

## QUARTER GUIDELINES

### ELIGIBILITY

- (i) The eligibility of an employee for Institute residence shall be determined as per Grade pay of such employee in his / her present post:
- (ii) The employees of the Institute are eligible for such types of residence as are indicated in schedule 1;
- (iii) An employee for whom clause 9, sub-clause 10 and sub - clause (i) of clause 15, are not applicable, is eligible to apply;
- (iv) If there are vacancies in any type of quarters because of insufficient demand (no-taker following two consecutive advertisements) from the eligible employees, then the employee in the immediate lower Grade Pay may also be eligible to apply for the quarters;
- (v) Those who have obtained House Building Advance from the Institute for constructing residence within an 8 km radius, are not eligible to apply for higher type / change of existing quarters;

### SENIORITY

- (i) Seniority for a particular type of residence will be determined on the basis of the date on which an employee starts drawing the eligible grade pay.
- (ii) The grade pay of the employee in the present post shall normally determined seniority:
  - (a) In respect of unreserved accommodation Types -I to Type-III, the basis of determining seniority is the date on which the employee starts drawing the relevant Grade-Pay in the Institute.
  - (b) for the Type-IV and above, the date on which the employee starts drawing the relevant Grade pay in the Institute.

Inter-se seniority, among the same grade will be determined as per the present practice i.e, the basic pay. If the basic pay is the same, the date of joining in the service shall be considered. If basis apply and date of joining in the service are also the same, then the date of retirement may be considered on the principal that the officer retiring earlier may be accorded higher priority over the officer retiring later;

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**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 of 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.

**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 objection 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, as a one-time measure, the offer will slide down to the immediate lower applicant in the seniority-cum-choice list, who will be permitted five (5) working days, from the date of intimation of the revised seniority list, to intimate their acceptance/non acceptance of the revised allotment.
- (iv) If anybody refuses to accept the residence after issuance of the formal allotment orders he/she will not be eligible to apply for any residence for a period of one (1) year from the date of issuance of allotment order.