



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-4(208)/2023/3264

Dated: 1<sup>st</sup> September, 2023

**M E M O**

The undersigned is directed to convey that on recommendation of the Finance Committee at its 132<sup>nd</sup> meeting held on 14.08.2023, the Board of Governors at its 208<sup>th</sup> meeting held on 14.08.2023 approved the ratification of the renewal of Legal Entity Identifier (LEI) Code. Details are given in the **Annexure**.

This is for information and necessary action please.

**Encl:** As stated

  
Registrar &  
Secretary, BOG

**To**

1. Registrar
2. Deputy Registrar (Accounts)
3. Deputy Registrar (Audit)

**Copy to :**

1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board

BoG: 208-4, FC:132-3



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-4(208)/2023/3265

Dated: 1<sup>st</sup> September, 2023

**M E M O**

The undersigned is directed to convey that on recommendation of the Finance Committee at its 132<sup>nd</sup> meeting held on 14.08.2023, the Board of Governors at its 208<sup>th</sup> meeting held on 14.08.2023 approved the ratification for opening of Holding Bank accounts for Implementation of CNA/SNA in respect of Global Initiative for Academic Network (GIAN) Scheme (Code: 3356). Details are given in the **Annexure**.

This is for information and necessary action please.

**Encl:** As stated

  
Registrar &  
Secretary, BOG

**To**

1. Registrar
2. Deputy Registrar (Accounts)
3. Deputy Registrar (Audit)

**Copy to :**

1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board

BoG: 208-4, FC:132-4



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-4(208)/2023/3268

Dated: 1<sup>st</sup> September, 2023

**M E M O**

The undersigned is directed to convey that on recommendation of the Finance Committee at its 132<sup>nd</sup> meeting held on 14.08.2023, the Board of Governors at its 208<sup>th</sup> meeting held on 14.08.2023 approved the ratification for appointment of lawyers regarding establishment of IIT Malaysia, an Offshore Campus of IIT Kharagpur. The Board authorized the Registrar to take all necessary steps with the approval of the Director. Details are given in the **Annexure**.

This is for information and necessary action please.

**Encl:** As stated

Registrar &  
Secretary, BOG

**To**

1. Registrar
2. Deputy Registrar (Accounts)
3. Deputy Registrar (Audit)
4. Senior Law Officer Grade-II

**Copy to :**

1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board

BoG: 208-4, FC:132-9



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-4(208)/2023/3271

Dated: 1<sup>st</sup> September, 2023

**M E M O**

The undersigned is directed to convey that, the Board of Governors at its 208<sup>th</sup> meeting held on 14.08.2023 appreciated the efforts made by the Institute for establishment of IIT Malaysia, an Offshore Campus of IIT Kharagpur and advised to consult the Ministry of Education, Government of India. Details are given in the **Annexure**.

This is for information and necessary action please.

**Encl:** As stated

Registrar &  
Secretary, BOG

**To**

1. Director
2. Registrar

**Copy to :**

1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board

BoG: 208-7



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-4(208)/2023/3274

Dated: 1<sup>st</sup> September, 2023

**M E M O**

The undersigned is directed to convey that, the Board of Governors at its 208<sup>th</sup> meeting held on 14.08.2023 approved the signing of Memorandum of Understanding (MoU) between Indian Institute of Technology Kharagpur and Department of Higher Education, Ministry of Education, Government of India for the financial year 2023-2024. Details are given in the **Annexure**.

This is for information and necessary action please.

**Encl:** As stated

  
Registrar &  
Secretary, BOG

**To**

1. Director
2. Registrar

**Copy to :**

1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board

BoG: 208-14



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-4(208)/2023/3275

Dated: 1<sup>st</sup> September, 2023

**M E M O**

The undersigned is directed to convey that, the Board of Governors at its 208<sup>th</sup> meeting held on 14.08.2023 recommended that one-month time to be given to the faculty members of the Institute for submission of duly filled in self-appraisal form for the year 2023. It was also recommended that on completion of extended period a list of defaulters may be prepared and placed in the next meeting of the Board of Governors.

This is for information and necessary action please.

Registrar &  
Secretary, BOG

**To**

1. Director
2. All Deans
3. All Heads of the Departments/Schools/Centres
4. Registrar

**Copy to :**

1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board

BoG: 208-15



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-4(208)/2023/3276

Dated: 1<sup>st</sup> September, 2023

**M E M O**

The undersigned is directed to convey that, the Board of Governors at its 208<sup>th</sup> meeting held on 14.08.2023 approved the Revised House Allotment Rules of the Institute for implementation. Details are given in the **Annexure**.

This is for information and necessary action please.

**Encl:** As stated

  
Registrar &  
Secretary, BOG

**To**

1. Director
2. Chairman, House Allotment Committee
3. Registrar
4. Assistant Registrar, Estate

**Copy to :**

1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board

BoG: 208-19

# **HOUSE ALLOTMENT RULES**



भारतीय प्रौद्योगिकी संस्थान खड़गपुर

**INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR**

**August 2023**

## **Rules and Conditions regarding allotment of residential accommodation:**

Rules and Conditions regarding allotment of residential accommodation for the employees of IIT Kharagpur made under Statute 20 (1) of the IIT Kharagpur Act, 1961.

### **Clause 1: PURVIEW OF THE RULES**

These rules and conditions will apply in the matter of allotment of quarters of the Institute to its employees.

### **Clause 2: EXERCISE OF POWER**

The Director of the Institute shall exercise the power of allotment under these rules and conditions.

### **Clause 3: DEFINITIONS**

In these rules and conditions unless the context otherwise requires:

- (i) "Director" means Director of the Institute;
- (ii) "Pay" means pay, basic pay and/or level in the pay matrix as per 7<sup>th</sup> CPC, including pension, if any, and as defined by Government of India from time to time;
- (iii) "Employee" means an employee of the Institute carrying an Employee Code allotted by the Registrar, IIT Kharagpur;
- (iv) "Family" means a staff member's wife or husband, as the case may be, parents, legitimate children and step children wholly dependent on him/her;
- (v) "Institute" means Indian Institute of Technology Kharagpur;
- (vi) "Seniority" means the seniority of an employee, in a list of employees, for the purpose of allotment of a quarters or a group of quarters;
- (vii) "Subletting" means renting/sharing of residence with or without payment of licence fee but does not include a casual guest.
- (viii) "Priority date" of an employee in relation to a type of residence to which he/she is eligible means the earliest date from which he/she has been continuously drawing salary relevant to a particular type or higher type in respect of Type-IV(S) & above accommodation and the date from which he/she has been continuously in service in the Institute in respect of Type-I to Type-IV accommodation. The "Priority date" of an employee joining this institute in a regular position from any other similar institutes/government organizations will be determined by the Establishment Section of the institute considering his/her "priority date" in that institute/organization for the purpose of house allotment.

### **Clause 4: CLASSIFICATION OF ACCOMMODATION AND ELIGIBILITY**

- (i) The eligibility of an employee for allotment of Institute residence shall be determined as per the level in the Pay Matrix of such employee in his/her present post;

- (ii) The employees of the Institute are eligible for such types of residences as are indicated in Schedule-I.
- (iii) An employee for whom Clause 9, sub-clause (i) (b) of Clause 10 and sub-clause (i) of Clause 15, are not applicable, is eligible to apply;
- (iv) Those who have obtained House Building Advance from the Institute for constructing residences within an 8 km radius, are not eligible to apply for higher type/change of existing quarters;

(v) **CLASSIFICATION OF ACCOMMODATION:-**

The classified types of accommodation in the Institute are Type I, Type II, Type III, Type III (Special), Type IV, Type IV(Special), Type V A, Type V B, Type V B (Special), Type VI A and Type VI B and the details of which is given in Schedule-I:

Provided that type I to IV (Special) accommodation shall be classified as lower type of accommodation and from Type IV onwards shall be classified as higher type of accommodation.

(vi) **ENTITLEMENT FOR TYPES OF ACCOMMODATION:-**

Same as otherwise provided in these rules an applicant shall be eligible for allotment of residence of the type as shown in column (1) as per the level in the pay matrix specified in the corresponding column (3), in the table below:-

Type of Residences (1)	Existing Grade Pay/Basic Pay (2)	Level in the pay matrix (3)
I	Rs.1300, Rs.1400, Rs.1600, Rs.1650 and Rs.1800	1
II	Rs.1900, Rs.2000, Rs.2400 and Rs.2800	2, 3, 4, 5
III	Rs.4200, Rs.4600 and Rs.4800	6, 7, 8
III (Special)	Rs.4200, Rs.4600, Rs.4800, Rs.5400 and Rs.6600	6, 7, 8, 9, 10, 11
IV	Rs.5400, Rs.6000 and Rs.6600, Rs.7000	9, 10,10(Acad),11,11(Acad)
IV (Special)	Rs.7600 and Rs.8000	11, 11 (Acad.),12, 12(Acad)
VA [D II]	Rs.7600 and Rs.8000	12, 12(Acad)
VB [D I]	Rs.8700 and Rs.9000	13, 13 A1(Acad),
VB (Special)	Rs.8900 and Rs.9500	13A, 13A2(Acad)
VI A [C II]	Rs.10000, Rs.10500 and HAG	14, 14(Acad), 14 A(Acad), 15
VIB [C I]	Rs.10000, Rs.10500 and HAG	14, 14(Acad), 14 A(Acad), 15

If an employee is allotted higher type quarter then he/she is not entitled to apply for lower type quarters without the approval of the Competent Authority.

- (vii) **EQUIVALENCY OF LEVEL OF PAY MATRIX** - shall be decided as per MHRD letter no.F.NO.1-1/2010-TS.I dated 23.09.2010 for the purpose of determining the eligibility for allotment of Residential Accommodation of the Institute. The equivalence of Grade Pay/level in the Pay Matrix as per 6<sup>th</sup> & 7<sup>th</sup> CPC respectively is given as under:

As per 6 <sup>th</sup> CPC		As per 7 <sup>th</sup> CPC	
Academic Grade Pay	Equivalent Grade Pay	Academic Level in the Pay Matrix	Equivalent Level in the Pay Matrix
Rs.6000 & Rs.7000/-	Rs.6600/-	10 (Acad.) & 11 (Acad.)	11

Rs.8000/-	Rs.7600/-	12 (Acad.)	12
Rs.9000/-	Rs.8700/-	13 A1 (Acad.)	13
Rs.9500/-	Rs.8900/-	13 A2 (Acad.)	13A
Rs.10000 & 10500/-	Rs.10000/-	14 (Acad.), 14A (Acad.)	14

**Clause 5: OUT-OF-TURN-ALLOTMENT**

- (i) When an employee who has been allotted residence, retires from service or dies in service, employee's son, daughter, wife/husband, mother or father may not withstanding the seniority list mentioned under Clause 6 thereof, be allotted residence of the type to which he or she is eligible on out-of-turn basis provided that the said relation is an employee of the Institute eligible for the residence and has been sharing residence with the retiring or deceased employee for at least 6 months before the retirement or death.
- (ii) When an employee surrenders his/her accommodation at the Institute when proceeding away from the Institute either on EOL or deputation, lien, training, higher studies/research, leave on medical grounds etc., he /she may be provided with quarters of his/her entitlement or as available on his /her return to Institute, on out-of- turn basis.
- (iii) Out-of-turn allotment will be permitted by the Director when he /she deems it essential for the interest of the Institute. The Director may reserve or set aside a particular residence or set of residences.
- (iv) 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 type 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 subject to a maximum of Type V accommodation on payment of normal licence fee or fulfilment of the following conditions, namely:-
- (a) the spouse or ward had been residing with the deceased allottee for at least three years prior to the death of the allottee and has not drawn house rent allowance for this period and in case such spouse or ward is in the service of the Institute for less than three years, then he has not drawn house rent allowance since the date of his joining the Institute service;
- (b) The spouse or the ward joins the Institute service within a period of two years after the death of the allottee and the accommodation in occupation has not been vacated.
- (v) Allotment of alternate accommodation or regularisation of accommodation in the name of certain persons in retirement cases:-**
- (i) In the event of retirement of an allottee, the same accommodation may be regularised in the name of the spouse or ward of the retired 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 retired allottee, an alternate entitled type 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 retired allottee, an alternate one type below the entitled accommodation may be allotted to the spouse or ward subject to a maximum of Type V accommodation on payment of normal licence fee and on fulfilment of the following conditions:-
  - (a) the spouse or ward has been residing continuously for at least three years with the retiring allottee prior to his retirement and has not drawn house rent allowance for this period and in case such spouse or ward is in the service of the Institute for less than three years, then, he has not drawn house rent allowance since the date of his joining the Institute service,
  - (b) The spouse or ward joins the Institute service within the permissible period of retention and the accommodation in occupation has not been vacated.
- (iv) In case of more than one eligible ward, the retiring official will have option to exercise his choice in favour of his wards.
- (v) A No Objection Certificate shall be obtained from the spouse of the deceased allottee in death cases, and from the retired allottee in retirement cases, for regularization or allotment of alternate accommodation to the ward.
- (vi) The ward in whose name regularization of alternative accommodation is to be made shall give an undertaking to the extent that the spouse of the deceased allottee or the retired allottee, as the case may be, shall reside with such ward in the allotted accommodation after regularization or after allotment of alternate accommodation.
- (vii) All dues outstanding in respect of the accommodation occupied by the deceased or retired allottee shall be cleared before submission of the application for regularisation or alternate allotment.

**(vi) Out-of-turn allotment on Medical Grounds:-**

- (i) **Reservation** – 5% of vacancies is reserved for ad hoc allotment on medical grounds & for differently abled; and shall be considered on the basis of the recommendation of the Medical board of the Institute.
- (ii) **For heart ailments:-** Institute employees suffering from heart ailment will be considered for ad hoc allotment on medical grounds and the concession will be restricted to self-ailment only, i.e. if the Institute employees himself is suffering from Cardiac ailment.
- (iii) **For TB and Cancer :-** In case of pulmonary TB and Cancer, illness of the Institute employees and his own family, i.e. wife/husband and the children should alone be considered for the concession of ad hoc allotment.
- (iv) **For any other type of ailments:** The Director shall exercise the power of allotment on the specific recommendation of the medical board constituted by Dr. B.C. Roy Technology Hospital / Head, BCRTH.  
Change on medical grounds shall be given even if the allottee concerned has already availed of one change in the same type of accommodation admissible under these rules.

Requests for change on medical grounds may be entertained only in such cases where the allottee or a member of his/her family or dependent-in-laws living with him/her, after the allotment of the accommodation in change has developed such diseases as may be specified by the Medical board constituted for the purpose/medical certificate from Senior Medical Officer of the Institute:

Provided that a medical certificate from Senior Medical Officer of the Institute indicating the nature and extent of physical handicap or disease and recommending such a change is furnished.

Change from one floor to another in the same colony or from one colony to another colony may be allowed, if the request is supported by medical certificate.

**(vii) Non-admissibility for regularization or alternate accommodation:-**

The facility of regularization or allotment of alternate accommodation shall not be admissible in the following cases:-

(a) where the allottee or any member of his family owns a house at the place of posting where regularization is being sought:

provided that either one Type below accommodation or same accommodation may be regularized in the name of spouse or ward whose date of priority is covered on the date of retirement of the retiring allottee or on the date of death of the deceased allottee, irrespective of being a house-owner at the place of their posting subject to such conditions as applicable to house-owning allottees and as per the guidelines issued by the Institute from time to time; and

(b) Where the allottee has become ineligible for allotment of accommodation, due to any reason, on or before the date of his death or retirement.

(c) In the event of resignation from Institute service.

**Clause 6: SENIORITY**

(i) Seniority for a particular type of residence will be determined on the basis of the Priority date given at sub-clause (ii) and the eligibility will be determined as per the Level in the Pay Matrix as indicated in column (7) of Schedule-I;

(ii) **Priority date:-** The calculation of date of priority for different types of accommodations shall be as under:

(a) The date of priority shall be determined on the basis of the date from which the applicant has been continuously eligible for the type of accommodation as per the level of the applicant in the pay matrix.

(b) The inter-se seniority shall be considered on the basis of the following factors, namely:-

(i) where the priority date of two or more applicants is the same, the applicant having a higher level pay in the level shall be senior in the list;

(ii) where the date of priority and the pay in the level of two or more applicants are the same, the applicant who has joined the Institute service earlier shall be senior in the list; and

- (iii) Where the date of priority, pay in the level and the date of joining the Institute service of two or more applicants are the same, the applicant retiring earlier may be accorded priority over the applicant retiring later.
- (c) The applicants entitled for type V and above accommodation shall also be eligible to apply for accommodation below their entitlement subject to the condition that such accommodation shall not be below type IV Special accommodation:  
Provided that the applicants eligible for type VA (D II) and Type IV (S) shall also be eligible to apply for type IV accommodation.
- (d) As per Central Govt. guidelines the eligibility for Type VI-B-C-I accommodation is level 15 & above (HAG & above). However, the employee having level 14, 14(Acad.) and 14A (Acad.) will also be eligible for Type VI-B-C-I accommodation. However, the applicants of level 15 & above (HAG & above) will get the priority for allotment.
- (e) Personal pay, NPA, MSP or any other such component of pay shall not be considered for determining inter-se seniority.

**Clause 7: ALLOTMENT PROCEDURE**

- (i) Allotment of residences shall be made on the basis of a seniority-cum-choice list prepared by the Estate Office.
- (ii) Five (05) working days will be permitted, for filing observations regarding the list and intimating Estate Office about the non-acceptance of the proposed allotment, from the date of publication of the seniority-cum-choice list.
- (iii) In case any applicant chooses not to accept the residence offered, the offer will slide down to the immediate lower applicant in the seniority-cum-choice list, who will be permitted five (05) working days, from the date of intimation of the revised seniority list, to intimate their acceptance/non-acceptance of the revised allotment. The sliding will be done for maximum up to two times.
- (iv) If anybody refuses to accept the residence after issuance of the formal allotment orders he/she shall not be eligible to apply for any residence for a period of one (01) year from the date of issuance of allotment order.
- (v) The application for allotment of accommodation can be made online/manually through the head of the Department/School/Section/Unit/Centre etc.
- (vi) No application shall be entertained for accommodation prior to/within six months of the date of superannuation.
- (vii) The applicant shall furnish various particulars in form specified by the Estate Office which shall be verified by the Establishment Section of the Institute and in case of any discrepancy in the application or furnishing of incorrect information in the application, the applicant and the verifying officer shall be liable for furnishing of incorrect information and disciplinary action shall be taken against them including cancellation of allotment of accommodation if allotment was made based on incorrect information.

**(viii) Allotment of accommodation on unsafe or dangerous grounds:-**

- (i) An allottee, whose residential accommodation is unsafe or dangerous may make an application to the CCM Section to declare such accommodation as unsafe or dangerous for living and an

officer not below the rank of an Executive Engineer, or equivalent officer on satisfying himself that the accommodation concerned is unsafe or dangerous, issue a certificate of declaration to the effect, to the Estate Office in writing and enter the accommodation in the Unsafe Accommodation Register.

- (ii) Allotment of alternate accommodation to an allottee on declaration of a house as unsafe or dangerous shall be done.
- (iii) In cases where an individual house in an Institute residential colony is declared as unsafe or dangerous, an alternate allotment of same type of accommodation is to be made on priority basis.

**(ix) Allotment of No-taker accommodation: -**

If there is "No-taker" for a particular quarter(s) following two consecutive advertisements, the said quarter(s) will be downgraded to immediate lower group for subsequent advertisement(s).

**Clause 8: TERMS OF ACCEPTANCE OF ALLOTMENT**

- (i) The employee to whom a residence has been allotted shall be personally responsible for payment of licence fee thereof and for any damage beyond fair wear and tear caused thereto or to services provided therein during the period for which the residence has been and remains allotted to her/him;
- (ii) The liability for licence fee shall commence from the date of occupation of the residence or from the 15<sup>th</sup> day after the date of allotment of residence, whichever is earlier;
- (iii) An allottee shall be required to sign an inventory of the fittings and fixtures at both the times of takeover/handover of the residence.
- (iv) An allottee shall not use the same for any purpose, except for residence with his/her family, and shall maintain the premises and the compound, if attached thereto, in a clean and hygienic condition.
- (v) An allottee is not allowed to cut down or pruned trees of the premises without the consent of the professor-in-charge, Horticulture.
- (vi) No plantation shall be carried out in the vicinity of the residential accommodation so that the structure of the building shall be affected.
- (vii) The allottee shall regularly pay all licence fees and other charges as may be levied from time to time, within the period mentioned on the licence fee roll, on receipt of the licence fee roll, unless the same are recovered through the allottee's salary bills.
- (viii) The allottee shall not make any additions or alternations to the buildings or tamper with fittings or electrical installations or make any unauthorized constructions and/or extension to the electric and/or water supply lines without specific permission of the competent authority.
- (ix) Any incidence of infectious disease in the residence must immediately be reported to the Medical Officer of the Institute, and all precautions should be taken to prevent the spread of the infection.
- (x) The allottee is requested not to rear cows, goats, buffalos, pigs, hens etc. as per Office order no. MS/B-11(101)/580/88 dated 31.08.1988.
- (xi) The allottee shall be *deemed* to be a licensee not a tenant.

- (xii) An offer of allotment of an accommodation shall be accepted by the allottee within eight days from the date of allotment of the accommodation.
- (xiii) The allottee may accept the allotment of the accommodation by himself or through an authorized representative.

**Clause 9: NON-ACCEPTANCE OF RESIDENCE ALLOTTED**

- (i) If an allottee fails to accept the allotted residence within 08 days of the date of allotment or fails to move into that residence within 15 days of the date of allotment or handing over of residence key, following completion of the regular maintenance work, whichever is later, or fails to accept the alternative accommodation offered in consequence of any decision of the Director, the allottee if he/she is occupying any Institute residence shall be debarred for another allotment for a period of 12 months from the date of allotment letter.
- (ii) If an allottee occupying a lower type of accommodation refuses to accept the offer of an accommodation of the type for which he/she is eligible, 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 one year from the date of non-acceptance of such allotment.

**Clause 10: BREACH OF CONDITIONS OF ALLOTMENT**

- (i) If an employee to whom a residence has been allotted commits any breach of these conditions or of the terms and conditions of the allotment or uses the residence or permits the residence or premises to be used, for any purpose which the Director considers to be improper, or conducts himself in a manner which in the opinion of the Director is prejudicial to the maintenance of the harmonious relation with his/her neighbours, or of maintenance of peace or sanitation in the campus, or if it is found that the employee has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the Director, may without prejudice to any other disciplinary action that may be taken against him/her:
  - (a) Cancel the allotment of that residence to him/her and
  - (b) declare him/her as ineligible for Institute residence for a specific period provided that where the allotment of a residence is cancelled for conduct prejudicial to the maintenance of harmonious relations with the neighbours, an employee may be allotted another residence of the same type at any other place.
- (ii) For the purpose of this clause "Improper use" shall include;
  - (a) creating unauthorized structures in any part of the residence;
  - (b) using the residence or a portion thereof for purposes other than those for which they are meant; and
  - (c) Unauthorized extension from electricity and water connections or tampering therewith.

#### **Clause 11: LICENCE FEE ON CANCELLATION OF ALLOTMENT**

- (i) Where, after the cancellation of an allotment or allotment is deemed to have been cancelled under clauses 10 (i), 16 (ii), (iii) and 17, the residence remains or has remained in occupation of an employee to whom it was allotted or of anyone claiming through him/her, then without prejudice to any other action that may be taken against him/her, damages as per rules as given in Clause 13(5) shall be charged for the period of such occupation.
- (ii) Provided that an employee or his/her family only, may be allowed in special cases to retain a residence on payment of damages as indicated under Clause 13 (5) beyond the period permitted.
- (iii) **Fixation or revision of licence fee for accommodation:-**
  - (a) 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 of the Institute.
  - (b) The revised rate shall take effect from the 1<sup>st</sup> July of the year next following, or from such other date as the Central Government may direct.

#### **Clause 12: 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 Institute service or in force until:-

- (a) the expiry of the concessional period permissible under these rule after the allottee ceases to be on duty in an eligible office;
- (b) it is cancelled by the Institute or is deemed to have been cancelled under any provisions in these rules;
- (c) it is surrendered by the allottee;
- (d) The allottee ceases to occupy the accommodation.

#### **Clause 13: EVENTS & PERIODS FOR RETENTION OF RESIDENCE**

An employee or his/her family may retain the residence on the occurrence of any of the events specified below for the period specified thereof, provided that he or his/her family resides therein. The allotment of the residence shall be DEEMED TO BE CANCELLED after the period stated below:

##### **(1) Concessional period of retention:-**

The allottee may, subject to the conditions laid down in these rules, be permitted to retain the accommodation on the happening of any of the events specified in column (2) of the table below, for the period specified in the corresponding entry in Column (3) thereof, provided that the accommodation is required for the bonafide use of the allottee or members of his family. The period of retention of quarter may be changed from time to time as per the government norms. However the Director at its discretion may allow for retention of residential accommodation beyond the permitted period on payment of normal licence fee in exceptional cases:-

Sl no.	Events	Permissible period for retention of accommodation
(1)	(2)	(3)
(i)	Resignation, dismissal or removal from Service, termination of service or unauthorized absence without permission, compulsory retirement [under CCS (CCA) Rules, 1965] and for non-regular Government servants.	One month on normal licence fee
(ii)	Retirement, voluntary retirement, retirement on medical grounds, terminal leave or compulsory retirement [under FR 56 (j)], retirement on deputation from ineligible organizations during the initial constitution of such organization, technical resignation, death of allottee on re-employment (irrespective of retention availed on retirement) and death of an allottee who is not a regular Institute employee or deputation outside India	Six months on payment of licence fee as under: for first 02 months - normal licence fee next 02 months- 05 times of normal licence & next 02 months - 10 times of normal licence fee.
(iii)	Transfer to Kolkata, Bhubaneswar or any other extension centre 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 license fee.
(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 for a further period of twelve months on normal licence fee provided the deceased or missing allottee or any member of the family does not own a house at the place of occupation of accommodation.
(v)	Study Leave / Sabbatical 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, and on transfer to a non-family station abroad declared by the Institute (provided the allottee or members of family does not own a house at the last place of posting)	For the full period of leave/posting on normal licence fee.
(vii)	On transfer or deputation to Central Govt., Public Sector Undertaking, Statutory and Autonomous bodies on their initial constitution.	Sixty months on normal license fee plus House Rent Allowance drawn by the allottee from the organization.
(viii)	Leave preparatory to retirement or refused leave granted under FR 86 or earned leave granted to Institute Employees who retired under FR 56 (i).	For the full period of leave on full average pay subject to a maximum period of one hundred and eight days in the case of leave preparatory to retirement and four months in other cases, inclusive of the period permissible in the case of retirement on normal licence fee
(ix)	On mandatory posting to Central Govt., Public Sector Undertakings, Statutory and Autonomous Bodies	Full period of posting on normal license fee plus House Rent Allowance drawn by the allottee from the organization.

(x)	Retention in case of re-employment. – Employees re-employed or allowed to continue in the same post after superannuation for an extended period.	<ul style="list-style-type: none"> <li>(i) are eligible to retain the quarter till the end of the fixed / extended period of tenure.</li> <li>(ii) are eligible for concessional period of retention of residential accommodation on the termination of their re-employment.</li> <li>(iii) No retention is allowed if the retired employee had availed the retention, even for a period less than the permissible period, after retirement prior to re-employment.</li> <li>(iv) The allottees re-employed / appointed in an office eligible for residential accommodation and provided with rent-free accommodation will be allowed only one month of retention on demitting office.</li> </ul>
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(2) The license fee-free allottees shall be allowed to retain the accommodation for a period of one month on retirement.

Provided that on expiry of one month period, the allottee shall pay license fee for retention of accommodation as prescribed in these rule.

(3) All allottees to the Institute Accommodation shall furnish a self-certificate to the Estate office in case they are on leave for more than six months and retention of accommodation is required for family.

(4) In case license fee has not been received continuously for a period of four months from an allottee or the Drawing and Disbursing Officer of office of the allottee the allotment of accommodation of the concerned allottee shall be cancelled.

**(5) Damages for Unauthorized Occupation:**

(i) Charging of damages from unauthorized occupants of Residential Accommodation will be done as per the following:

<b>Type of Accommodation and Rates of Damages to be charged for the first month</b>			
<b>Type I to IV</b>	<b>Type V and above</b>	<b>Servant Quarters</b>	<b>Garages</b>
40 times of normal licence fee	50 times of normal licence fee	50 times of normal licence fee	50 times of normal licence fee

(ii) Damages for unauthorized Occupation: The damages will be charged from the date of cancellation of allotment to the date the Residential Accommodation is vacated by the unauthorized allottee and the rate of damages for unauthorized occupation for each type of Residential Accommodation shall increase in telescopic method from second month onwards i.e. for second month – damages+10% of rate of damages; for third month - damages + 20% of rate of damages; for fourth month - damages + 40% of rate of damages; and so on, limiting to the maximum 5 times of rates of damages charged during the first month of unauthorized occupation.

(iii) Damages for subletting: Telescopic method will be made applicable for unauthorized occupation in proved subletting cases with effect from 1-7-2016 on all unauthorized occupants as on 1-7-2016 and who will be declared unauthorized henceforth. The rates of damages will be calculated as two times of damages for first month; two times of damages + 10% two times of

damages for second month: two times of damages + 20% two times of damages for third month; two time of damages + 40% two times of damages for fourth month and so on, limiting to the maximum 5 times of damages charged in such proved subletting cases during the first month.

(iv) Water charges, Furniture charges, etc., if applicable, will be charged apart from the above-mentioned damages at the normal rates only.

**(6) 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 unauthorised occupants under the Public Premises (Eviction of Unauthorised Occupants) Act, 1971(40 of 1971).

**Clause' 14: CHANGE OF RESIDENCE**

(i) Any employee to whom a residence has been allotted may apply for a change of allotment of the same type after a period for 12 months from the date of occupation of residence.

(ii) Change of residence under sub-clause (i) of this clause is not allowed more than once for a particular type of residence.

(iii) When an officer, who is in occupation of a residence, is allotted another residence from the date of occupation of new residence, the allotment of old residence will be deemed to be cancelled. He can also retain the old residence, on payment of normal license fee for 15 days for shifting. If he fails to vacate the old residence within 15 days, he will be liable to pay damages as indicated in Clause 13 (5).

(iv) The Institute may, in emergent circumstances where the accommodation in occupation of the allotted 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.

(v) No change of accommodation shall be allowed to an allottee under this rule if an enquiry is under progress against the allottee on the charge of subletting.

**(vi) Shifting of allottees in case of quarrel between neighbours:-**

(i) Any complaint relating to the quarrels between neighbours in the Institute colonies shall be examined in detail by House Allotment Committee, who shall make his recommendations to the Competent Authority.

The allottee found guilty under this rule shall be shifted to another accommodation in the same locality but at a distance from the accommodation of the allottee with whom he had picked up quarrel, or to another nearby locality depending upon the nature of the offence or situation.

(ii) If the allottee so shifted to another place again picks up quarrel with his neighbours, his allotment shall be cancelled and he shall be debarred from allotment of accommodation for a period varying from one year to two years depending upon the nature of the offence:

Provided that if the allottee who is debarred under this sub-rule, on subsequent allotment again picks up a quarrel with his neighbour and is found guilty, he shall be declared ineligible for further allotment of accommodation permanently and such declaration shall be made with the approval of the Competent Authority.

#### **Clause 15: SURRENDER OF RESIDENCE**

An employee may with prior permission of the Director surrender the residence made to him/her under these conditions and if he does so:

- (i) He/ she will not be eligible to apply for allotment of another Institute quarters during the period of 12 months from the date of actual surrendering the residence. Any application made after this period will be considered only after the expiry of 12 months from the date of receipt of his / her application, in the Estate Office.
- (ii) An employee to whom a residence has been allotted shall, before vacating the residence, give not less than 10 days notice in writing to the Estate Office.
- (iii) While vacating a residence, it should be handed over to the Estate Office in a habitable state of cleanliness or the residence shall be cleaned by the maintenance section and the expenses/charges to clean the residence shall be recovered from the concerned allottee.

#### **Clause 16: MARRIED EMPLOYEES**

- (i) An employee shall not be allotted any residence, if the employee's wife/husband, as the case may be, has already been allotted a residence.
- (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 residences occupied by husband or wife is not surrendered as provided in sub-clause (ii) above, the allotment of the junior employee, unless he/she is occupying higher type of residence, shall be deemed to have been cancelled on expiry of the aforesaid period of one month.
- (iv) Where both the residences are of the same type the allotment of such one of them as the Director may specify shall be deemed to have been so cancelled, unless surrendered as per sub-clause (i) above.

#### **Clause 17: SUBLETTING AND SHARING OF RESIDENCE**

- (i) An allottee shall not sublet the allotted residence including garage or any portion thereof. On violation of this, the allotment shall deemed to be cancelled.
- (ii) If an allottee sublets a residence allotted to him/her or any portion thereof or any of the out-house or garages in contravention of these rules, he/she may without prejudice to any other action that may be taken against him/her, be charged such damages as given in Clause 13 (5) for the entire period of subletting prior to cancellation of the allotment or as may be determined by the Institute from time to time in this respect.
- (iii) In exceptional cases permission may be given by the Director to an employee to share the

quarters with another employee for a specific period and on such conditions as may be laid down in this connection.

- (iv) Also the allottee may be declared ineligible for allotment of residential accommodation for the remaining period of his service and disciplinary proceedings for major penalty under the rules will be initiated.

**Clause 18: UNAUTHORISED CONSTRUCTIONS IN INSTITUTE COLONIES: -**

- (1) No unauthorised construction shall be allowed in the Institute residential colonies and the unauthorised constructions, if any shall be removed or demolished by the concerned allottee at their own cost or shall be demolished by the maintenance section or the Estate Officer notified under the Public Premises (Eviction of unauthorised occupants) Act, 1971 (40 of 1971), as the case may be in accordance with the provisions of that Act and the expenses/charges for demolition of unauthorised construction shall be recovered from the concerned allottee.
- (2) In case any further unauthorised construction is found in the accommodation of the same allottee, the accommodation provided to such allottee shall be cancelled from the date of inspection of the accommodation and he/she shall be debarred for allotment of accommodation for remaining period of service in future.

**Clause 19: TEMPORARY ACCOMMODATION FOR CEREMONIAL FUNCTION**

- (1) Temporary allotment of quarter(s) for ceremonial purpose will be made as per the availability of vacant quarter(s) on payment of special licence fee which may be revised from time to time.
- (2) An application from an employee for use of vacant residence for a period not exceeding seven days for ceremonial or religious purposes may be granted by the Estate Office on the applicant's paying in advance the standard licence fee as indicated under Clause 19 (3) for such residence for the period of occupation and other service charges as may be decided by the Institute from time to time.

A pensioners may also be allowed for temporary accommodation for ceremonial function only for his/her direct dependent subject to advance payment of applicable licence fee & other charges and non-interest bearing refundable security deposit of Rs. 5,000/- for Type I to IV and Rs.10,000/- for Type IV (Spl) & above residential accommodation respectively.

- (i) Temporary allotments can be made to the employees of the Institute as per availability of quarter.
- (ii) The allottee shall handover the quarter in the same condition as it was handed over to him/her. Damages, if any, caused to the accommodation by the allottee will be charged from the allottee upon getting the report from the Institute maintenance section in this behalf.
- (iii) Damages will be charged from the allottee for excess occupation of allotted accommodation, if any, beyond the allotted days.
- (iv) All kinds of charge / licence fee will be payable immediately before receipt of allotment order by the allottees.

- (v) The allottees shall not use high decibel audio system for the function. Use of audio system after 9:00 PM is not allowed.
- (vi) Usage of alcoholic beverages is strictly prohibited.
- (vii) The allottee shall not cause any kind of inconvenience to neighbours in the course of organizing the function.
- (viii) The allotment would be cancelled without notice if the Institute receives a genuine complaint from neighbours regarding nuisance or other reasons.
- (ix) Electricity, water charges etc. may be decided by the Institute from time to time.

**(3) Licence fee for Temporary Accommodation:-**

Special Licence fees as per Schedule II shall be charged from the allottee for different types of accommodation which can be modified by the Central Government / Institute from time to time:

## **Clause 20: ALLOTMENT OF GARAGE**

- (1) The employees of the Institute are eligible to apply for allotment of vacant Car Garages provided either of the spouses is in possession of a car in his/her name as on date for personal use. The allotment will be made as per the seniority as follows:
  - (i) Car garages in any multi-storied apartment/flats will be allotted only to the occupants of the Apartment/flats in the respective block provided that either of the spouses is in possession of a car in his/her name as on date for personal use, and provided that a car garage in the respective block of flats is available for allotment. The seniority for allotment of car garage in the multi-storied flats shall be counted from the date of occupation of the flat of that particular block.
  - (ii) Car garages under central pool (which is not a part of any residential accommodation) shall be allotted to the employees through open circular provided either of the spouses is in possession of a car for personal use. The seniority for such allotment shall be counted from the date of registration or availability of the car in the Campus whichever is later.

### **(2) Action for misuse of garage**

- (i) The garage shall be used for parking of vehicle only by the allottee and action shall be taken against the allottee for unauthorised use of the allotted garage as per these rules and instructions in this regard from time to time.
- (ii) The garage for parking cars or scooters or cycles shall not be used or allowed to be used for residential purposes and damages shall be charged as per the rates indicated in Clause 13 (5) from the allottee for any misuse of the garage from the date of inspection till the receipt of certificate from the Security Officer of the Institute that the misuse has ceased.
- (iii) In case of misuse of garage, the Estate Office shall issue show cause notice to the allottee concerned to stop the misuse within a period of fifteen days, failing which the allotment shall be cancelled.
- (iv) Action against subletting of Garage and misuse of Garage - When an allottee sublets a garage allotted to him or any portion thereof, damages as per Clause 13 (5) will be charged from the concerned allottee.

## **Clause 21: INSTITUTE MAINTENANCE FACILITIES**

The allottee shall allow the maintenance staff of the Institute or the workers of authorized contractors to have access to the residences at all reasonable hours to inspect the building, the water supply, sanitary or electrical installations, fixtures and furniture and to carry out such normal repairs thereto as the Chief/Superintending/ Sr. Executive Engineer/ Executive Engineer may consider necessary for the proper maintenance of residences. In all such cases the Chief/Superintending/ Sr. Executive Engineer/Executive Engineer, as far as possible may arrange to send prior intimation to the allottee.

## **Clause 22: ALLOTMENT MADE PRIOR TO THE ACCEPTANCE OF THESE RULE**

All allotments of residences made before the commencement of these conditions shall be deemed to be allotments duly made under these conditions, notwithstanding that the employee to whom it has been allotted is not entitled to a residence of that type under the new rules. All preceding

provisions of these conditions shall apply in relation to that allotment and that employee, accordingly.

**Clause 23: HOUSE ALLOTMENT COMMITTEE**

- (1) The Director may constitute an Allotment Committee with following members:
  - (i) The Chairman : to be appointed by the Director
  - (ii) One member : to be nominated by the Director
  - (iii) One member : Chief Engineer, Civil Construction and Maintenance Section/ nominee
  - (iv) One member : representing the IIT Teachers Association (IITTA)
  - (v) One member : representing the Officer's Association (OAIT)
  - (vi) One member : representing the IIT Employees' Union, (IITEU)
  - (vii) Member Secretary: any Officer of the Institute to be appointed by the Director;
- (2) The committee shall consider representations, if any, from Institute employees regarding allotment of residences and related matters and to suggest remedial measures, as deemed suitable.
- (3) Day-to-day functions of the Estate Office shall carry out the requisite activities under the supervision/direction of the Chairperson, House Allotment Committee, and the Estate Officer, as the case may be.

**Clause 24: AUTHORITY**

- (i) If the Director is satisfied that the operation of any of these conditions may cause undue hardship in a particular case, he/she may, by order, dispense with or relax that condition to such extent and under such conditions as he/she may consider necessary.
- (ii) The Estate Office will allot residences to non-regular employees /students /research scholars or other categories of people, as decided by the Director.
- (iii) On any question of interpretation of these rules and conditions, Director's decision shall be final.

The House Allotment Rules as prepared by the committee constituted by the Competent Authority vide approval dated 05 Jan, 2023.

## Schedule -I

### Proposal for clubbing of Quarters

Government Nomenclature	Comparable IIT Kharagpur Nomenclature	Total Quarters	Living Area (m <sup>2</sup> )	Eligibility as per 6 <sup>th</sup> CPC (Grade Pay) (Rs)	Eligibility as per 7 <sup>th</sup> CPC (Level in the pay matrix) (Rs)
1	2	3	4	5	6
VI-B - C-1 Beyond 159.5 m <sup>2</sup>	A: 01 to 31, 33 to 38	37	174.12	10000, 10500, HAG	14,14 (Acad), 14A (Acad), 15
VI-A - C-II Upto 159.5 m <sup>2</sup>	A-41, 43 to 51	10	140.44	10000,10500, HAG	14,14 (Acad), 14A (Acad), 15
	A-52 to 78	27	156.54		
	A-79 to 141	63	148.57		
	A-142 to A-197 (G+7)	56	142.14		
	New A Type Total 101 Qtrs (under construction)	101 (under construction)	142.64		
	Total	257			
V-B - Spl. Beyond 125 m <sup>2</sup>	Executive Bungalow	1	137	8900, 9500	13A, 13A2 (Acad)
	B/A: 39, 40	2	134.63		
	B - 41 to 56	16	135.17		
	B - 57 to 126	70	127.26		
	Total	89			
V-B - D-I Beyond 106 m <sup>2</sup>	B/A: 42	1	121.97	8700, 9000	13, 13A1 (Acad)
	B - 127 to 207	81	124.25		
	B - 208, 210 to 219	11	108.3		
	B - 221 to 229	9	108.3		
	Total	102			
V-A - D-II Upto 106 m <sup>2</sup> Beyond 91.5 m <sup>2</sup>	B: 230 - 238	9	96.22	7600, 8000	12, 12 (Acad)
	B: 239 - 319	81			
	C1 - 43, 48, 75, 76, 79-80, 85 to 156	78	105.04		
	C1 - 157 to 164	8	96.69		
	Total	176			
IV (Special) 59 to 91.5 m <sup>2</sup>	NFA - 40 to 105	66	89.92	6600, 7000, 7600, 8000	11, 11 (Acad), 12, 12 (Acad),
	(few under construction)	(few under construction)			
	Total	66			

IV 59 to 91.5 m <sup>2</sup>	2BR- 49 to 112	64	77.4	5400, 6000, 6600, 7000	9, 10, 10 (Acad.), 11, 11 (Acad)
	NFA - 14 to 39	26	76.86		
	Total	90			
III (Special) 65 - 76.5 m <sup>2</sup>	J.B.M.F.C - 01 TO 02	2	76.08	4200, 4600, 4800, 5400-6600	6, 7, 8, 9, 10, 11
	C - 66-85, 87-88, 96 TO 107, 110-123, 128	49	75.86		
	2BR - 01 to 48	48	71.08 to 74.59		
	New C Type flat ( 138- 164)	30	70		
	Total	129			
III 44 to 65 m <sup>2</sup>	C1- 165 to 194	30	63.4	4200, 4600, 4800	6, 7, 8
	New D Type flat (1-30)	30	58		
	Total	60			
II 26.5 to 50 m <sup>2</sup>	H-98 to 138	41	49.75	1900-2000-2400- 2800	2, 3, 4, 5
	H <sub>1</sub> - 13 to 176	164	40.14		
	H <sub>1</sub> /EM-H1-1 to 16	16	37.07		
	1BR - 01 to - 160	160	46.04 to 47.62		
	Total	381			
I Upto 30 m <sup>2</sup>	G/55-G/EM/G	300	21.66 to 27.50	1300-1400-1600- 1650-1800	1

**Example of Choice-based seniority allotment****1. List of applicants, as per seniority (Total 14 applicants)**

A B C D E F G H I J K L M N

**2. Quarters advertised (Total 6 Qtrs.)**

Q1 Q2 Q3 Q4 Q5 Q6

**3. Choice list (after prior inspection of advertised quarters by applicants)**

Applicant	Choice					
A	Q4	Q6	-	-	-	-
B	Q6	Q2	Q3	-	-	-
C	Q6	Q2	Q3	-	-	-
D	Q6	Q2	-	-	-	-
E	Q3	Q2	Q6	-	-	-
F	Q6	Q2	Q3	-	-	-
G	Q6	Q3	Q4	Q5	Q2	-
H	Q4	Q5	-	-	-	-
I	Q6	Q3	Q4	Q5	-	-
J	Q4	Q2	Q6	Q3	Q5	-
K	Q2	-	-	-	-	-
L	Q5	Q4	-	-	-	-
M	Q6	Q3	Q5	Q4	Q2	-
N	Q1	Q2	Q3	Q4	Q5	Q6

**4. Seniority-cum-choice list**

A	Q4
B	Q6
C	Q2
D	-
E	Q3
F	-
G	Q5
H	-
I	-
J	-
K	-
L	-
M	-
N	Q1

- 5. Sliding on Refusal to accept allotment:** If the applicant 'C' refuses to accept 'Q2', then allotment of 'Q2' will slide down to applicant 'D' and If 'D' also refuses to accept 'Q2', then allotment of 'Q2' will further slide down to applicant 'F' and the rest other allotment will remain unchanged. Sliding will be done for maximum up to two times.

Schedule II

Licence Fee for Temporary Allotment of Accommodation

Level in the Pay Matrix	Entitled Type	Living Area (in sq.mt.)	Licence Fee (in Rs)	Special Licence Fee (including Garden Charges wherever applicable)		Type of Quarters	Special L.F. (Per day)
				In multiples of Flat rate of L.F (per month)	Total Licence Fee (in Rs.)		
I	I	Up to 30	115	9	1035	G - 1 to 357	104
						55G - 1 to 55	
						EM-G - 1 to 20	
						SB/A - 1 to 10	
						SB/B - 1 to 10	
						SB/C - 1 to 10	
						SB/D - 1 to 10	
						GPQ - 1/1 to 2/4 Anicut G - 1 to 5	
2,3,4,5	II	26.5 to 40	245	9	2205	H <sub>1</sub> - 13 to 176	221
		41 to 50				H <sub>1</sub> /EM-H <sub>1</sub> -1 to 16	
						1BR - 01 to 160	
6,7,8	III	34.5 to 55	370	9	3330	EFR/E-19 & W-19	333
		56 to 65				EFR/E-20 & W-20	
						H - 01 to 28, 59 to 138	
						D Type flat Total 30 Qtrs (under construction)	
6,7,8,9,10,11	III Spl	70	500	12	6,000	C Type flat Total 30 Qtrs (under construction)	600
9, 10, 10 (Acad.), 11, 11 (Acad)	IV	59 to 75	500	12	6000	C <sub>1</sub> - 165 to 194	600
		76 to 91.5				Bomb House	
						C - 03 to 14, 17 to 44, 53 to 89, 96 to 123, 126, 127, 130 to 137	
						2BR - 01 to 48	
						2BR- 49 to 112	
						J.B.M.F.C- 01 to 02	
						EFR - 21 to 22	
12, 12 (Acad)	IV Spl - D	59 to 75	625	12	7,500	NFA - 14 to 39	1250
		76 to 91.5				NFA - 40 to 105 Total 66 Qtrs (under construction)	

Level in the Pay Matrix	Entitled Type	Living Area (in sq.mt.)	Licence Fee (in Rs)	Special Licence Fee (including Garden Charges wherever applicable)		Type of Quarters	Special L.F. (Per day)
				In multiples of Flat rate of L.F (per month)	Total Licence Fee (in Rs.)		
12, 12 (Acad.)	V-A-D-II	Up to 106	875	12	10500	B: 230 – 238	1750
						B: 239 – 319	
						C <sub>1</sub> -43, 48, 75, 76, 79-80, 85 to 156	
						C <sub>1</sub> – 157 to 164	
13, 13 A1 (Acad.)	V-B-D-I	Beyond 106	1065	12	12780	B/A: 42	2130
						B – 127 to 207	
						B – 208, 210 to 219, 221 to 229	
13A, 13 A2 (Acad.)	V Spl	Beyond 125	1065	12	12780	Executive Bungalow	2130
						B/A: 39, 40	
						B – 41 to 56	
						B – 57 to 126	
14, 14 (Acad.), 14A (Acad.), 15	VI-A -C-II	Up to 159.5	1305	20	26100	A-41, 43 to 51	4350
						A-52 to 78	
						A-79 to 141	
						A-142 to A-197 (G+7)	
						A Type Flat Total 101 Qtrs (under construction)	
14, 14 (Acad.),	VI-B	Beyond 159.5	1565	20	31,300	A: 01 to 31, 33 to 38	5217
14A (Acad.), 15	C-I						
		For Servant quarters	60	12	720		120
		For Garages	35	12	420		42



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-4(208)/2023/3277

Dated: 1<sup>st</sup> September, 2023

**M E M O**

The undersigned is directed to convey that, the Board of Governors at its 208<sup>th</sup> meeting held on 14.08.2023 approved the final results of various courses for the session 2022-2023 for award of the degrees at the forthcoming 69<sup>th</sup> Convocation of the Institute. Details are given in the **Annexure.**

This is for information and necessary action please.

**Encl:** As stated

  
Registrar &  
Secretary, BOG

**To**

1. All Deans
2. All Heads of the Departments/Centres/Schools
3. Joint Registrar (Academic)
4. Deputy Registrar (Academic)

**Copy to :**

1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board

BoG: 208-20



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-4(208)/2023/3278

Dated: 1<sup>st</sup> September, 2023

**M E M O**

The undersigned is directed to convey that, the Board of Governors at its 208<sup>th</sup> meeting held on 14.08.2023 approved the proposal regarding change of Centre name from "Centre for Teaching Learning and Educational Technology (CTLET)" to "Centre for Teaching Learning and Virtual Skilling (CTLVS)". Details are given in the **Annexure**.

This is for information and necessary action please.

**Encl:** As stated

  
Registrar &  
Secretary, BOG

**To**

1. All Deans
2. All Heads of the Departments/Centres/Schools
3. Joint Registrar (Academic)
4. Deputy Registrar (Academic)
5. Deputy Registrar (Accounts)
6. Deputy Registrar (Audit)

**Copy to :**

1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board

BoG: 208-21