



सत्यमेव जयते

Quartering Circular

The following procedure has been approved by the Competent Authority for allotment of Quarters at AIIMS Mangalagiri :-

- a) **Application for Allotment:** Any employee who desires to reside in any of the quarters of the Institute may apply for Quarters in the prescribed form. The employee upon application may be given quarters for residence for such periods as may be directed by the Competent Authority subject to and in accordance with these rules. No employee shall be allotted a separate quarter if the spouse of the employee has already been allotted with quarters.
- b) **Allotment:** All allotments will be made by the Administrative Division according to seniority, in the published seniority list for such type of accommodation, matched with chronological order or availability of quarters of that type.

Type of residence	Category of officer or Grade pay as on such date as may be specified by the Central Govt.
IIA, IIB	Pay level 2 - 5
III	Pay level 6 - 8
IV	Pay level 9 - 11
V	Pay level 13 - 14
Bungalow	Director

- c) **Licence Fee:**

Type of residence	Level in the pay matrix in 7 th CPC	Rates of licence fee in Rs.
IIA, IIB	Pay level 2 - 5	370
III	Pay level 6 - 8	560
IV	Pay level 9 - 11	750
V	Pay level 13 - 14	1490
Bungalow	Director	4610

The proposed license fee will commence from the date of occupation or the eighth day from date of receipt of allotment, whichever is earlier. The allottee is personally responsible for license fee payable and for any damages caused to the accommodation. In case the licence fee is not received continuously for four months, the allotment shall be cancelled.

Electricity Charges, Water Charges, Furniture Charges, etc, if applicable, will be charged apart from the above mentioned license fee at normal rates.

d) Preparation of Seniority list: Seniority lists for different types of accommodation shall be prepared by the Establishment Section.

e) No quarters shall be allotted to an Officer whose spouse has been allotted quarters.

f) Out of turn allotment: On administrative exigencies, out of turn allotment of quarters may be considered on the recommendations of Director. Allotment of quarters on out of turn may be considered in respect of self, spouse or dependent children (and not parents or other dependents) only on 'medical' grounds in cases involving:

- (i) Injury on duty causing loss of lower limbs
- (ii) Cancer
- (iii) Cardiac cases
- (iv) Paralysis
- (v) Renal failure and
- (vi) Any other debilitating disease as may be specified by Medical Department

g) Temporary accommodation: On request of an employee, the Administrative Division may allot other quarters to staff for a temporary period not exceeding fifteen (15) days on emergencies or for social functions on payment of market licence fee in advance for the period of such allotment based on availability and existing conditions during that time.

h) Occupation: An employee has to occupy the quarters within 07 days from date of allotment. In case he does not occupy within the said time or within an extended period of not more than 3 days, the allotment shall stand cancelled. In case of refusal of allotment, the quarter will be offered to next person in the waiting list. **No HRA is admissible when possession of allotted quarters is not taken within the stipulated period.**

i) Procedure for occupation of quarters: The employee shall furnish a declaration in the prescribed form duly countersigned by the Head of Department. An employee shall be given a copy of the occupation report giving details of the inventory in the quarters, signed by the employee and countersigned by the Administrative Officer or the authorised representative.

j) Allotment of Quarters: An allotment shall be effective from the date on which it is accepted by the officer and shall continue in force until it is cancelled by the Competent Authority or is deemed to have been cancelled if it is surrendered by officer, or the officer ceases to occupy the residence. There will be a lock in period of allotment of 12 months, except in case of death or resignation of the allottee.

k) The applicant shall be eligible for allotment of residence s per the level in the pay matrix corresponding to the type of residence. If, due to adequate availability of quarters of a particular type, a higher type is allotted than his/her entitlement, only flat rate of license fee relevant to that type of accommodation will be charged. However, if the allotment is made out of turn, at their own request, despite being no surplus quarters in the higher type, three times the normal rate of license fee is to be charged.

l) Vacation of quarters: At the time of vacation, a vacation report shall be furnished by the employee. The quarter shall be verified for any damages and entered in a report by the Engineering Division or authorised representatives with knowledge of the employee.

m) Change of quarters: Change of quarters will not be allowed ordinarily. In exceptional cases, for reasons to be recorded in writing, the Competent Authority may allow a change of quarters in respect of self, spouse, dependent children and parents (and not other dependents) on '**medical**' grounds.

n) Mutual Exchange of residences: Staff to whom residences of the same type have been allotted under these rules may apply for permission to mutually exchange the residences and may be granted if both the employees are expected to be on duty and to reside in their mutual exchanged residences for at least six months from the date of approval of such exchange.

o) Subletting and sharing of accommodation: No person shall sublet any part or whole of his residence.

p) Improper use: In case of improper use, the allotment of quarters to an employee may be cancelled.

q) Unauthorised use: An employee who remains in unauthorised use of any quarters may be evacuated from the quarters under the orders of the Administrative Division.

r) PwD applicants will be given preference in allotment of ground/lower floor quarters irrespective of seniority.

s) A list of vacant quarters in each category will be displayed/circulated to allow applicants to indicate 3 preferences. The applicants may visit the residential premise to see the location of the quarter before applying. The applicants will be considered only against the quarters opted by them as per the prescribed criterion. The applicants who are willing to accept any of the available quarters may give 'no preference' in which case they will be considered for all available quarters. In case of refusal of allotment, the quarter will be offered to next person in the waiting list.

t) Since applicants have been given an option to give preference for quarters, any applicant refusing allotment shall be barred for a period of 06 Months for re-applying for quarters.

u) New applicants whose application is received by 10th of a month will be added to the waiting list according to the prescribed criterion and they will be eligible to participate in allotment process from that month itself. New applications received after 10th of the month will be included in the waiting list from succeeding month only.

v) The list of quarters proposed for allotment in any month will be displayed by 5th of the next month. The employees should submit their preference by 15th of the month (next working day in case of 15th being a holiday).

- w) Intimation of allotment will be given by 23rd of the month and the allottee will be required to submit his acceptance by 07 days failing which the allottee will be deemed to have refused the allotment.
- x) In case of allottee submitting his acceptance, the quarter will be deemed to have been occupied by him w.e.f. 1st of next month, or the date of acceptance of keys whichever is earlier.
- y) In case of re-allotment due to refusal of allotment by the initial allottee, the period for which the quarter remains vacant i.e., from 1st of the month to the date it is actually occupied by next allottee, the quarter will be deemed to have been occupied by the initial allottee and he will not be entitled to draw HRA for this period in addition to being debarred from applying for quarter for a period of 06 months.
- z) In case of an allottee vacating the quarter before expiry of the lock in period of 12 months, the same principle of deemed occupancy till the date of re-occupation will apply and the vacator of the flat will not be allowed to draw HRA for the intervening period.
- aa) Eligibility list for all quarter types will be prepared according to pay levels and within pay levels on the basis of date of joining in AIIMS Mangalagiri. In case of officers coming on deputation, the date on which they were appointed to the relevant pay level in their service will be taken as the date of assigning seniority in the eligibility list.
- bb) Director AIIMS Mangalagiri may duly recommend relaxation of the above criterion, at his discretion, on the basis of exigencies of work or on compassionate ground or otherwise in public interest.


24/ Nov 2022
Administrative Officer
AIIMS Mangalagiri

Copy to:

1. Director, AIIMS Mangalagiri
2. DDA, AIIMS Mangalagiri
3. FA, AIIMS Mangalagiri
4. SE, AIIMS Mangalagiri
5. Dean(s), AIIMS Mangalagiri
6. All Officers / Faculty /Staff Working on payroll of AIIMS Mangalagiri.

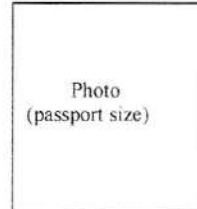


All India Institute of Medical Sciences Mangalagiri Andhra Pradesh

Application for Allotment of Residential Accommodation

Only one application to be submitted for all eligible House Types

To be filled up by Administrative office	Application Number	Date of Receipt



TO BE FILLED UP BY THE APPLICANT

- ❖ Please follow the instructions given at the end of this Form before filling up this form.
- ❖ Incomplete application will not be accepted /processed.
- ❖ Application to be routed through proper channel.

01. Full Name of Applicant (In Block Letters)	Shri / Smt. / Dr.	
02. Name of Father /Spouse		
03. Date of Joining at AIIMS Mangalagiri		
04. Designation		
05. Department		
06. Are you entitled for House Rent Allowance (HRA):		
07.	a) Pay level/ cell no.:	
	b) Present Basic Pay (Rs):	
08	a) Date of Birth:	b) Date of retirement on Superannuation:
09	a) Date from which continuously employed in Govt. Service:	b) Date from which continuously posted in AIIMS Mangalagiri:
10. Gender	11. Marital Status	12. Category
Male Female	Single Married Widow Widower Divorcee	General OBC S.C S.T
13. Are you on deputation to AIIMS Mangalagiri:		
14. Are you debarred from allotment of Govt. residence?		Yes() No()
15. Are you /Your spouse occupying accommodation allotted by AIIMS Mangalagiri		Yes() No()
If yes, Please give details	Department	
	Name of allottee	
	Address of House	
	Date of Allotment	

16.	Do you /your spouse /dependent children own a house within the jurisdiction of Local Municipality or any adjoining municipality?		Yes()	No ()
	If Yes, Please give details	<u>Owner's Name:</u>	<u>Relationship with Applicant:</u>	House address
		<u>Monthly rentable value:</u>		

17.	Indicate below the Type (s) of House for which you are applying			
S.No.	Type of residence	Category/ Level of employee	General	MP
a	II A, II B	Pay level 2 – 5		
b	III	Pay level 6 – 8		
c	IV	Pay level 9 – 11		
d	V	Pay level 13 – 14		
e	Bungalow	Director		

18. **For Initial Allotment only:** Indicate a maximum of three choices for each house type

S.No.	House type	Pref Order	Floor required
1			
2			
3			

Any/Other:

NOTE: - In case non availability of accommodation as per above choice, allotment shall be made from other vacant accommodation available.

19. Are you applying on Medical Grounds? T.B, Cancer, Heart Ailments, Blind, Deaf, PWD, Orthopedically Handicapped. If Yes enclose the Photocopies of ration Card/Latest Medical Papers from Government Hospital.	Yes ()
	No ()

20. Address of Place of Duty of the Applicant		21. Permanent / Home Town address as per service record	
Phone No.		Phone No.	
Mobile No.		Mobile No.	
E-Mail		Fax No.	

Declaration by the Applicant

- A. I agree to abide by the Allotment rule of AIIMS Mangalagiri amended from time to time or relevant allotment rules as applicable.
- B. I am aware of the penalties, which can be imposed in the event of refusal of acceptance of allotment of accommodation of the entitled type of furnishing of false information, subletting/misuse of the premises

Signature of applicant _____
Name _____
Designation _____

INSTRUCTIONS

- 1. This form is for Initial ALLOTMENT only.
- 2. Please fill up the form in BLOCK LETTERS only.
- 3. Fill dates as day (01-31) month (01-12) & year in the format –DD-MM-YYYY.
- 4. Please tick () wherever required to do so.
- 5. Pools have been coded as follows:
G P: General Pool - **M P:** Medical Pool (including physically challenged)
- 6. Please ensure that the application is complete in all respect, signed by the applicant, and forwarded and stamped by the forwarding Officer of your office
- 7. The completed application must be submitted by the applicant in person or through his/ her representative through proper channel to Establishment section, AIIMS Mangalagiri
- 8. If you wish to restrict your allotment in specific floor/quarter only, you must fill up the details at Para 18.
- 9. The date of priority for drawing waiting List in respect of Type 1 to 4 accommodation shall be the Date of joining the Government service, and for Type IV & above the date on which an officer starts drawing the relevant pay level in the AIIMS Mangalagiri.
- 10. Incomplete application will not be accepted /processed.