

**Appendix 'A' to Estate Section circular No.
ECM.2(15)/2012 dated**

- (a) JIPMER Institute is mutatis mutandis following the guidelines issued and amended from time to time by Govt. of India, Ministry of Urban Development, Directorate of Estates, Nirman Bhavan, New Delhi for allotment of Government quarters. The comprehensive guidelines are available in FR & SR, Part I (General Rules) under the chapter of Govt. Residence Allotment Rules.
- (b) Staff members who seek allotment of a residence or change of quarters shall submit an application to the Director through their respective department for consideration of allotment. After receipt of application, the quarters allotment will be made from amongst staff members those who have submitted the applications based on priority/as per Govt. guidelines.
- (c) To prepare the priority list for allotment of quarters, personal particulars of staff member like name, designation, date of birth, pay matrix level, date of drawal of present pay & previous grade pay etc. are necessary and are required to be provided by the applicant who seek the allotment of quarters. It shall be the responsibility of the employees to provide the correct and up to date information as mandated in the rules and so that their applications for the allotment are properly registered.
- (d) Staff members will be asked to submit their request for allotment of quarters through their respective department by 1st week of December every year to Estate Section for preparing the priority list for allotment of quarters as on 01 January of every year and on the basis of this priority list, allotment of quarters to eligible persons will be made for the ensuing calendar year.
- (e) Priority lists for allotment of quarters will be valid for one year and no application will be entertained during the intervening period of allotment year except, in fresh appointment cases. i.e. those employees who are applying for first time after joining JIPMER service.
- (f) A unified waiting list shall be prepared for each type of accommodation, names of the applicants applied for initial as well as for change of accommodation and shall be prepared as per entitlement for a type of accommodation.
- (g) The date of priority in respect of each type of accommodation shall be determined on the basis of the date of joining of the employee in the Institute and the eligibility for the type of accommodation shall be decided as per the level of the applicant in the pay matrix.
- (h) If Staff member whose name is registered for allotment of quarters is not interested in JIPMER quarters on one reason or other at a later date, it is the responsibility of staff member that he should inform the same to Estate Manager for deletion of his name from the waiting list. Because, consequence on this condition that if staff member is refused the allotment of quarters based on the priority list, he will not be eligible for another allotment/grant of H.R.A for a period of one year from the date of issue of allotment order.
- (i) The priority date of two or more Officers is same, the inter-se seniority of the Officers for breaking the tie is determined on the basis of higher level pay and Date of Appointment in JIPMER and Date of retirement on superannuation.
- (j) The enhanced rate of license fees and water charges i.e. three times of normal fees will be charged till the seniority is matured for all out of turn allotment on medical/essential grounds in accordance with GOI, Directorate of Estates, O.M. No. 12035/11/97-Policy-II (Pt.) dated 28.10.2010.
- (k) If staff members vacate the quarters on resignation/transfer or change of residence and vacated the quarters on the own request in between of the calendar month, it is responsibility of staff vacating quarters to pay the electricity bill on floating the proforma invoice by electricity department during first week of following the month of vacation of quarters and after payment of bill, copy of the bill has to be handed to Estate Section for records.

