

**The LNM Institute of Information Technology, Jaipur**  
(Deemed-to-be-University)

F. No.LNMIIT/Reg./Policy-Matters/61/2017-18

Date: September 21, 2017

**Guidelines for the Allotment of Hired Residential Accommodation in the Vicinity of LNMIIT Campus**

**1. OBJECTIVE:**

The LNM IIT Jaipur is a nonprofit public private venture by LUM foundation and Government of Rajasthan. This institute with a large campus, infrastructure and is aimed to be world-class institute of excellence. Being a residential campus, institute provides accommodation to its employees. For the purpose institute has built several apartment under different categories within the campus. However considering the additional demand institute has hired additional accommodation in the vicinity of the campus.

**2. CATEGORY OF HOUSES**

Type of Quarter	No. Unit	Eligibility (Min. GP)	Remarks	License Fee
D Category	19 (2 BHK House)	8000, 7000, 6000, 5400	5 for 8000 GP 12 in Balji Vihar, Rupa ki Nangal 7 Saraswati Apartment, Jamdoli	Rs. 2500 in the campus and 2000 for outside

**3. ELIGIBILITY:**

- iv. The allotment of residential accommodation would be granted to the Regular employees in the respective category based on their eligibility and seniority.
- v. An accommodation of the lower category may be allotted to the regular employees on their request, if available in special case.
- vi. The contractual employees on direct recruitment on LNMIIT rolls may be considered for allotment of accommodation in the respective category based on their eligibility and seniority on temporary basis for one year in case regular employees are not willing to opt for that category and accommodation is lying vacant.

**4. CRITERIA FOR ALLOTMENT**

1. A formal announcement of vacant residence will be made as and when any accommodation is available for the employees in a particular category.
2. The employees interested in allotment of the available accommodation meeting the criteria for allotment would be allowed to make online/offline application up to the notified last date.
3. Seniority list for each category will be prepared based on Grade Pay as given in the table. The seniority in a given slab of grade pay will be decided based on the actual date of joining of the grade pay. If the date of joining of two employees is same then seniority will be

calculated based on the basic pay. The employee getting higher basic pay will be considered the senior.

4. The Director may relax any of the provision of guidelines in allotment of a house on recommendation of Deans' Committee in very special cases on justified grounds.

#### **5. SPECIAL CASES**

Director would allot preferential accommodation to the staff members posted in Essential Services comprising of following as a special case:

- a. Medical
- b. Library
- c. Maintenance

Special category Employee approved by the Director either on medical grounds recommended by a Medical Officer or on some other specific grounds recommended by other controlling officer.

#### **6. LICENSE FEE AND OTHER CHARGES**

An allottee shall be liable to pay License fee, electricity charges ( as per the individual meter reading), maintenance charges and water charges regularly, at the rates fixed by the Institute from time to time which shall be deducted by the Account Section of the Institute from the salary of the allottee. The details of deduction made on account of electricity consumption per unit will be informed to the allottee along with the salary slips

#### **7. POOL ACCOMMODATION**

As a temporary measure in order to meet the shortage in residential accommodation, an employee may be allotted a house jointly with one or more other employees meeting the eligibility criterion in the given category or an employee may if he/she so chooses to share the house allotted to him/her with one or more other employees of his/her own choice in which case such employees shall be deemed to be joint allottee and the License fee will be charged by equal sharing. Such joint allottees shall not be entitled to any House Rent Allowance.

#### **8. ALLOTMENT ON TEMPORARY BASIS**

An employee may be permitted temporary allotment of any vacant house for a period not exceeding ten days for ceremonial or religious purposes on payment of one month of License fee of that house. The electricity charges will be paid based on actual usage as per the meter.

#### **9. CODE OF CONDUCT FOR ALLOTTEES OF INSTITUTE RESIDENCES.**

- o) The 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.
- p) 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.

- q) Sharing of the residence will not be allowed with anyone else, other than those permitted by institute.
- r) Mutual exchange of residence by allottees without permission from the Institute is strictly prohibited.
- s) The allottees will pay regularly license fee, maintenance charges, electricity (as per the individual meter reading) and fixed water charges for the residence as prescribed by the Institute from time to time.
- t) Any alteration or addition in the residence will not be permitted by the residents.
- u) The allottees will not tamper with the electricity installation, water supply and sanitary fittings or other fixtures in the residence provided by the Institute.
- v) 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.
- w) The allottee will immediately report to the concerned authority about any defects in installations leading to wastage of water or leakage of electricity, etc.
- x) The allottees are expected to conduct themselves in a courteous and polite manner with the neighbors. If any complaints are received about any resident being quarrel some or indulging in objectionable activities like entertaining undesirable characters, disorderly behavior, getting intoxicated outside the house, etc., appropriate disciplinary action including cancellation of allotment of such residence shall be taken by the Institute authorities.
- y) If the Allottee wishes to surrender the allotted house, the application for surrender must be submitted to Registrar and proper handing and taking over will be executed for grant of No Ducs.
- z) On occupation/ vacation of a house, the occupant shall be required to sign an Inventory of the Fittings and Fixtures in the house.

#### **10. NOTICE FOR VACATING THE HOUSE**

- c. An allottee shall give notice of vacating the house in writing to the Registrar Office of the Institute at least 30 days in advance.
- d. In case 30 days' notice is not served allottee will be liable to pay License fee of the running month for issuing No Dues.

The above guidelines are being issued after due approval of Director LNMIIT and will be effective from the date of its notification for future allotment.



**(Dr. Renu Bapna)**  
**Registrar**

**Copy to: PS to Director**  
**Faculty and Staff (through e-mail)**