



टाटा मूलभूत अनुसंधान संस्थान  
TATA INSTITUTE OF FUNDAMENTAL RESEARCH

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भारत सरकार के परमाणु ऊर्जा विभाग की स्वायत्त संस्था

एवं समविश्वविद्यालय

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July 28, 2016

**OFFICE ORDER OD-P1-2016**

**NORMS FOR ALLOTMENT OF INSTITUTE'S ACCOMMODATION TO  
NON-ACADEMIC STAFF MEMBERS OF TIFR, COLABA**

1. **ELIGIBILITY**

All the staff members who are appointed on a regular scale of pay i.e. drawing Pay in the Pay Band + Grade Pay + Allowances are eligible for Institute accommodation. The eligibility of the staff member for allotment of an Institute accommodation shall be determined as per the Grade Pay in his present post held. The classification of Institute accommodation and the eligibility criteria for allotment of Institute accommodation under TIFR shall be as follows:

Sr. No.	Type of Flats	Eligibility Norms	Priority
1.	A	Staff members with Grade Pay of Rs.1800/-	Initial date of appointment in the Institute should be considered for determining the seniority. When two or more staff members have the same date of appointment, the seniority will be determined by the Basic Pay (Pay in the Pay Band plus Grade Pay) drawn and when the Basic Pay (Pay in the Pay Band plus Grade Pay) is also the same, it will be determined by their date of birth.
2.	B	Staff members with Grade Pay of Rs.1900, 2000, 2400 & 2800.	As per Sr.No.1 above.
3.	C	Staff members with Grade Pay of Rs.4200, 4600 & 4800.	As per Sr.No.1 above.
4.	D	Staff members with Grade Pay of Rs.5400 & 6600.	'D' type flat will be allotted in the ratio of 1:1 i.e. DA list based on the date of joining the Institute and DB list based on the date of acquiring grade pay of

			Rs.5400 or 6600. In case the seniority determined as above is the same then, the yardstick as stated at Sr.No.1 will be applicable.
5.	EA	Staff members with Grade Pay of Rs.7600, 8700 & 8900.	The flat will be allotted as per the date of acquiring Grade Pay of Rs.7600, 8700 and 8900 or the equivalent in pre-revised pay scale, whichever is earlier. Where the crossing date of two staff members is the same, the seniority will be determined in the same manner as at Sr.No.1 above.
6.	EB	Staff members with Grade Pay of Rs.10000 and above.	The flat will be allotted as per the date of acquiring Grade Pay of Rs.10000 and above or equivalent in pre-revised scale. Where the crossing date of two members is same, the seniority will be determined in the same manner as stated at Sr.No.1 above.

**Note:** Non-academic staff members are permitted to retain their name for the eligible type of accommodation and one type below in the seniority list. However, due to scarcity of E type accommodation, the non-academic staff members eligible for E type of accommodation are permitted to retain their name in their eligible type of accommodation for E, D and C type priority lists.

## 2. **REGISTRATION FOR ACCOMMODATION AND PREPARATION OF PRIORITY LIST**

All the non-academic staff members appointed on a regular scale of pay shall be automatically registered for the eligible type of accommodation and one type below in the seniority list except for E type eligibility would by E, D and C type. Their name will be retained and updated as per the eligibility criteria in the seniority list for allotment of Institute accommodation. A comprehensive priority list for A, B, C and D types of flat will be prepared at the end of each month based on the salaries, promotions, and increments given in that month. The system will generate the priority list automatically and display it on the Datanet. Two lists will be prepared for D type flats viz. DA & DB list. DA will be based on date of joining the Institute and list DB will be based on the date of acquiring Grade Pay relevant to Type D. The list will be frozen, and changes to it can take place only in the next month's cycle.

## 3. **ACCESS TO PRIORITY LIST**

The Priority Lists will be maintained by General Administration and should be made available on the Datanet by the end of each month.

## 4. **NOTICE REGARDING ALLOTMENT**

The notice for announcing the flats available and for opening the bids for allotment, will be issued after the 27<sup>th</sup> and before the end of the month. The intimation will be put up on the Notice Board (physically, as well as on the TIFR website) and the webpage on Datanet will be made ready for bidding. The final allotment should be made on the 10<sup>th</sup> of each month.

5. **NUMBER OF CHANGES WITHIN THE SAME TYPE**

One change in the same type and locality and one change in same type in different locality are permitted. The buildings/housing colony mentioned against each shall constitute a locality:

<b><u>Locality</u></b>	<b><u>Particulars of buildings</u></b>
a) Colaba	TIFR Housing Colony at Colaba.
b) Others	Housing Colony at Old Mandala, New Mandala, 96 Flats (Anushaktinagar), Bandra, Sarvodaya, Chembur, Ghatkopar, Kenilworth and accommodation at Kedarnath, Sahyadri, Vindhya, Tapti, Sarnath, Kabir Chowk, Alaknanda and Chidambaram buildings in Anushaktinagar. All IISc flats.

6. **EXERCISE OF CHOICE**

The staff members are expected to exercise their choice by bidding online on Datanet before the end of the bidding process. Initially, staff members who do not have the facility for online bidding or wish to place their bids through General Administration are required to submit their bidding request by filling the form/sheet kept in General Administration **preferably at least five days before the last date of bidding**. The authorized person in General Administration will place the bids on their behalf. It will be presumed that members who do not bid are not interested in the allotment.

Members who go out of Mumbai should arrange for their bid to appear in time by sending an email (at least five day before the last date) to the person in Administration who is authorized to place bids on their behalf.

7. **PENALTY FOR NOT ACCEPTING ALLOTMENT**

Members who refuse to take / accept the allotment order or shift to the allotted flat will be debarred from bidding for a flat for a period of two years. Staff member who is in occupation of the Institute accommodation, surrenders the flat occupied by him/her, would become ineligible for allotment of Institute accommodation for two years from the date of vacation of his/her flat.

8. **TIME FRAME FOR OCCUPYING / SHIFTING FROM ONE FLAT TO ANOTHER FLAT**

- a) A staff member will be given eight days period for acceptance of allotment order, after which the allotment order will be treated as cancelled automatically and no further correspondence will be entertained.

- b) A staff member will be given eight days period from the date of he/she receives the allotment order to occupy the allotted flat. If, you are already in occupation of Institute accommodation please note that you should occupy the flat now allotted within eight days from the date of receipt of allotment order and further the Institute accommodation already in occupation should be surrendered on the subsequent day. In case, the allotted flat is not occupied and an existing flat is not vacated within the specified period, the allotment order shall be treated as cancelled and damage/market rate will be charged for the flat not vacated.
- c) Failure to comply shall lead to the automatic assumption that the allotment has been refused and the penalty (see point 7 above) will apply.

### 9. RETENTION OF INSTITUTE ACCOMMODATION

Sr. No.	Purpose	Duration
(1)	Dismissal /Removal	Normal licence fee for one month from the date the allottee ceased to be in service or one month from the date of unauthorized absence.
(2)	Retirement / Voluntary Retirement / Resignation	i) First two months at normal licence fee. ii) Next two months at four times the normal licence fee. iii) Next two months at eight times the normal licence fee.
(3)	Retention by allottees on their retirement beyond the permissible period of six months.	i) The allottee is expected to vacate the Institute accommodation immediately after the expiry of normal permissible period. The retention of accommodation beyond the normal permissible period of six months after retirement, even on payment of enhanced rate of licence, cannot be claimed as a matter of right. Any request in this regard, will be considered on its merit and decision of the competent authority in the case will be final. In case an allottee continues to reside in the accommodation without obtaining prior permission, TIFR/DCSEM officer concerned reserves the right to take action to evict the allottee as per the extant procedure ii) For retention of Institute accommodation by allottees beyond the normal permissible period of six months after their retirement, he/she shall obtain prior approval of the competent authority. In such cases, the rate of licence fee shall be as follows:-  a) Next two months on payment of sixteen times of licence fee.

		<p>b) For retention of accommodation for further period, licence fee for every spell of two months will be charged at the rate of double the licence fee applicable for the previous two months period. This is subject to the condition that the licence fee so charged shall not exceed the damage rate applicable.</p> <p>c) Relaxation in the rate of licence fee shall be considered by the competent authority only in cases which are treated as special.</p>
(4)	Death	One year at normal licence fee. Beyond one year, one more year on normal rate of licence fee on written request subject to the condition that the family does not own an accommodation at the place of posting, which includes the adjacent municipalities.
(5)	Transfer	Two months at normal licence fee.
(6)	Career Advancement / Extra Ordinary Leave	Entire period of career advancement / extra ordinary leave on normal licence fee, if the flat is occupied by family members.

10. **SUB-LETTING OF INSTITUTE ACCOMMODATION:-**

- a) Sub-letting of Institute accommodation is strictly prohibited. If it is found that the flat is being sublet to any other staff member or to an outsider, market rent will be charged for the entire period of subletting.
- b) The allottee will be evicted from the Institute accommodation with immediate effect, if found sub-letting.
- c) Allottee who sublet will be debarred from allotment of Institute accommodation for a period of 5 years from the date of eviction.
- d) If an Institute staff member is found staying unauthorized in Institute accommodation, he / she will also be debarred from allotment of Institute accommodation for a period of 5 years.

11. **SHARING OF INSTITUTE ACCOMMODATION**

Sharing of Institute accommodation will not be permitted except under the condition specified by the Apex Committee for Colaba Campus (ACCC) and approved by the Director.

12. **COUNTING OF SERVICE RENDERED IN DEFENCE SERVICES**

The service rendered by a staff member in the Institute and the past service in Defence Services (only for allotment purpose) accepted by the Institute will be considered for purpose of seniority list for allotment of Institute accommodation.

If husband and wife both are working in the Institute, 25% of the number of years' service rendered in the Institute by the junior spouse (rounded off to the nearest complete year), will be added to the service of the senior spouse for counting seniority.

13. **ALTERNATIVE ACCOMMODATION**

The Director reserves the right to allot alternative accommodation to the allottee. Failure to shift to the alternative accommodation within eight days from the date of receipt of the order allotting alternative accommodation will render the allottee liable to eviction.

14. **DDQ ALLOTTEES**

Every staff member who is currently allotted a DDQ flat must bid for the flats as per his eligibility for allocation. If such a member does not place such bids then the authorized person in administration will place the bids on their behalf and the result will be binding on them.

15. **SC/ST Quota as per the Government directive must be operated.**

16. **Continuance of allotment made prior to the issue of these rules.**

Any valid allotment of a residence which subsisted immediately before the commencement of these rules, under the rules then in force, will not be disturbed and shall be deemed to be made under these rules.

17. TIFR Centres and Field stations are to formulate their own norms, broadly based on these norms, keeping the local conditions in mind.

18. This supersedes all previous orders on the subject.

Sd/-  
(Sandip Trivedi)  
**Director**