

**NITTTR KOLKATA STAFF RESIDENTIAL
ACCOMODATION RULES**

National Institute of Technical Teachers' Training and Research, Kolkata
(under the Ministry of Education, Government of India)
Block-FC, Sector-III, Salt Lake, Kolkata-700 106

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The National Institute of Technical Teacher's Training and Research (NITTTR), Kolkata has formulated the Staff Residential Accommodation Rules in accordance with '*The Gazette of India: Extraordinary, Part II- Section 3- Sub Section (i), dated 16th June, 2017, issued by the Ministry of Urban Development (Directorate of Estates)*'. These rules will apply to all full time employees of NITTTR, Kolkata and shall be called "**NITTTR Kolkata Staff Residential Accommodation Rules**"

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**PART-1
GENERAL**

1. Short title and commencement

- (a) These Rules may be called the “NITTTR, Kolkata Staff Residential Accommodation Rules”.
- (b) They shall come into force on the date of their approval by the Board of Governors of the Institute.

2. Definitions: In these rules, unless the context otherwise requires,

- (a) ‘Accommodation’ means the Staff Quarter of FC Block and DN-61 campus of NITTTR, Kolkata.
- (b) ‘Allotment’ means the grant of a licence to occupy a residential accommodation in accordance with the provisions of these rules and include allotment by manual system of allotment.
- (c) ‘Allotment of garage’ means of a licence to occupy a residential accommodation in accordance with the provisions of these rules and include allotment by manual system of allotment.
- (d) ‘Damages’ means a compensation to be levied in multiples of licence fee in the event of unauthorized occupation or subletting or misuse of whole or any part of accommodation or garages by the occupant of the accommodation or garages;
- (e) ‘Estate Office’ means Office of the Estate Officer under the Director, NITTTR, Kolkata, which discharge the functions of the Estate Officer in respect of accommodation.
- (f) ‘Eligible type of accommodation’ in relation to an officer means the type of accommodation to which he/she is eligible under these rules.
- (g) ‘Employee’ means an employee of the NITTTR, Kolkata whose salary is drawn from the NITTTR, Kolkata Accounts.
- (h) ‘Family’ means the wife or husband of allottee, as the case may be, and children, step children, legally adopted children, parents, brothers or sisters as ordinarily reside with and are dependent on the allottee.
- (i) ‘Guest’ means a casual visitor staying temporarily with the allottee.
- (j) ‘Own house’ means a building or part thereof meant for residential purposes and owned by the allottee or by any member of his family.
- (k) ‘Immediate relations’ means relationship such as Grandfather, Grandmother, Grandsons, Grand daughters, Father-in-law, Mother-in-law, Son-in-law, Daughter-in-law and include relationship established by legal adoption.
- (l) ‘Licence fee’ means a fee payable monthly in respect of the accommodation allotted under these rules.
- (m) ‘Misuse’, in relation to an allotment, means an accommodation or a servant quarter or a garage being used by allottee himself or by his family members or immediate relations staying with him for the purpose other than the purposes provided under these rules.
- (n) ‘Residential accommodation’ means a covered structure or part thereof whether permanent or semi-permanent or temporary, which has at least a living room and a lavatory with or without kitchen.

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- (o) 'Special licence fee' means a licence fee charged from allottees for short period or temporary allotment of accommodation or charged from other ineligible offices or organization for allotment of accommodation on special purposes.
- (p) 'Subletting' means letting out of a staff quarter accommodation partly or wholly by an allottee to any persons outside allottee's family and immediate relations.
- (q) 'Surrender of accommodation' means vacation of accommodation after physical occupation of the accommodation by the allottee on his own volition during the allotment period.
- (r) 'Temporary transfer' means a transfer of allottee to another place, which involves an absence for a period not exceeding four months from the place where the accommodation is allotted.
- (s) 'Transfer' means a transfer from the present working place where the accommodation is allotted to any other working place or from an eligible office to ineligible office and includes a transfer or reversion to service under a State Government or a Union territory administration and include deputation to a post in an ineligible office or organization.

3. Classification of accommodation and available quarters in FC & DN Block Campus of NITTTR, Kolkata

- (a) The classified types of accommodation in different categories are Type-I, Type-II, Type-III, Type-IV, Type-V and Type-VI.
- (b) NITTTR, Kolkata have staff quarters at FC & DN Block for faculty and staff members. The details of staff quarters are given below:

FC Block Campus			
Sl. No.	Type of residence	Staff Quarter No.	Living Area (sq.m.)
01	Type I (D Block)	FC-I-A/001/002/101/102/ 201/202/301/302 (Total 8)	29.66
02	Type I (D Block)	FC-I-B/001/002/101/102/ 201/202/301/302 (Total 8)	29.66
03	Type II (C Block)	FC-II-A/001/002/101/ 102/ 201/202/301/302 (Total 8)	37.38

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DN Block Campus			
Sl. No.	Type of residence	Staff Quarter No.	Living Area (sq.m.)
01	Type II (D Block)	DN-I-D/001/002/101/102/ 201/202/301/302 (Total 8)	40.96
02	Type III (C Block)	DN-II-C/001/002/101/102/ 201/202/301/302 (Total 8)	48.04
03	Type III (B Block)	DN-II-B/001/102/201/301 (Total 4)	48.04
04	Type IV	DN-IV-A/001/002/101/102/ 201/202/301/302 (Total 8)	73.92
05	Type V	DN-V-A/001/002/101/102/ 201/202/301/302 (Total 8)	94.86
06	Type VI	DN-VI-A/101/102/201/202/ 301/302/ (Total 6)	106.52

4. Entitlement for types of accommodation

For allotment of the quarter, NITTTTR, Kolkata follow the gazette notification of Ministry of Urban Development (Directorate of Estates), Govt. of India time to time as given below:

Type of Residence	Existing Grade Pay/Basic Pay	Level in the Pay Matrix
Type - I	Rs. 1300, Rs. 1400, Rs. 1600, Rs. 1650 and Rs. 1800	1
Type – II & III	Rs. 1900, Rs. 2000, Rs. 2400 , Rs. 2800, Rs. 4200, Rs. 4600 and Rs. 4800	2 ,3, 4, 5, 6 7, 8
Type - IV	Rs. 5400, Rs. 6000, Rs. 6600, Rs. 7600 and Rs. 8000	9, 10, 11, 12
Type – V	Rs. 8700, Rs. 8900 and Rs. 9000	13, 13A
Type – VI	Rs. 10000	14

[Source: The Gazette of India: Extraordinary, [Part II-SEC. 3(i)], Ministry of Urban Development (Directorate of Estates) Notification New Delhi, the 16th June, 2017)

5. Coverage of date of priority for certain purposes

For the purposes of calculation of licence fee, the allotment on out of turn basis to an employee of the Institute shall be deemed to be regularised if any allottee junior to such employee has been allotted regular allotment in the same floor and in the same type of accommodation in that particular area or locality.

PART-II
ALLOTMENT PROCEDURE

6. STAFF QUARTER ALLOTMENT COMMITTEE (SQAC)

There shall be a Staff Quarter Allotment Committee appointed by the Director for all the Staff serving at NITTTR, Kolkata. The nominated members of SQAC shall normally have tenure of 2 years and shall be responsible for considering the applications for the allotment of residences.

7. Every employee on joining duty in NITTTR, Kolkata may make an application manually through his office to the Estate officer or to the Director for allotment of accommodation to which he is eligible under these rules and the entitled types of accommodation shall be offered as per the priority in accordance with these rules having regard to the allottee's preference.

Provided that no application shall be entertained for accommodation within six months of the date of superannuation.

8. Offer of allotment of accommodation

- (i) Save as otherwise provided in these rules, accommodation falling vacant in all types including hostel accommodation will be allotted by the Estate Office to the applicant applying for initial allotment or for change of accommodation from the list for that type of accommodation under these rules.
- (ii) The Estate Office may, in emergent circumstances where the accommodation in occupation of the allottee is required to be vacated, allot him an alternate accommodation of the same type of accommodation or the type next below the type of accommodation in occupation of the allottee, subject to availability.

9. Period for which allotment subsists

An allotment shall be effective from the date on which it is accepted by the allottee and shall continue till in the Government service or in force until:

- (i) The expiry of the concessional period permissible under these rules after the allottee ceases to be on duty in an eligible office;
- (ii) It is cancelled by the Estate Office or is deemed to have been cancelled under any provisions in these rules;
- (iii) It is surrendered by the allottee;
- (iv) The allottee ceases to occupy the accommodation.

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10. Acceptance of allotment

- (i) An offer of allotment of an accommodation shall be accepted by the allottee within eight days from the date of allotment of the accommodation;
- (ii) The allottee may accept the allotment of the accommodation by himself or through an authorised representative before the next meeting of Staff Quarter Allotment Committee Meeting.

11. Non acceptance of allotment or offer or failure to occupy the allotted accommodation after acceptance

- (i) If any allottee fails to accept the allotment of a residential accommodation within 8 days from the date of allotment of the said accommodation, or fails to take possession of that accommodation within five working days from the date of receipt of the letter of authorisation, he/she shall be debarred to apply for accommodation for a period of three months from the date of non-acceptance of allotment subject to payment of one month's normal licence fee for that type of accommodation.
- (ii) The date of non-acceptance of allotment shall be calculated from the date of allotment.
- (iii) If an allottee occupying a lower type of accommodation refuses to accept the offer of an accommodation of the type for which he is eligible under these rules, he/she shall be permitted to continue in the previously allotted accommodation.

Provided that such allottee shall not be eligible for another allotment for a period of six months from the date of non-acceptance of such allotment.

12. Reconsideration

Request for reconsideration in cases of non-acceptance of allotment within the specified time shall be considered by the Directorate of Estates if an application for reconsideration is made before the next bidding cycle, in the following cases:

- (i) Intervening Gazetted holidays during the eight days' period;
- (ii) Delay in forwarding of prescribed acceptance form from the office concerned;
- (iii) The allottee on official tour during the acceptance period;
- (iv) Other valid reasons provided by the allottee;
- (v) The allotted accommodation is occupied by another allottee;
- (vi) The allottee is unwilling to pay the pending dues of the previous occupants relating to electricity or water, etc.

13. Allotment of accommodation on unsafe or dangerous grounds

An allottee, whose residential accommodation is unsafe or dangerous may make an application to the Estate Office to declare such accommodation as unsafe or dangerous for living and the Estate Office on satisfying itself that the accommodation concerned is unsafe, will issue a certificate of declaration to the effect to the Director.

Allotment of alternate accommodation to an allottee on the declaration of a house as unsafe or dangerous shall be done through SQAC.

In cases where an individual house is declared as unsafe or dangerous, an alternate allotment of the same type of accommodation or a type below is to be allotted on priority, if such accommodation is available. If the allottee is unwilling to shift to the allotted quarter from the

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quarter declared as 'dangerous', he/she will have to vacate such a quarter within one month from the date of the issue of new allotment.

14. Eligibility of allottees married to each other

- (i) No employee of the Institute shall be allotted an accommodation under these rules if the spouse of such Government servant has already been allotted an accommodation, unless such accommodation is surrendered
Provided that this sub-rule shall not apply where the wife and husband are residing separately in pursuance of
- An order of judicial separation made by any Court; or
 - An order to proceed to frame and record the issues for settlement of the proceedings by any Court in which a petition filed by either spouse for dissolution of marriage by a decree of divorce is pending and either of them has furnished an undertaking to surrender the accommodation allotted to her or him forthwith in case of revival of conjugal rights with her or his spouse.
- (ii) Where two allottees in occupation of separate accommodation allotted under these rules marry each other, they shall within one month of marriage, surrender one of the accommodation.
- (iii) If one of the accommodation is not surrendered within the stipulated period as required by sub-rule (2), the allotment of the accommodation of the lower type shall be deemed to have been cancelled on the expiry of such period and if the accommodations are of the same type, the allotment of such one of them as the Estate Office may decide, shall be deemed to have been cancelled on the expiry of such period.
- (iv) Where both husband and wife are employed under the Central government, the title of each of them to allotment of an accommodation under these rules shall be considered independently.

PART-III

OUT OF TURN ALLOTMENT IN CERTAIN CATEGORIES

- (15) Out of turn allotment shall be made only under the orders and discretion of the Director and normally the following categories of staff shall be entitled to out of turn allotment:
- (i) Persons on Deputation;
- (iii) Persons declared as belonging to essential services;
- (iii) Persons on medical grounds certified by a medical Committee appointed by the Director.
- (iv) Accommodation can also be allotted those in a contract but in regular pay of the NITTTR Kolkata.

Provided that the out of turn allotment shall be for a residence of his/her entitled type or lower type of his/her group.

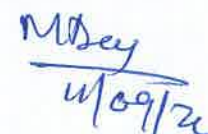

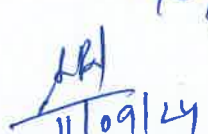
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- (16) The Son/Daughter/Spouse of a deceased staff, if employed or being given employment in the Institute, may be considered for out of turn allotment at his/her request for a residence of his/her entitled type or lower type of his/her group, provided that the deceased staff was living in an Institute residence at the time of his / her death.

**PART-IV
RETENSION OF RESIDENCE**

- (17) Retention of residence may be permitted in the following cases, if and only if, the allottee, or his family, proposed to stay for the duration as indicated and at the license fee payable as mentioned against each.

Sl. No.	Events	Permissible period for retention of accommodation
i	Resignation, dismissal or removal from Institute service, termination of service or unauthorised absence without permission, compulsory retirement [under CCS (CCA) Rules, 1965] and for non-regular Institute employee	One month normal licence fee
ii	Retirement, voluntary retirement, retirement on medical grounds, terminal leave or compulsory retirement	Six months on normal licence fee, next six months on double licence fee, next three months on three times of the license fee, respectively the license fee will be increase accordingly
iii	Transfer to a place outside from the existing place, transfer to an ineligible office in the same station, on proceeding on foreign service in India, temporary transfer in India or transfer to a place outside India or deputation within India	Two months on normal licence fee plus six months on double licence fee, next three months on three times of the license fee, respectively the license fee will be increase accordingly
iv	To eligible spouse or ward in case of death of the allottee or in case of missing persons (from the date on which Police authority have certified the employee is missing)	Twelve months on normal licence fee and next six months on double licence fee, next three months on three times of the license fee, respectively the license fee will be increase accordingly
v	Study Leave	Actual period of leave or two years whichever is earlier.
vi	All authorized and sanctioned leave except extraordinary leave without medical grounds, on proceeding on training on mandatory posting	For the full period of leave /posting on normal licence fee


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PART-V
CHANGE OF ACCOMMODATION

- (18) An allottee to whom an accommodation has been allotted under these rules may apply for a change to another same type of accommodation only after taking physical possession of accommodation allotted under initial allotment.
- (19) Only one change shall be allowed in the same type of accommodation to the allottee.
- (20) An allottee, who intends to change the accommodation already allotted to him/her shall make an application to the Estate Officer, and thereafter, the name of such allottee shall be considered for allocation.
- (21) The change of the same type of accommodation shall be offered as per the priority by these rules and having regard to the allottee's preference.
Provided that no change in the same type of accommodation shall be allowed to an allottee within six months of the date of superannuation.
- (22) If an allottee fails to accept a change of accommodation offered to him/her within eight days of the issue of such offer or allotment, he/she shall not be considered again for a change of accommodation for that type of accommodation.
- (23) An allottee who, after accepting a change of accommodation fails to take possession of the same, shall be charged a one-month license fee for such accommodation by the provisions of these rules in addition to the normal license fee for the accommodation already in his/her possession the allotment of which shall continue to subsist.

Provided that if the Estate Office fails to make the accommodation offered to change habitable within the prescribed time, a certificate from the concerned office shall be furnished in this regard by Estate office and allottees will be exempted from payment of license fee for the intervening period in such cases.

- (24) Where an allottee, who is the occupation of accommodation, is allotted another accommodation and he/she occupy the new accommodation, the allotment of former accommodation shall be deemed to have been cancelled from the date of physical occupation of the new accommodation.

Provided that such date of occupation, the allottee may, retain the former accommodation on payment of normal license fee for ten days for shifting to the newly allotted accommodation. Provided further that if the previous accommodation is not vacated within a period of ten days, the allottee shall be liable to pay damages for use and occupation of the previous accommodation.

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PART-VI

CHANGE OF ACCOMODATION ON MEDICAL GROUNDS

- (25) Change on medical grounds shall be given only if the allottee concerned has already not availed change in the same type of accommodation admissible under these rules, provided that a medical certificate from the Institute Part Time Medical officer indicating the nature and extent of physical handicap or disease and recommending such a change.
- (26) Requests for change on medical grounds may be entertained also in such cases where the allottee or a member his/her family or dependent-in-laws living with him/her, after the allotment of an accommodation, has developed such diseases, provided that a medical certificate from the Institute Part Time Medical Officer indicating the nature and extend of physical handicap or disease and recommending such a change is furnished.
- (27) Shifting of allottees in case of a quarrel between neighbours
Any complaint relating to the quarrels between neighbours shall be examined in detail by the Estate Office / Director, who shall make his / her recommendation to the SQAC for further appropriate action.

PART-VII

REGULARISATION OF ACCOMMODATION

- (28) **Regularisation of accommodation on reappointment in an eligible office or otherwise after retirement from Central Government service-**

Regularisation of accommodation on reappointment after retirement or voluntary retirement in an eligible office shall be governed by such guidelines as the Estate Office may issue from time to time.

- (29) **Allotment of alternate accommodation or regularisation of accommodation in the name of certain person in case of death of an allottee –**

- (i) In the event of death of an allottee, the same accommodation may be regularised in the name of the spouse or ward of the deceased allottee, if the spouse or ward is entitled for it.
- (ii) In case, the entitlement of the spouse or ward is a lower type than the accommodation allotted to deceased allottee, an alternate entitled types of accommodation may be regularised in the name of spouse or ward.
- (iii) In case, the spouse or ward is entitled for higher type of accommodation than the accommodation allotted to the deceased allottee, an alternate one type below the entitled accommodation may be allotted to the spouse or ward on payment of normal licence fee.

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PART-VIII
SURRENDER OF ALLOTMENT OF ACCOMMODATION AND ELIGIBILITY OF HOUSE
RENT ALLOWANCE (HRA)

(30) Surrender of an allotment of accommodation

An allottee who surrenders the accommodation shall not be considered again for allotment of accommodation for a period of one year from the date of such surrender.

House Rent Allowance to the employees will be restored only after the release of the allotted staff quarter and the clearance of the Estate Office.

PART-IX

MAINTENANCE OF ACCOMMODATION

(31) Maintenance of accommodation by the allottee

- (i) The allottee to whom a residential accommodation has been allotted shall maintain the accommodation and premises in a clean condition and such allottee shall not grow any tree, shrubs or plants contrary to the instructions issued by the government or by its maintenance agencies nor cut or lop off any existing tree or shrubs in any garden, courtyard or compound attached to the accommodation save with the prior permission in writing of the concerned maintenance agencies.
- (ii) Trees, plantation or vegetation, grown in contravention of this rule may be caused to be removed by the concerned maintenance agencies at the risk and cost of the allottee concerned.

(32) Cooperation with maintenance agencies by the allottees to carry out repair works-

- (i) All allottees of accommodation will cooperate with respective maintenance agencies of residential accommodation in carrying out all kinds of repair or renovation works.
- (ii) Action shall be taken against the allottee for unauthorised use of the allotted accommodation.

(33) Maintenance & Repairs of Quarters before allotment: -

- (i) The concerned supervisory officials of IWS section will inspect the quarters as per schedule.

After inspection the concerned officials will detect and find out all defects regarding civil and electrical works etc. of quarters.

- (ii) Related Civil works should consist of following:

- (a) Renovation/repairing
- (b) Minor repairing
- (c) Drainage problem
- d) Door seal will be provided if required
- (e) Roof seepage problem

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- (f) Painting (internal Distemper paint + Synthetic enamel paint)
 - (g) Plumbing
 - (h) Carpentry
- (iii) Related Electrical works should consist of
- (a) Electrical wiring.
 - (b) Switch Board Repairing
 - (c) All Light point Checking and Repairing.
 - (d) All Fans Checking and Repairing.
- (iv) However, the Institute work section (IWS) will complete all Civil and Electrical works as per DPR report on priority basis to make the quarters habitable within stipulated time. Thereafter, Quarters will be allotted to the occupants.
- (34) Maintenance & Repairs of Quarters after allotment of Quarter:**
- (i) Colour scheme shall not be changed in internal wall of the building without getting approval from the Component Authority of the Institute.
 - (ii) Making and installation of Wooden Wall Shelves /Almirah and Wooden Kitchen rack at Quarter are not permissible.
 - (iii) All major works cannot be undertaken without permission of the Estate Officer.
 - (iv) Day to day or routine repairs are the works which are to be attended on the day-to-day basis such as removing choke-age of drainage pipes, manholes, restoration of water supply, repairs to faulty switches, watering of plants, lawn mowing, hedge cutting, sweeping of leaf falls etc.
 - (v) The allottee of the quarter must keep the quarter neat and clean (inside and outside).

PART-X

CODE OF CONDUCT FOR ALLOTTEES OF INSTITUTE RESIDENCES

(35) Code of conduct for allottees

- (a) The Institute residences are allotted for living for the allottee and his/her family and relatives. Any other person is not allowed to reside in the residence. If an allottee or his/her family is not staying in the house it must be vacated.
- (b) No allottee is permitted to sublet the residence allotted to him partly or fully or use it for any trade or business. If a complaint is received to this effect, appropriate action will be taken by the Institute authorities.
- (c) Sharing of the residence by the allottee with anyone else, other than those permitted under Rule is not permitted.

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- (d) Mutual exchange of residence by allottees without permission from the Institute is strictly prohibited.
- (e) The allottees will pay regularly license fee, electricity and water charges for the residence as prescribed by the Institute from time to time.
- (f) Any alteration or addition in the Institute residence shall not be allowed by the residences. However, the Institute may decide for identical alteration or addition in a group of identical houses.
- (g) The allottees will not tamper with the electricity installation, water supply and sanitary fittings or other fixtures in the residence provided by the Institute.
- (h) Unauthorized use of electricity or water supply in any manner will be treated as a serious offense and render the allottee liable to disciplinary action.
- (i) The allottee will immediately report to the concerned authority about any defects in installations leading to wastage of water or leakage of electricity, etc.
- (j) The allottee are expected to conduct themselves in a courteous and polite manner with the neighbours. If any complaints are received about any resident being quarrel some or indulging in objectionable activities like entertaining undesirable characters, disorderly behaviour, getting intoxicated outside the house, etc, appropriate disciplinary action including cancellation of allotment of such residence shall be taken by the Institute authorities.
- (k) The allottee will not encroach upon the Institute land or the land of the neighbouring residences for gardening or for any other purpose.
- (l) The allottee will not undertake cutting or lopping of the trees in the compound of their residences or nearby areas on his own.
- (m) Any fruit bearing tree(s) in the compound of the residence shall be the property of the Institute.

PART-XI UNAUTHORISED OCCUPATION

(36) Unauthorised occupation after cancellation of allotment

Where, after an allotment of accommodation has been cancelled or is deemed to have been cancelled under any provision of these rules, the accommodation remains or has remained in occupation of the allottee to whom it was allotted or of any person claiming through, such allottee shall be liable to pay damages for use and occupation of the accommodation, services, furniture and garden charges, as may be determined by the Institute from time to time.

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(37) Issue of vacation notice and show cause notice to the allottees

- (i) The vacation notice shall be issued to all the allottees of accommodation or to their families at least fifteen days before the date of expiry of the permissible period of retention.
- (ii) In case where the allottees have not vacated the quarters after expiry of permissible retention period, the concerned authority will issue show cause notice to such unauthorized occupants under the Public Premises (Eviction of Unauthorised Occupants) Act, 1971 (40 of 1971).

(38) Disciplinary proceedings against persons who fail to vacate temporary allotment of accommodation

- (i) The temporary accommodation allotted for marriage and other social purpose shall be vacated on expiry of the allotment period.
- (ii) In case of failure to vacate the allotted accommodation, appropriate disciplinary action against him/her and damages shall be charged for such unauthorized occupation.

**PART-XII
LICENCE FEE FOR ACCOMMODATION**

(39) Payment of licence fee for accommodation

- (i) Where allotment of accommodation or alternative accommodation has been accepted, the liability for licence fee shall commence from the date of physical occupation of the accommodation.
- (ii) An allottee who, after acceptance, fails to take possession of that accommodation within eight days from the date of receipt of the authority, the allottee shall be charged a one-month license fee from the date of allotment.

Provided that this provision shall not apply in case the Estate Office does not hand over the accommodation that is not ready for physical occupation for any reason.

(40) Fixation or revision of licence fee for accommodation

- (i) The normal licence fee for accommodation shall be revised every three years based on the Average All India Consumer Price Index (CPI) by the Central Government and shall be applicable to all types of accommodation through the country.
- (ii) The revised rate shall take effect from the 1st July of the year next following or from such other date as the Central Government may direct.

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(41) Personal liability of the allottee for payment of licence fee till the accommodation is vacated

The allottee to whom an accommodation has been allotted shall be personally liable for the payment of licence fee and for any damage beyond fair wear and tear caused thereto or to the furniture, fixture or fittings or services provided therein by the Institute during the period for which the accommodation has been and remains allotted to him/her or where the allotment has been cancelled under any of the provisions of these rules, until the accommodation has been vacated and full vacant possession thereof has been restored by the Institute.

(42) Rates of damages

The rates of damages for unauthorised occupation or subletting or misuse of accommodation shall be specified by the Competent Authority from time to time.

(43) Payment of licence fee in advance for retention of accommodation

All the allottees of accommodation shall pay the requisite licence fee in advance for retention of the accommodation allotted to them.

**PART-XIII
WATER CHARGES**

(44) Water Charges of allottee

As per meter reading, where individual meter is installed to be paid to concerned agencies. As regards recovery of water charges from the allottees of NITTTR, Kolkata accommodation where water supply is not regulated by meters, the rates at which such recoveries are to be made as decided on the basis of information/data provided by CPWD on cost of water supply in different area

**PART-XIV
DISCRETIONARY POWER OF THE COMPETENT AUTHORITY**

(45) Situations, not covered by the guidelines stated above, will be decided by the Competent Authority. Also, the Competent Authority in the interest of the Institute may use his/her discretionary power to allot any house to any of the staff member.

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**PART-XV
MISCELLANEOUS**

(46) Interpretation of rules


If any question arises as to the interpretation of these rules it shall be decided by the Competent Authority.

(47) Relaxation of rules


The Institute may for reasons to be recorded in writing, relax any or all of the provision of these rules in the case of any allottee or any accommodation or any group or class of allottees or type of accommodation or on any other matter.

Revision of existing House Allotment Rules

All the clauses and sub-clauses mentioned in these rules may be revised / altered / amended from time to time as per the directions of the Competent Authority.


(Mithu Dey)
(Member Secretary)


(Sagarika Pal)
(Member)


(Soumitra Kumar Mandal)
(Chairman)

