



# गनी खान चौधरी अभियांत्रिकी तथा प्रौद्योगिकी संस्थान Ghani Khan Choudhury Institute of Engineering and Technology

(A Centrally Funded Technical Institute under the Ministry of Education, Govt. of India.)

Narayanpur, Dist. Malda, PIN- 732141, West Bengal

Website : [www.gkci.ac.in](http://www.gkci.ac.in)

न हि ज्ञानेन सदृशं पवित्रमिह विद्यते

## “GUIDELINES & RULES FOR ALLOTMENT OF RESIDENTIAL ACCOMMODATION”

### 1. Short title and application:

- These rules may be called GKCIET Residence Allotment Rules 2026.
- These rules shall come into force from the date of notification.

### 2. Definitions:

In these rules, unless the context otherwise requires –

- “Institute” means the GKCIET;
- “GKCIET” means the Ghani Khan Choudhury, Institute of Engineering and Technology;
- “Competent Authority” means the Vice Chancellor / Director of the Institute or any such authority authorized by the Vice Chancellor / Director;
- “Vice-Chancellor / Director” means the Vice-Chancellor / Director of GKCIET.
- “Chairman” means the Chairman of Residence Allotment Committee appointed by the Vice Chancellor / Director of the Institute;
- “Allotment” means the grant of a license to an Institute employee to occupy a GKCIET residence or a portion thereof owned, leased or requisitioned by the Institute, for use by him as residence;
- “Allottee” means the employee whom the residence has been allotted by Estate Section on the approval of Competent Authority;
- “RAC” means the Residence Allotment Committee constituted by the Vice Chancellor / Director;
- “Employee” means all the regular employees of the Institute both in Teaching and Non-Teaching category in the establishment of the Institute;
- “Family” means an employee or an employee’s wife or husband as the case may be residing with him/her or legitimate children, step children dependent on the employee and residing with him or her or parents or other persons dependent on the employee and legally residing with him/her;
- “License Fee” means the sum of money payable at the rate in accordance with the Central Government rates in respect of the residence allotted under these rules;
- “Pay” for purposes of determining the eligibility for a category of residence include Pay Level as applicable to an employee as per rules of the Institute;
- “Residence” means a building or part thereof used for residential purposes and situated within the Institute Campus(s) under the full administrative control of Institute;

### 3. Classification of Residences:

Under these rules, an employee shall be eligible for allotment of residence of the type shown in Column I of the Table below:

| Type of Residence           | Pay Level as per 7 <sup>th</sup> CPC | Licence fee                         |
|-----------------------------|--------------------------------------|-------------------------------------|
| Type IV (Bhagirathi)        | Pay Level 9 & 10                     | As per the rates approved by<br>GoI |
| Type IV Special (Mahananda) | Pay Level 11 and above               |                                     |

### 4. Provision of one step lower category of residence than the entitlement, to be made as under:

- a) If a residence in the category to which an employee is entitled is not available, he/she may be allotted a residence in the lower category i.e. the one to which he/she is entitled provided that his/ her date of station seniority is earlier than any employee on the waiting list for lower category of the residence, and his request has been accepted by the Vice Chancellor / Director on the recommendation of RAC. For this purpose, the date of joining the Institute shall determine his/her seniority viz-a-viz others entitled to that category. Further this will not debar him/her subsequently from the allotment of a residence to which he/she is entitled.

### 5. Allotment of Residence:

- a) The allotment of residences will be made on the recommendation(s) of the RAC. The tenure of the committee will be for 2 years. The RAC will be constituted by Vice Chancellor/ Director of the Institute. The constitution of the committee is as follows:

|        |  |                    |
|--------|--|--------------------|
| (i).   | Chairman, EW&MC                          | - Chairman         |
| (ii).  | Assistant Registrar (A&E)                | - Member           |
| (iii). | One Teaching employee Representative     | - Member           |
| (iv).  | One Non-Teaching employee Representative | - Member           |
| (v).   | Estate Officer                           | - Member-Secretary |

- b) Allotment of residence(s) will be made on the basis of seniority list of all applicant employees which will be prepared for consideration of allotment of residences according to entitlement for a particular category of residence as per rules 7. In case of two employees married to each other, only one of the employee will be allotted a residence.
- c) No employee shall be allotted a residence in the campus if he/she or his/her wife/husband owns a house within Malda district but may be considered on genuine medical ground or emergency duty with the approval of the Competent Authority.

### 6. Eligibility of Employees for allotment of residence:

- a) Employees who are appointed on regular basis.

**7. Seniority list of employees for allotment of residence:**

- a) The allotment of the residences will be made on the basis of seniority which will be prepared and maintained by Establishment section of the Institute. Applications shall be invited as and when residence is available for allotment. An employee who seeks allotments of residence may submit an application in the prescribed format to the Estate Section of the Institute.
- b) The seniority list will be decided on the basis of the following.
  - (i). Date of eligibility of residence.
  - (ii). If (i) is same then higher basic pay.
  - (iii). If (i) and (ii) are both same then earlier date of birth
- c) A duly approved seniority list will be published for the purpose.

**8. Allotment to husband and wife- Eligibility in case of employee who are married to each other:**

- a) No Institute employee shall be allotted a residence under these rules unless the wife or the husband of the employee, as the case may be, who has already been allotted or likely to be allotted a residence or accommodation in any other govt. organization surrenders the same;
- b) Provided that this rule shall not apply where the husband and wife are residing separately in pursuance of an order made by any competent Court;
- c) Where two Institute employees in occupation of separate residences allotted under these rules, marry each other, they shall have to surrender one of the residences within one month from the date of the marriage;
- d) Where a residence is not surrendered as required by sub-rule (a) & (c), the allotment of the residence of the lower type shall be deemed to have been cancelled on the expiry of such period and if the residence is of the same type, the allotment of either or both of them as the RAC deems fit, shall be cancelled on the expiry of such period;
- e) When both husband and wife are employees in the Institute the entitlement of each of them for the allotment of a residence, under these rules shall be considered independently.

**9. Shifting from one residence to another residence:**

In case of multiple storey buildings, change of residence shall be considered after getting possession of quarter by the official as per order of the Vice-Chancellor / Director on the recommendation of the Committee for Allotment of RAC.

**10. Subject to the other provisions of these Rules, allotment once made, shall not, ordinarily be changed, except for the following reasons:**

- a) The Institute employee becomes entitled to a higher category of residence and when such residence is available;
- b) Non-acceptance of offer of allotment or failure to occupy the residence by an allottee (read Rule 11 below)

**11. Non-acceptance of offer of allotment or failure to occupy the residence by an allottee:**

- a) Where a Institute employee fails to accept the allotment of a residence or fails to take possession of that residence within the stipulated time from the date of issue of the letter of allotment, he / she shall not be eligible for another allotment for a period of twelve months from the date of issue of the allotment letter. On the expiry of this period of twelve months, he may apply in fresh. If an employee does not accept the allotment second time also, he shall be debarred for further allotment of residence of that category for three years and if the employee does not accept allotment even third time he will be debarred for five years. The next refusal to accept the allotment of residence will render him / her ineligible for allotment of residence.
- b) The residences which are not occupied within 15 days of allotment, may be considered as vacant for the purpose of allotment to next eligible applicant in the seniority list.
- c) An offer of allotment of an accommodation shall be accepted by the allottee within seven days from the date of allotment of the accommodation failing which it is deemed to have been cancelled. As per SR 317- B-12 and GOI guidelines, the liability for License Fee will commence from the date of occupation or the fifteenth day from the date of issue of the allotment letter, whichever is earlier.

**12. Cancellation of Allotment of residence:**

Notwithstanding the provision(s) of rule 9, an allotment shall be treated as cancelled, in the circumstances, mentioned below and may be cancelled by the Competent Authority in the circumstances hereinafter specified:

- a) When an allottee has ceased to be in the service of the Institute;
- b) When an allottee accepts allotment but fails to take possession and do not start living in the allotted residence within a period of 15 days;
- c) If the allottee uses the premises allotted to him in a manner so as to be a source of annoyance or nuisance to the neighbourhood;
- d) If the allottee indulges in any commercial activity or misuses in any form, the residence allotted to him;
- e) If the allottee violates any provisions of the present Rules.

**13. Without the permission in writing from the Competent Authority, an employee shall not:**

- a) Construct any structures in any part of the allotted premises and to make any structural alteration in any part of the residence without the permission of the authorities which is likely to impair its value & utility;
- b) make unauthorized extensions from electric or water connections or tamper with them;



#### 14. Retention of residence for extended period:

An allottee may be permitted to retain the residence in the following cases subject to the maximum period noted against each on payment as indicated in table below

|      |  |   |
|------|--|---|
| I.   | Resignation, dismissal or removal from the Service or unauthorized absence without permission, compulsory retirement [under CCS (CCA) Rule 1965] and for nonregular Govt. Servants.  | One month on normal licence fee & other fee;  |
| II.  | Retirement, voluntary retirement, retirement on medical grounds, terminal leave or compulsory retirement [under FR 56(j)].   | Six months on normal licence fee & other 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 licence fee & other fee plus six months on double licence fee & other fee.   |
| IV.  | To eligible spouse or ward in case of death of the allottee or in case of missing persons (from the date on which Police authority have certified the employee is missing)   | Six months on normal licence fee and other fee for a further period of six months on double licence fee provided the deceased or missing allottee or any member of the family does not own a house at the place of occupation of accommodation. |
| V.   | Study Leave / Sabbatical Leave   | Actual period of leave or two years, whichever is earlier on normal Licence fee & other fee.  |
| VI.  | On deputation to Public Sector Undertakings, Statutory and Autonomous bodies.  | During deputation period.   |

#### 15. Inventory of Residence:

An allottee shall on occupation or vacation of the residence, will sign an inventory of fittings and or furniture in the residence. Such an inventory shall be prepared and signed by Estate Section.

#### 16. Earmarked residences:

Few residences shall be earmarked for the regular key functionaries positions, where service conditions involves tenure posting or the position which are essentially required presence in the campus. The residence shall be earmarked for following positions:

- Registrar- Tenure posting.
- Controller of Examination- Tenure posting.
- Security Officer- Essential service
- Medical Officer- Essential service.



**17. Sharing:**

Competent Authority on the request of the allottee may allow the sharing of the residence with Institute employee who is also eligible for allotment of residence for a specific period. In this case both will have to pay the License fee and no HRA will be paid to them. Sharing of accommodation with employees without permission is strictly prohibited. If found so, the allotment of quarter will be cancelled with immediate effect.

**18. Eviction Procedure:**

When the allottee fails to vacate the residence allotted to him / her within the period stipulated, the Institute will initiate vacation procedure as follows:

- a) The employee will be allowed to retain the residence as per rule 14.
- b) After expiry of the retention period as per rule 14, a notice will be served to vacate the residence within 15 days. After expiry of notice period of 15 days the Estate Section will deploy the security agency to enforce physical eviction and take possession of the accommodation.

**19. Maintenance of quarter:**

- a) Before allotment of residences minimum annual maintenance work like white washing, plumbing, electrical fittings may be carried out and "fit for allotment" certificate will be presented on records by Estate Section.
- b) The Institute reserves the right to take over the residence any time for annual maintenance work.

**20. Interpretation of Rule:**

In case of any doubt/confusion, the Director/ Vice-Chancellor reserves the right to interpret the rules and his decision will be final and binding to all employees.

— x —

*me*  
15/5/2026

Kaushik R  
15/5/2026

*[Signature]*  
15/5/26



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## Application for Allotment of GKCIET Residence Part I

|     |  |                  |
|-----|--|------------------|
| 1.  | Type for Staff Quarter Applied for                 | IV / IV Special  |
| 2.  | Name of the Applicant/ Employee with employee Code |                  |
| 3.  | Designation  |                  |
| 4.  | Department   |                  |
| 5.  | Date of Birth                                      |                  |
| 6.  | Pay level and basic pay                            |                  |
| 7.  | Date of joining in the Institute                   |                  |
| 8.  | Date of joining on present pay level               |                  |
| 9.  | Phone No. & email                                  | Ph No-<br>Email- |
| 10. | Marital Status                                     |                  |
| 11. | Details of Members in the family                   |                  |

### UNDERTAKING

#### I undertake the following:

- That I fully understand the rules for allotment of residence and I shall abide by the rules stated in the "Guidelines & Rules for Allotment of Residence Accommodation" and amendment, if any, from time to time;
- That I will vacate the residence within the time specified as per rule. and in case of failure to vacate, the Institute will be free to take possession of the said residence as per procedure specified within "Guidelines & Rule for Allotment of Residence Accommodation" and amendment, if any, from time to time;
- I also certify that above undertaking has been signed by me on my own will without any pressure.

Date: .....

Signature: \_\_\_\_\_

Name of the Employee: \_\_\_\_\_

Designation: \_\_\_\_\_

#### For office use

Details mentioned above are verified and found correct.

Dealing Assistant (A&E)

Assistant Registrar (A&E)



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**Quarter details at the time of taking Possession**  
(to be submitted by allottee)

1. Name of the Employee :
2. Designation with pay level :
3. Employee Code :
4. Category (SC, ST, PwD) :
5. Department / Section/ School :
6. Mobile Number :
7. Email id (Official & Personal) :
8. Inventories of quarter No. & Type :

| Inventories        | Quantity | Working / Non-working |
|--------------------|----------|-----------------------|
| (i).Ceiling Fans   |          |                       |
| (ii).Lights        |          |                       |
| (iii).Exhaust Fans |          |                       |
| (iv). Any others   |          |                       |
| (v).Any others     |          |                       |

9. Allotment letter Ref. No. with date :
10. Date of occupation of the quarter :

**Declaration**

I will abide by the 'Guidelines and Rules of Allotment of Residential Accommodation of GKCIEIT'.  
In case of violating the rules, Estate Section will have authorized to vacate my accommodation immediately.

Date :

Signature of allottee

  
7/5/2026