

# SOP

## Residential Accommodation at AIIMS Bhopal

### PART- I GENERAL

#### 1. Definitions: - In these rules, unless the context otherwise requires:-

- (a) "Accommodation" means the General Pool Residential Accommodation (GPRA) of the Central Government under the control of Estate Department, AIIMS Bhopal.
- (b) "Allotment" means the grant of a license to occupy a residential accommodation in accordance with the provisions of these rules and include allotment by Automated System of Allotment (ASA) or by manual system of allotment;
- (c) "damages" means a compensation to be levied in multiples of license fee in the event of unauthorized occupation or subletting or misuse of whole or any part of accommodation or garages by the occupant of the accommodation or garages;
- (d) "Eligible type of accommodation" in relation to an officer means the type of accommodation to which he is eligible under these rules;
- (e) "Eligible office" means an Office of the staff of which has been declared by the AIIMS Bhopal as eligible for accommodation under these rules;
- (f) "Employee" means an employee (except contractual) of AIIMS Bhopal in permanent pay scale or on deputation.**
- (g) "family" means the wife or husband of allottee, as the case may be, and children, step children, legally adopted children, parents, brothers or sisters as ordinarily reside with and are dependent on the allottee,
- (h) "Guest" means a casual visitor staying temporarily with the allottee;
- (i) "Immediate relations" mean relationship such as Grandfather, Grandmother, Grandsons, Granddaughters, Father-in-law, Mother-in-law, Son-in-law, Daughter-in-law and include relationship established by legal adoption;
- (j) "License fee" means a fee payable monthly in respect of the accommodation allotted under these rules;
- (k) "Municipality" includes a municipal corporation, a municipal committee, board or municipal council, a town area committee, a notified area committee, a Cantonment Board;
- (l) "Municipal limit" means city or town limit as declared by the concerned State or Union territory Government;
- (m) "misuse", in relation to an allotment, means an accommodation or a servant quarter or a garage being used by allottee himself or by his family members or immediate relations staying with him for the purpose other than the purposes provided under these rules;
- (n) "Residential accommodation" means a covered structure or part thereof whether permanent or semi-permanent or temporary, which has at least a living room and a lavatory with or without kitchen;
- (o) "special license fee" means a license fee charged from allottees for short period or temporary allotment of accommodation or charged from other ineligible offices or organization for allotment of accommodation on special purposes;

- (p) "Subletting" means letting out of a general pool residential accommodation partly or wholly by an allottee to any person outside allottee's family and immediate relations;
- (q) "Surrender of accommodation" means vacation of accommodation after physical occupation of the accommodation by the allottee on his own volition during the allotment period;
- (r) "Temporary transfer" means a transfer of allottee to another place, which involves an absence for a period not exceeding four months from the place where the accommodation is allotted;
- (s) "transfer" means a transfer from the present working place where the accommodation is allotted to any other working place or from an eligible office to ineligible office and includes a transfer or reversion to service under a State Government or a Union territory administration and include deputation to a post in an ineligible office or organization.
- (t) ABEU means AIIMS Bhopal Engineering Unit.
- (u) Competent authority means The Director AIIMS Bhopal.

## 2. Eligible zone for accommodation: -

All the regular employees of AIIMS Bhopal who fulfill the conditions of eligibility under these rules and have not been declared ineligible by the AIIMS Bhopal authority. This shall include the officers on deputation. Contractual employees is not eligible for quarters under housing society, AIIMS Bhopal.

## 3. Entitlement for types of accommodation

- 1) Save as otherwise provided in these rules an applicant shall be eligible for allotment of residence of the type as shown in the column (1) as per the level in the pay matrix specified in the corresponding column (3), in the table below:-

TABLE I

Type of Residences (1)	Existing Grade Pay/Basic Pay (2)	Level in the pay matrix (3)
II	Rs. 1900, Rs. 2000, Rs. 2400 and Rs. 2800	2,3,4,5
III	Rs. 4200, Rs. 4600 and Rs. 4800	6,7,8
IV	Rs. 5400 to Rs. 6600	9,10,11
V	Rs. 7600 and above	12 and above

- (2) The calculation of date of priority and preparation of waiting lists for different types of accommodations shall be as under:
- (a) The date of priority in respect of type I to type V accommodation shall be determined on the basis of the date of joining of the employee in the AIIMS Bhopal and the eligibility for the type of accommodation shall be decided as per their level in the pay matrix:
- Provided that an applicant under this category shall be allowed to bid for one type lower accommodation than the type eligible for such.
- (b) The inter-se seniority for all the types of accommodation shall be considered on the basis of the following factors, namely:-
- (i) Where the priority date of two or more applicants is the same, the applicant having a higher level pay in the level shall be senior in the waiting list;
- (ii) Where the date of priority, pay in the level and the date of joining in AIIMSBhopal of two or more applicants are the same, the applicant retiring earlier may be accorded priority over the applicant retiring later.
- (iii) The higher grade pay/pay level applicant will be always senior to the lower grade pay applicants. If there are two people having same pay level then date of joining will prevail for respective category of quarters.**
- Illustration: Suppose a person 'X' is having pay level 14 applying on 12/07/2021 and a person 'Y' having pay level 13 applying on 12/06/2021, then X will be senior to Y for house allotment process as his pay level is higher than Y.**
- (3) Personal Pay shall not be considered for the purposes of determining the inter-se seniority in the waiting list.

## PART- II

### ALLOTMENT PROCEDURE

#### 4. Application for accommodation

- (1) An employee of AIIMS Bhopal on joining duty on his first appointment or on transfer/deputation may make an application online to the department of estate for allotment of accommodation to which he is eligible under these rules and the entitled type of accommodation shall be offered as per the availability of quarter.
- Provided that no application shall be entertained for accommodation within six months of the date of superannuation.
- (2) Applications received prior to the specified bidding date shall be included in the respective waiting list and considered for allotment in the next bidding cycle subject to fulfilment of terms and conditions for allotment as per these rules.

- (3) The applicant shall furnish various particulars in form specified by the Estate Department which shall be verified by the office of the applicant and in case of any discrepancy in the application or furnishing of incorrect information in the application, the applicant and the verifying officer shall be liable for furnishing of incorrect information and disciplinary action shall be taken against them including cancellation of allotment of accommodation if allotment was made based on incorrect information.

### **5. Preparation of waiting lists for various types of accommodation:-**

- (1) Separate waiting list shall be prepared for each type of accommodation (Type I to V).
- (2) Separate waiting list shall have 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.
- (3) The names of applicants entitled for Types II, III, IV and V accommodation shall be included in their respective waiting lists and one type below accommodation waiting list for which they are eligible and have opted willingness for one type below.

### **6. Offer of allotment of accommodation.-**

- (1) Save as otherwise provided in these rules, accommodation falling vacant in all types will be allotted by the Estate Department by automated system of allotment to the applicant applying for initial allotment or for change of accommodation from the waiting list for that type of accommodation under these rules.
- (2) The Estate Department may, in emergent circumstances where the accommodation in occupation of the allottee is required to be vacated, allot him an alternate accommodation of the same type of accommodation or the type next below the type of accommodation in occupation of the allottee, subject to availability.

### **7. Period for which allotment subsists.-**

An allotment shall be effective from the date on which it is accepted by the allottee and shall continue till in the Government service or in force until:

- (a) The expiry of the concessional period permissible under these rules after the allottee ceases to be on duty in an eligible office;
- (b) It is cancelled by the Estate Department or is deemed to have been cancelled under any provisions in these rules;
- (c) It is surrendered by the allottee;
- (d) The allottee ceases to occupy the accommodation.

### **8. Acceptance of allotment.-**

- (1) An offer of allotment of an accommodation shall be accepted by the allottee within eight days from the date of allotment of the accommodation through automated system or by manual system of allotment, as the case may be.

- (2) The allottee may accept the allotment of the accommodation by himself or through an authorized representative as per the process mention under (9)

### **9. Process after acceptance.-**

- (1) After acceptance of the allotted accommodation, the allottee shall take physical possession of the accommodation from the Engineering Department within five working days from the date of receipt of the acceptance letter and the Engineering Department shall hand over the allotted accommodation to the allottee.
- (2) In case the allotted accommodation is not ready for immediate occupation, Engineering Department shall issue a Technical Occupation Report to the allottee on receipt of authority letter from the Estates Department.
- (3) The Engineering Department shall issue a Physical Occupation Report to the allottee once the accommodation is ready for occupation and after handing over the accommodation to the allottee in habitable condition.

### **10. Non acceptance of allotment or offer or failure to occupy the allotted accommodation after acceptance.-**

- (1) If any allottee fails to accept the allotment of a residential accommodation within eight days from the date of allotment of the said accommodation, or fails to take possession of that accommodation within five working days from the date of receipt of the letter of authorization, he shall be debarred to apply for accommodation for a period of one year from the date of non-acceptance of allotment subject to payment of one month's normal license fee for that type of accommodation, without making any further correspondence to the allottee.
- (2) The date of non-acceptance of allotment shall be calculated from the date of allotment.
- (3) If an allottee occupying a lower type of accommodation refuses to accept the offer of an accommodation of the type for which he is eligible under these rules, he shall be permitted to continue in the previously allotted accommodation:

Provided that such allottee shall not be eligible for another allotment for a period of 1 year from the date of non-acceptance of such allotment.

### **11. Allotment to an allottee under suspension.-**

The allotment of accommodation to an allottee under suspension shall be made as if suspension has not taken place.

### **12. Declaration by an applicant owning a house at the place of posting.-**

- (1) An employee owning a house either in his own name or in the name of any member of his family at the place of his duty, shall inform the fact to the Estate Department at the time of applying for accommodation:

Provided that where an employee or any member of his family become owner of a house at the place of his duty after an accommodation is allotted to him under these rules, the allottee shall inform the fact to the Estate Department within a period of one month from the date of possession of the house.

- (2) A higher rate of license fee, as specified by the Estate Department from time to time shall be applicable to the allottees under this rule.

### **13. Eligibility of allottees married to each other.-**

- (1) No employee of the AIIMS Bhopal shall be allotted an accommodation under these rules if the spouse of such Government servant has already been allotted an accommodation, unless such accommodation is surrendered:

Provided that this sub-rule shall not apply where the wife and husband are residing separately in pursuance of -

(i) an order of judicial separation made by any Court; or

(ii) an order to proceed to frame and record the issues for settlement of the proceedings by any Court in which a petition filed by either spouse for dissolution of marriage by a decree of divorce is pending and either of them has furnished an undertaking to surrender the accommodation allotted to her or him forthwith in case of revival of conjugal rights with her or his spouse.

- (2) Where two allottees in occupation of separate accommodation allotted under these rules marry each other, they shall within one month of marriage, surrender one of the accommodation.

- (3) If one of the accommodation is not surrendered within the stipulated period as required by sub-rule (2), the allotment of the accommodation of the lower type shall be deemed to have been cancelled on the expiry of such period and if the accommodations are of the same type, the allotment of such one of them as the Estate Department may decide, shall be deemed to have been cancelled on the expiry of such period.

- (4) Notwithstanding anything contained in sub-rules (1) to (3),

(i) if a wife or husband, as the case may be, who is an allottee of an accommodation under these rules, is subsequently allotted a residential accommodation at the same station from a pool to which these rules do not apply, she or he, as the case may be, shall surrender anyone of the accommodation within one month of such allotment:

Provided that this clause shall not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by any Court.

(ii) Where two allottees, in occupation of separate accommodations at the same station, one allotted under these rules and another from a pool to which these rules do not apply, marry each other, anyone of them shall surrender anyone of the accommodation within one month of such marriage.

- (5) If an accommodation is not surrendered as required under sub-rule (4), the allotment of the accommodation in the general pool shall be deemed to have been cancelled on the expiry of such period.

### PART- III RETENTION OF ACCOMMODATION

#### 14. Concessional period of retention.-

- (1) The allottee may, subject to the conditions laid down in these rules, be permitted to retain the accommodation on the happening of any of the events specified in column (2) of the table below, for the period specified in the corresponding entry in column (3) thereof, provided that the accommodation is required for the bonfire use of the allotted or members of his family:

**Table**

Sl.	Events	Permissible period for retention of accommodation
(1)	(2)	(3)
(i)	Resignation, dismissal or removal from Service, one month termination of service or unauthorized absence without permission, compulsory retirement [under CCS (CCA) Rules, 1965] and for non-regular Government servants.	One month on normal license fee
(ii)	Retirement, voluntary retirement, retirement on medical grounds, terminal leave or compulsory retirement [under FR 56(j)], retirement on deputation from ineligible organizations during the initial constitution of such organization, technical resignation, death of allotted on re employment (irrespective of retention availed on retirement) and death of an allotted who is not a regular Government servant or deputation outside India.	six months on normal license fee
(iii)	Transfer to a place outside from the existing place, transfer to an ineligible office in the same station, on proceeding on foreign service in India, temporary transfer in India or transfer to a place outside India or deputation within India.	Two months on normal license fee plus six months on double license fee.

(iv)	To eligible spouse or ward in case of death of the allotted or in case of missing persons (from the date on which Police authority have certified the employee is missing)	Twelve months on normal license fee and for a further period of twelve months on normal license fee provided the deceased or missing allotted or any member of the family does not own a house at the place of occupation of accommodation.
(v)	Study Leave	Actual period of leave or two years, whichever is earlier
(vi)	Leave preparatory to retirement or refused leave granted under FR 86 or Earned leave granted to Government servant who retired under FR 56(j)	For the full period of leave/posting on normal license fee For the full period of leave on full average pay subject to a maximum period of one hundred and eighty days in the case of leave preparatory to retirement and four months in other cases, inclusive of the period permissible in the case of retirement on normal license fee.
(vii)	(i) On mandatory posting to Public Sector Full period of posting on normal Undertakings, Statutory and Autonomous Bodies license fee plus House Rent under Central Staffing Scheme on certificate from Allowance drawn by the allotted from Establishment Officer, Department of Personnel the organization and Training or from Other Ministries or Departments of the Government of India; and (ii) On mandatory posting at the same station to Public Sector Undertakings, Statutory and Autonomous Bodies under Non-Central Staffing Scheme on certificate from Establishment Officer, Department of Personnel and Training for balance period of central deputation after serving four years under Central Staffing Scheme	Full period of posting on normal license fee plus House Rent Allowance drawn by the allotted from the organization



**PART- IV**  
**CHANGE OF ACCOMMODATION**

**15. Change in same type or entitled higher type of accommodation.-**

- (1) An allottee to whom an accommodation has been allotted under these rules may apply for a change to another same type of accommodation only after taking physical possession of accommodation allotted under initial allotment.
- (2) Only one change shall be allowed in the same type of accommodation to the allotted.
- (3) An allotted, who intends to change the accommodation already allotted to him shall make an application in the form specified by the Estates Department, and thereafter, the name of such allotted shall be included in the concerned type separate waiting list.
- (4) The date of priority or the inter-se seniority of the allottees in the waiting list for change of accommodation in respect of Type I to Type V shall be as applicable to initial allotment.
- (5) The change of same type of accommodation shall be offered as per the priority in accordance with these rules and having regard to the allotter's preference:

Provided that no change in the same type of accommodation shall be allowed to an allottee within six months of the date of superannuation.

- (6) If an allottee fails to accept a change of accommodation offered to him within eight days of the issue of such offer or allotment, he shall not be considered again for a change of accommodation for that type of accommodation.
- (7) An allottee who, after accepting a change of accommodation fails to take possession of the same, shall be charged one month license fee for such accommodation in accordance with the provisions of these rules in addition to the normal license fee for the accommodation already in his possession the allotment of which shall continue to subsist:

Provided that if the Engineering Department fails to make the accommodation offered on change habitable within the prescribed time period, a certificate from the concerned Engineer shall be furnished in this regard by Engineering Department and allottees will be exempted from payment of license fee for the intervening period in such cases.

- (8) Where an allottee, who is in occupation of an accommodation, is allotted another accommodation and he occupies the new accommodation, the allotment of former accommodation shall be deemed to have been cancelled from the date of physical occupation of the new accommodation:

Provided that such date of occupation, the allotted may, retain the former accommodation for a max period of 7 days for shifting to the newly allotted accommodation:

Provided further that if the previous accommodation is not vacated within a period of 7 days, the allotted shall be liable to pay damages for use and occupation of the previous accommodation, furniture and garden charges as may be determined by the Government from time to time with effect from the 31st day from the date of physical occupation of the new accommodation and the accommodation slotted in the change shall be deemed to have been cancelled under these rules.

- (9) No change of accommodation shall be allowed to an allottee under this rule if an enquiry is under progress against the allotted on the charge of subletting.

### **16. Change of accommodation on medical grounds.-**

- (1) Change on medical grounds shall be given only if the allotted consumed has already availed of one change in the same type of accommodation admissible under these rules:

Provided that if the allotted has not already availed one change, the application for change on medical grounds shall be referred to the Committee constituted for the purpose.

- (2) Requests for change on medical grounds may be entertained only in such cases where the allottee or a member of his family or dependent-in-laws living with him, after the allotment of the accommodation in change has developed such diseases as may be specified by the Committee constituted for the purpose by the Estate Department.

Provided that a medical certificate from a Head of Department of the Specialty of concerned disease of AIIMS Hospital indicating the nature and extent of physical handicap or disease and recommending such a change is furnished.

- (3) Change from one floor to another in the same colony or from one colony to another colony may be allowed, if the request is supported by medical certificate from a board constituted for the purpose. The change of accommodation shall be given by the Estate Department issuing a well-reasoned speaking order.

### **17. Change of accommodation in the event of death of a member of family.-**

Notwithstanding anything contained in these rules, an allotted may be allowed a change of accommodation on the death of any member of his family if he applies for a change within six months of such occurrence, provided that the change will be given in the same type of accommodation, same floor and in the same area as the accommodation already allotted to the allotted.

**18. Shifting of allottees in case of quarrel between neighbours.-**

- (1) Any complaint relating to the quarrels between neighbours in AIIMS campus shall be examined in detail by the Housing Committee of AIIMS Bhopal. Security officer AIIMS Bhopal shall examine the complaints of quarrel between neighbours in AIIMS campus, who shall make his recommendations to the Estate Department.
- (2) The allottee found guilty under this rule shall be shifted to another accommodation in the same locality but at a distance from the accommodation of the allotted with whom he had picked up quarrel, or to another nearby or remote locality, depending upon the nature of the offence or situation.
- (3) If the allotted so shifted to another place again picks up quarrel with his neighbours, his allotment shall be cancelled and he shall be debarred from allotment of accommodation for a period varying from one year to two years depending upon the nature of the offence:

Provided that if the allotted who is debarred under this sub-rule, on subsequent allotment again picks up a quarrel with his neighbour and is found guilty, he shall be declared ineligible for further allotment of accommodation permanently.

**PART V****EXCHANGE OF ACCOMMODATION**

- 19.** Exchange of quarter between the eligible applicants shall be dealt case to case basis.

**PART VI****SURRENDER OF ALLOTMENT OF ACCOMMODATION****20. Surrender of an allotment of accommodation.-**

- (1) An allottee may surrender an allotment of accommodation at any time during the allotment period.
- (2) An allottee who surrenders the accommodation shall not be considered again for allotment of accommodation at the same station for a period of one year from the date of such surrender.

## **PART VII**

### **MAINTENANCE OF ACCOMMODATION**

#### **21. Maintenance of accommodation by the allottee.-**

- (1) The allotted to whom a residential accommodation has been allotted shall maintain the accommodation and premises in a clean condition and such allotted shall not grow any tree, shrubs or plants contrary to the instructions issued by the Government or by Engineering Department nor cut or lop off any existing tree or shrubs in any garden, courtyard or compound attached to the accommodation save with the prior permission in writing of the Engineering Department
- (2) Trees, plantation or vegetation, grown in contravention of this rule may be caused to be removed by the Engineering Department at the risk and cost of the allotted concerned.

#### **22. Cooperation with maintenance agencies by the allottees to carry out repair works.-**

- (1) All allottees of accommodation will cooperate with Engineering Department in carrying out all kinds of repair or renovation works.
- (2) In case a complaint for non-corporation is received from Engineering Department against any allottees, strict action shall be taken against him as per these rules and the instructions issued by the Estate Department from time to time.

#### **23. Misuse of accommodation for trade or business or any other unauthorized activity.-**

- (1) The accommodation shall be used for residential purpose only by the allotted and other authorized persons as per these rules.
- (2) Action shall be taken against the allotted for unauthorized use of the allotted accommodation as per these rules and instructions issued by the Estate Department in this regard from time to time.

#### **24. Payment of requisite charge or fee to public utility services.-**

- (1) The allotters of accommodation shall pay the charges and fees to all utility services such as electricity, water, gas etc., regularly on receipt of the bill for such payment.
- (2) In case an allotted has not paid the dues to the public utility authorities before vacation or surrender of the accommodation, vacation or surrender of accommodation shall not be accepted by Engineering Department

#### **25. Unauthorized constructions in Government colonies.-**

- (1) No unauthorized construction shall be allowed in AIIMS campus and the unauthorized constructions, if any shall be removed or demolished by Engineering Department or the Estate Officer notified under the Public Premises (Eviction of unauthorized occupants) Act, 1971(40 of 1971), as the case may be in accordance with the provisions of that Act.
- (2) In case any further unauthorized construction is found in the accommodation of the same allotted, the accommodation provided to such allotted shall be cancelled from the date of inspection of the accommodation and he shall be debarred for allotment of accommodation for remaining period of service in future.
- (3) The procedure for dealing with cases relating to unauthorized construction or encroachment in accommodation or public premises and the responsibilities of respective maintenance agencies shall be specified by the Central Government from time to time.

## **PART VIII**

### **UNAUTHORISED OCCUPATION**

#### **26. Unauthorized occupation after cancellation of allotment.-**

Where, after an allotment of accommodation has been cancelled or is deemed to have been cancelled under any provisions of these rules, the accommodation remains or has remained in occupation of the allotted to whom it was allotted or of any person claiming through, such allotted shall be liable to pay damages for use and occupation of the accommodation, services, furniture and garden charges, as may be determined by the Central Government from time to time.

#### **27. Issue of vacation notice and show cause notice to the allottees.-**

- (1) The vacation notice shall be issued to all the allottees of accommodation or to their families at least fifteen days before the date of expiry of the permissible period of retention.
- (2) In case where the allottees have not vacated the quarters after expiry of permissible retention period, the concerned authority will issue show cause notice to such unauthorized occupants under the Public Premises (Eviction of unauthorized occupants) Act, 1971(40 of 1971).

## **PART IX**

### **SUBLETTING OF ACCOMMODATION**

#### **28. Persons to reside with allottee.-**

- (1) The allottee shall reside in the accommodation allotted to him with his family and immediate relations.
- (2) In case any relationship ceases by any order of court of law, such relation shall not reside with the allotted.
- (3) The allotted who shares the accommodation with his family or immediate relations shall furnish prior intimation to the Estate Department in such form, as may be specified by the Estates Department. , furnishing full particulars of his family members or immediate relations residing in the accommodation allotted to him:  
 Provided that the details of guests, if such guest is likely to stay for more than fifteen days in the accommodation, shall be intimated to the Estates Department in a plain A-4 size paper to Estate Department, Intimating full particulars of the individual or individuals.

## **29. Subletting of accommodation.-**

- (1) An allottee shall not sublet the whole or part of accommodation including garage allotted to him:  
 Provided that an allotted proceeding on leave may accommodate, in the accommodation any member of his family or immediate relations, as a caretaker, by submitting, along with his leave application, the details of such member of his family or immediate relation, to Estate Department.  
 Provided further that the maximum period of such accommodation by a caretaker shall be not exceeding six months.
- (2) If an allotted to whom an accommodation has been allotted, unauthorized sublets the accommodation, the Estate Officer may without prejudice to any other disciplinary action that may be taken against him, cancel the allotment of the accommodation from the date of inspection.  
 Explanation.-In this sub-rule, the term "allottee" include, unless the context otherwise requires, a member of his family and any person claiming through the allotted.
- (3) If an allotted sublets an accommodation allotted to him or any portion thereof or any of the out-houses or garages in contravention of these rules, he may without prejudice to any other action that may be taken against him, be charged such damages from the date of inspection by Estate Department. as may be determined by the Central Government from time to time, in this respect.
- (4) Where an action to cancel the allotment is taken on account of unauthorized subletting of the premises, a direction shall be issued by the Estate Department to the concerned administrative office of the allotted for the purposes of initiation of Departmental proceedings and for imposition of major penalty, along with the copy of a draft charge sheet; and the administrative office shall intimate Estate Officer the details of the charges framed and the penalty imposed on the allotted under this rule.

- (5) The **Director AIIMS Bhopal** shall be competent to---
- a) take all or any of the actions provided under this rule;
  - b) Declare the allottee to be ineligible for allotment of residential accommodation for the remaining period of his service;
  - c) Intimate to the office of the allotted for initiating disciplinary proceedings for major penalty under the relevant rules.
- (6) Where any penalty under this rule is imposed on proved case of subletting, the aggrieved person may within thirty days of the receipt of the order by him or his employer imposing the penalty, may prefer an appeal before the concerned appellate authority specified under rule 69 through proper channel.
- (7) The original order imposing the penalty shall stand unless it is modified or rescinded on appeal by the appellate authority.
- (8) Cases where individual fails to comply with the provisions this rule shall be brought to the notice of authorities concerned by Estate Officer for taking appropriate disciplinary action against such defaulting allottees.

## PART X

### CONSEQUENCES OF BREACH OF THESE RULES AND INSTRUCTIONS OF THE GOVERNMENT

#### 30. Consequences of breach of rules.-

The Estate Department may without prejudice to any other disciplinary action that may be taken against the allottee under these rules, cancel the allotment of the accommodation, if an allottee to whom an accommodation has been allotted -

- (a) Uses the accommodation or any portion thereof for any purposes other than that for which it is meant; or
- (b) Tampers with the electric or water connection; or
- (c) Commits breach of these rules; or
- (d) Breaches the terms and conditions of the allotment; or
- (e) Uses the accommodation or premises or permits or suffers the accommodation or premises to be used for any purpose which the Estate Department considers to be improper; or
- (f) Has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment for initial / change as the case may be.

**Explanation.-In this rule, the term "allottee" include unless the context otherwise requires, a member of his family and any person staying with the allottee.**

**31. Action for misuse of garage.-**

- (1) The garage shall be used for parking of vehicle only by the allottee and action shall be taken against the allottee for unauthorized use of the allotted garage as per these rules and instructions in this regard from time to time.
- (2) The garage for parking cars or scooters or cycles shall not be used or allowed to be used for residential purposes and damages shall be charged from the allottee for any misuse of the garage from the date of inspection till the receipt of certificate from Engineering Department that the misuse has ceased.
- (3) In case of misuse of garage, the Estate Department shall issue show cause notice to the allottee concerned with a copy to the concerned in charge of the maintenance agency Service Centre, to stop the misuse within a period of fifteen days, failing which the allotment shall be cancelled.

**PART XI****LICENCE FEE FOR ACCOMMODATION****32. Payment of license fee for accommodation.-**

- (1) Where allotment of accommodation or alternative accommodation has been accepted, the liability for license fee shall commence from the date of physical occupation of the accommodation.
- (2) An allottee who, after acceptance, fails to take possession of that accommodation within eight days from the date of receipt of the authority letter shall be charged one month license fee from the date of allotment:  
Provided that this provision shall not apply in case the maintenance agency does not hand over the accommodation in a habitable condition to the allottee within the prescribed period or the accommodation is not ready for physical occupation for any other reason.
- (3) An allottee shall remain personally responsible for any license fee payable in respect of the accommodation and for any damages caused to the accommodation or its precincts or grounds or services provided therein by the Government beyond fair wear and tear.
- (4) In case license fee has not been received continuously for a period of four months from an allottee or the Drawing and Disbursing Officer of office of the allottee, the allotment of accommodation of the concerned allottee shall be cancelled.

**33. Fixation or revision of license fee for accommodation.-**

- (1) The normal license fee for accommodation shall be revised every three years based on the Average All India Consumer Price Index (CPI) by the Central Government and shall be applicable to all types of accommodation throughout the country.
- (2) The revised rate shall take effect from the 1 st July of the year next following, or from such other date as the Central Government may direct.

**34. Personal liability of the allottee for payment of license fee till the accommodation is vacated.-**



The allottee to whom an accommodation has been allotted shall be personally liable for the payment of license fee and for any damage beyond fair wear and tear caused thereto or to the furniture, fixture or fittings or services provided therein by the Government during the period for which the accommodation has been and remains allotted to him, or where the allotment has been cancelled under any of the provisions of these rules, until the accommodation along with the out-houses appurtenant thereto have been vacated and full vacant possession thereof has been restored to Government.

**35. Damages to property.-**

The quantum of damages beyond normal wear and tear for unauthorized occupation or subletting or misuse of accommodation, servant quarter or garage shall be specified by the Estate Department and accessed by ABEU.

**36. Payment of license fee in advance for retention of accommodation.-**

All the allottees of accommodation shall pay the requisite license fee in advance for retention of the accommodation allotted to them.

**PART XII  
MISCELLANEOUS**

**37. Interpretation of rules.-**

If any question arises as to the interpretation of these rules it shall be decided by the **Director AIIMS Bhopal**.

**38. Relaxation of rules.-**

The **Director AIIMS Bhopal** may for reasons to be recorded in writing, relax any or all of the provisions of these rules in the case of any allottee or any accommodation or any group or class of allottees or type of accommodation or on any other matter.