Extension beyond the first three months could be permitted for a maximum up to three more months, in exceptional circumstances, by the Director, IEG	Licence fee as defined in rule 3 (c) admissible on last pay drawn.
4) Death	For a period of three months.	No Change	No licence fee except flat rate as defined in rule 3 (c).

<sup>15</sup> Recommended at the House Allotment Committee at its meeting held on May 9, 2013 and approved at 161<sup>st</sup> meeting of BOG vide agenda item 10 held on 16.9.2014.

- (c) The retention of accommodation by an allottee beyond the permitted period as specified above would be considered to be unauthorized and he/she would be liable to be evicted from the premises. In addition, in such an event he/she would also be liable to pay Licence Fee at ten times the Licence fee as provided in Clause-20. The Licence fee would be enhanced to twenty times if the accommodation is retained beyond a period of 12 months after the expiry of the permitted period as specified above.
- (d) If the spouse of an allottee of IEG Staff Quarter, as the case may be, who is an allottee of a residence under these rules is subsequently allotted a residential accommodation at the same station from a pool to which these rules do not apply, he or she, as the case may be, shall surrender any one of the residences within one month of such allotment.

Provided that this clause shall not apply where the husband and the wife are residing separately in pursuance of an order of judicial separation made by any court.

An employee of the Institute shall not hold an allotment at the Institute and another from a pool at the same station to which these rules do not apply for more than one month.

- (e) If an allottee does not reside in the house allotted to him/her except when he/she is on leave/deputation/ holiday and resides elsewhere in the same city, his/her allotment will stand cancelled.

14 Every person to whom accommodation has been allotted shall maintain the allotted premises in clean and sanitary condition to the satisfaction of the authorities of the Institute.

15 a) The allottee shall be responsible for any damage beyond fair wear and tear of all fittings and fixtures provided in the allotted premises, during the period for which the residence has been and remains allotted to him/her.

(b) The occupant(s) (Allottee and his/her dependants) shall maintain harmonious relations with neighbours and maintain peace in the campus.

16. (a) The allottee shall not: (1) sublet whole or part of the premises or part with the possession, with or without consideration of rent, of the whole or part of the premises or any other out houses flats thereto; (2) construct temporary or unauthorized structures in any part of the allotted premises; (3) use the allotted premises or part thereof for any purpose other than for which they are meant; (4) make unauthorized extensions from electric or water connections or tamper with them; (5) use Staff Quarters/Flats for commercial purposes; (6) use the common space for unauthorized or commercial activities.

(b) Where action to cancel the allotment is taken on account of unauthorized subletting of the premises by the allottee, period of thirty days shall be allowed to the allottee, and any other person residing with him therein to vacate the premises. The allotment shall be cancelled with effect from the date of vacation of the premises or expiry of the period of thirty days from the date of the orders for cancellation of the allotment whichever is earlier. All allottees shall provide the office with the list of their family members and other members residing with them on 1<sup>st</sup> July every year or any change in this within the year. Allottee shall also provide the office with information regarding servants or domestic help staying in the staff quarter.



17. Every allottee shall, at all reasonable times, permit any officer of the Institute or employee of the maintenance services to enter the allotted premises for inspection etc.
18. If any person to whom a residence has been allotted commits breach of any of these rules, or uses or permits the premises to be used for any purpose which the Director considers to be improper, the Director, in consultation with the Chairman, House Allotment Committee, may :
  - (a) require him/her to vacate the premises; and
  - (b) declare him/her ineligible for Institute's accommodation for a period as may be specified in each case.
19. An allottee shall on occupation or vacation of the residence sign an inventory of fixtures and fittings in the residence. Such an inventory shall be prepared by Institute and signed by him/her on behalf of the Institute.
20. Licence fee shall be defined as the amount of admissible House Rent Allowance (HRA) to the employee concerned plus a flat rate as approved by the Board of Governors from time to time. The licence fee shall be deducted from the salary of the employee every month.
21. When an employee who has been granted extra-ordinary leave (leave of absence without pay) is permitted to retain the residence allotted to him/her during the period of the leave, licence fee shall be recovered from the person on the basis of the basic pay which he/she would have drawn had he/she stayed at the Institute during the said period of the leave.
22. In the interest of the Institute the Director in consultation with the Chairman may if the situation so requires alter the existing accommodation of an allottee by providing him /her with equivalent alternative accommodation.
23. If any question as to interpretation of these rules arises, the decision of the House Allotment Committee shall be final.