

ACCOMMODATION ALLOTMENT RULES, 2014

NATIONAL LAW INSTITUTE UNIVERSITY, BHOPAL

1. Short title and commencement:

- (1) These rules shall be called as Accommodation Allotment Rules, 2014 of National Law Institute University, Bhopal.
- (2) These shall come into force with immediate effect.

2. Definitions – In these rules unless the context otherwise requires

- (a) 'Salary block' for the purpose of determining eligibility for a category of house means Pay Band and AGP / Grade Pay.
- (b) 'Emoluments' for purpose of recovery of licence fee shall include:
 - (i) Pay
 - (ii) AGP / Grade Pay
 - (iii) Subsistence allowance in-case of an employee under suspension, who is in receipt of the amount of the Subsistence Grant. Provided that if such an employee is subsequently allowed to draw pay for the period of suspension. The difference between the license fee recovered on the basis of the Subsistence allowance and the emoluments ultimately drawn shall be recovered.
- (c) 'Family' for purpose of these rules shall include only wife, husband, children, parents, brothers and sisters residing with the employee and who are fully dependent on him / her.

(d) The term ' allotment' means the license given to an employee of the NLIU to reside in the premises owned by the NLIU subject to the terms and conditions laid in connection there with by the Director, NLIU as a personal privilege.

3. Save as otherwise provided by these rules an employee shall be eligible for allotment of a house of the entitled class as shown in Annexure- I enclosed.
4. The License fee payable may be calculated at the rates prescribed by Madhya Pradesh Government from time to time.
5. In the allotment of accommodation staff members whose presence on the campus is essential for the efficient management and supervision of the NLIU's work, shall have preference over others in their respective categories.
6. Allotment shall be made on the basis of seniority of the eligible applicants for which applications shall be invited when Quarters fall vacant as shown in Annexure-II.

The allotments shall be recommended by a Committee consisting of One Professor (Chairman), One Associate Professor, One Assistant Professor, Registrar/ Registrar(i/c) (Member Secretary) and one Senior Non-Teaching Staff, to be nominated by the Director. The Allotment Committee shall meet as soon as applications are received and shall recommend to the Director the most eligible applicant for allotment to particular category of accommodation. The decision of the Director shall be final.

7. Out of turn allotment may be made in exceptional situation, if in the opinion of the Director, the case merits consideration on compassionate / medical ground / other exigencies.
8. In case, there is no request from any member of the staff eligible for the allotment to a particular category of allotment, such accommodation may be considered for allotment to the senior most members in the next lower category.

9. An employee, to whom a residence has been allotted, shall convey within a week his acceptance of the allotment as above, otherwise the allotment made shall be cancelled and such employee shall have no entitlement of allotment for two years.
10. The allotment shall be effective from the date of occupation by a licensee or from the 15th day of the receipt of the order of allotment which-ever is earlier, and shall continue as such unless it is cancelled or surrendered by the licensee.
11. Before allotment of a quarter, the NLIU may carry out necessary normal repairs and white washing etc on uniform basis and no alteration or structural changes shall be allowed.
12. An allotment shall be treated as cancelled in the circumstances mentioned below, and also may be cancelled by the Director NLIU in the circumstances hereinafter specified:

(a) when an allottee has ceased to be in service of the NLIU.

(b) when an allottee has taken leave for a period exceeding nine months.

Provided that an accommodation may be retained in the following cases subject to maximum period mentioned in the table below:

TABLE

Sl. No.	Cases	Normal Period	Extension which could be permitted in exceptional circumstances
(i)	Termination of Service	1 Month	2 Months on twice the normal licence fee.
(ii)	Retirement from service	2 Months	2 months on twice the normal license fee and further 4 months on market rent.
(iii)	In the event of death	6 Months	6 months on market rent.
(iv)	Extra ordinary leave /Study leave/ Deputation allowed by NLIU	Up to 9 months	-

Provided further that after expiry of the extended period if the accommodation is not vacated the NLIU shall take appropriate legal action for evacuation/eviction.

13. The liability for payment of license fee, water, electricity charges and rates taxes, if any, as per Madhya Pradesh Government Rules shall commence from the date as laid down in para 10 above.
14. Every person to whom accommodation has been allotted shall maintain the allotted premises in a clean and sanitary condition to the satisfaction of the NLIU, Municipal Corporation and Health Authorities.
15. Licensee shall be responsible for any damage beyond normal wear and tear of all linings and fixtures provided in the allotted premises. During the period for which the residence has been and remain allotted to him/her and or remain under his /her occupation.
16. The Licensee shall, not
- (i) sublet or share or part with the possession, with or without consideration of licence fee, the whole or part of the allotted premises, or any of the out houses or apartment thereof; and shall not encourage using of premises by any person other than his family members for any purpose.
 - (ii) construct temporary or unauthorized structure in any part of the allotted premises:
 - (iii) use the allotted premises or part thereof for purposes other than which it is meant;
 - (iv) make unauthorized extensions from electric or water connections or tamper with them.
17. A licensee shall, on occupation or vacation of the residence, sign an inventory of fittings and /or furniture available in the residence. Such an inventory shall be prepared and signed by the authorized officer on behalf of the National Law Institute University.
18. Every licensee shall, at all reasonable times, permit to the authorized Officer / employee of the NLIU to enter upon the allotted premises for inspection, repair, etc.
19. If the house is vacated within 1st to 15th of the any month or is occupied on or after 16th of the any month, the License fee for 15 days shall be charged; if the house is occupied

on or before 15th or vacated after 16th of any month the license fee for full month shall be charged.

20. The Licensee shall not keep livestock, etc. in the campus of the Institute nor shall use the premises allotted to him/her in a manner so as to be source of annoyance or nuisance to the neighbourhood.
21. No person shall be allowed to keep pet animals unleashed. Even the leashed animals when taken out, should be under the complete control of the owner. It will also be the responsibility of the owner to ensure that their pets don't spoil the campus.
22. If any person to whom a residence has been allotted commits breach of any of these rules or uses or permits the use of residence or premises for any purpose which the NLIU considers to be improper, the Director NLIU may;
 - (i) require him/her to vacate the premises immediately; and
 - (ii) declare him/her in-eligible for the NLIU accommodation for a period as may be specified by him/her in each case.
23. The Government of India's rules shall be applicable *mutatis mutandis* in the matter not provided in these rules.
24. Notwithstanding anything contained in these rules, any employee of the University may be directed to shift on the campus in case he/she is residing out of the campus of the University, in view of the fact that the University is a residential University therefore, the responsibility of the employees are also to contribute to the corporate life of the University to his/her best ability.
25. If any question as to the interpretation of these rules arises, the decision of the Director shall be final.

NATIONAL LAW INSTITUTE UNIVERSITY, BHOPAL
ANNEXURE – I (Vide Rule – 3)

Categories of Accommodation

S.No.	Area	Category of Accommodation	No. of Residences	Entitled category of Employees/Remarks
1.	450 sq. mt.	Director's Bungalow	1	Earmarked for Director (Rent Free)
2.	180 sq. mt.	P I to P IV (Type D)	4	Professors and Equivalent
3.	150 sq. mt.	Sr. Staff Quarters (New Type E)	8	For Teaching Staff and Non-Teaching Staff depending on availability with preference to teaching staff.
4.	105 sq. mt.	Sr. Staff Quarters (Old Type G)	12	-Do-
5.	60 sq. mt.	Jr. Staff Quarters (Type F)	8	Group – D
6.	One each having 200,180,90,80 and 80 sq mt. area respectively.	Hostel Warden Residences (Two Independent and 3 Built in Hostels)	5	Earmarked for designated respective Wardens (Rent free)

NATIONAL LAW INSTITUTE UNIVERSITY, BHOPAL
ANNEXURE – II (Vide Rule – 6)

Request for Allotment of Accommodation

1. Name :
2. Designation :
3. Address in Full (Present) :
4. *No. of Family Members Fully dependent & residing with:.....
(vide Rule 2.3 of Accommodation Rules)
5. Date of Appointment (At NLIU):
6. Date of Appointment to the Present Post:
7. Present Scale of Pay/Pay Band :
8. Present Pay, AGP / GP (Please give details as noted below):
 - a. Basic Pay Rs.....
 - b. AGP/ Grade Pay Rs.....
 - c. Special Pay (If any) Rs.....
 - d. Personal Pay (if any) Rs.
9. Date of next increment :
10. Whether married or unmarried :
11. (i) Type of the accommodation entitled to
- (ii) Date of entry in the qualifying salary block
- (iii) Total emoluments drawn on that date (Basic Pay + AGP / Grade Pay)
:
12. House No. and type of the NLIU residency, if any already allotted to you.....

I hereby:

- (i) Undertake to abide by all the rules and conditions that may be prescribed by the NLIU from time to time; and in the event of any violation my allotment is liable to be cancelled.
- (ii) Certify that the information given above is correct to the best of my knowledge.

Date :

Place:

Signature of the Applicant

