National Centre for Radio Astrophysics
TATA INSTITUTE OF FUNDAMENTAL RESEARCH
Pune University campus, Pune-411 007

Ref:NCRA/1501/ 1501 Accdn

April 16, 2010

N O T I C E

As per the NCRA Accommodation Rules, applications for accommodation in Pune / Narayangaon residential campuses can be made any time and seniority lists are prepared twice a year ie., in March and September. An applicant will figure in two seniority lists prepared subsequent to his application [March / Sept] and he/she will have to make application further, if interested, for an accommodation or will not figure in the third list prepared subsequent to his application. The application format is available in the link www.ncra.tifr.res.in/local/quarters.htm.

While all the received applications are being considered for the next updating of seniority list, the staff members who have not applied before but would like to apply for an eligible type accommodation may apply by **April 30th 2010** for consideration as on May 01, 2010 updating of seniority list. Application may be submitted to the concerned AO-C.

16/4/10

T.V. Ananthasubramanian
Administrative Officer

Notice Board

NCRA
GMRT

National Centre for Radio Astrophysics
TATA INSTITUTE OF FUNDAMENTAL RESEARCH
Post Bag 3, Ganeshkhind, Pune University Campus, Pune – 411007, INDIA

Ref.No.NCRA/1501/Accdn/722

April 9, 2010

NOTICE

SUBJECT: NORMS FOR ALLOTMENT OF INSTITUTE ACCOMMODATION

BACKGROUND

1. Consequent to the revision of pay scales, on implementation of Sixth Pay Commission recommendations, eligibility criteria for allotment of accommodation have been revised.

2. It has therefore become necessary to revise our accommodation rules as under.

PREPARATION OF SENIORITY LIST

3. Staff members interested in Institute accommodation are required to make an application for the same in the prescribed form. Seniority lists separately for Pune and Narayangaon will be prepared once in six months, in February and August. Staff members could apply for institute accommodation any time during the year. The applicant's name will figure in two consecutive seniority lists prepared, post his/her application. The seniority list for Pune and Khodad will be prepared separately for each type of accommodation. Such lists will be prepared as per the Grade Pay drawn on 1st January / 1st July. Since the pay slips for January and July will be received only at the end of the month, the seniority list would be displayed by 20th day of February and August each year. However, application by a staff member, for accommodation, will be valid for one year, unless deleted from the waiting list due to non-acceptance after registration and allotment in turn.

4. ELIGIBILITY NORMS: The eligibility criteria for the various types of accommodations of the Centre has been revised as under, based on the Grade Pay drawn by the staff.

Sr. No.	Type of Flats	Eligibility Norms – based on GP	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. one flat will be allotted as per the seniority stated at Sr. No. 1 above and one will be allotted based on the date of acquiring a Grade Pay of Rs.5400, or 6600 or basic pay of Rs.8500/- in pre-revised pay scale, whichever is earlier. In case the seniority determined as above is the same then, the yardstick at Sr. No. 1 will be applicable.
5	D Special	Staff members with Grade Pay of Rs. 6600/-.	The flat will be allotted as per the date of acquiring Grade Pay of Rs. 6600 or the equivalent in the pre-revised pay scale, whichever is earlier. Where the crossing date of two staff members is same, the seniority will be determined in the same manner as stated at Sr. No. 1 above.
6	EA	Staff members with GP of Rs.7600, 8700 & 8900/-	The flat will be allotted as per the date of acquiring GP of Rs.7600, 8700 or 8900 or equivalent in pre-revised pay scale, whichever is earlier. Where the crossing date of two staff members is same, the seniority will be determined in the same manner as stated at Sl.No.1 above.
7.	EB	Staff members with Grade Pay of Rs. 10,000/- and above.	The flat will be allotted as per the date of acquiring Grade Pay of Rs. 10,000/- and above or equivalent in pre-revised scale. Where the crossing date of two staff members is same, the seniority will be determined in the same manner as stated at Sr. No. 1 above. *In case of non-availability staff members with a GP of Rs 10,000/- for consideration for EB accommodation, staff in the next lower GP in the hierarchy will be considered.*

**** We do not have an EA type accommodation***

Note : Since A type quarters as per Serial No. 1 above (built to standard specifications), are not available, at Pune campus, temporary shed accommodation (sub-standard) will be allotted in lieu with appropriate license fee, application to such sub-standard accommodation, based on DAE norms /TIFR approval. However, the Type I accommodation at Narayangaon has been refurbished recently and hence is considered a proper Type I accommodation, for license fee purpose.

SPECIAL PROVISION – ACADEMIC STAFF

5. The notional date of appointment, for determining seniority [only for the purpose of quarter allotment] in respect of academic staff, who were not in continuous service with the institute, will be calculated as follows:

5a. FOR ACCOMMODATION UPTO TYPE 'D'

a) The date of joining as a Research Scholar. If absorbed after Ph. D. without any break.

b) If a Research Scholar is not absorbed immediately after Ph. D. as in (a) above but appointed with a break period, spent outside the institute, a weightage, equal to 2/3rds of the break period, will be given. This 2/3rds weightage (rounded up to the nearest whole month) will be added to period spent as a Research Scholar in the institute and the notional date of appointment arrived at.

c) In case of direct appointees who join NCRA without any previous association with the institute, the notional date of appointment will be calculated by subtracting from the actual date of appointment, 2/3rds of the period (rounded up to the nearest whole month) spent between the date of commencement of Ph.D. programme and the date of appointment in the institute.

5b. FOR TYPE 'EB' ACCOMMODATION

In respect of type 'EB' quarters, academic staff members absorbed directly or with a break in service after Ph. D., where the date of reaching/crossing a GP of Rs.7600/- cannot be determined, the date of appointment will be treated as the date of crossing.

5c. In exceptional cases, Center Director may allot a flat-let in Efficiency Apartments (part of our guest house) which is basically meant for accommodating visiting Professors/ Scientists and Post-Doctoral Fellows (visiting fellows) (who, by the nature of offer, are not regular staff members). Normal license fee parameters for quarters will not be applicable in such cases. Instead, the monthly rates laid down locally for such furnished accommodation, would be applicable and paid locally as per bills raised by guest house in-charge. However, unfurnished flat-let, when allotted to a regular academic staff under this clause, would entail license fee liability as laid down for the appropriate range of living area. License fee recoveries of this nature will be through pay slips, by intimation to Accountsy NCRA.

LICENCE FEE RECOVERY

6. Licence fee recoveries, will be through pay slips, to be recovered by Accounts, NCRA, at flat rates prescribed for various types of quarters/ ranges of living area. These flat rates are generally revised every three years.

ELECTRICITY / WATER CHARGES RECOVERY

7. These are recoverable locally, as per readings recorded by Estate Maintenance / Services Division, and forwarded to Account Section, for billing at rates prevalent in MSEB/PMC respectively.

ELIGIBILITY FOR LOWER CATEGORY OF FLATES

8. Ordinarily, a staff member is entitled to have his name considered in two lists, i.e. list for the type flat he is eligible for and the list one below his eligibility. A staff member who does not have institute accommodation of any type, may, at the discretion of the Center Director, be permitted to have his name added to the 3rd list for even lower category of flat. In the absence of demand for a particular type of accommodation ie., in the absence of any applicant in the seniority list, the accommodation will be diverted to DDQ, temporarily.

SAME/ HIGHER CATEGORY

9. a) Maximum two changes in the same type will be permitted.

b) A staff member eligible to higher type of flat must shift when such flat is available, so that the earlier flat becomes available to a staff member, who is eligible for such flat. ***In case, the staff member refuses to shift, his name will be deleted from the list and debarred for eligibility to higher flat for the next three allotment years.***

RESERVATION OF QUARTERS FOR SC/ST EMPLOYEES

10. 10% in Types 'A' and 'B' and 5% in Types 'C' and 'D' is reserved for SC/ST employees subject to their eligibility for allotment in their entitled types and in their turn from the separate waiting list to be maintained for the purpose. Vacancies available in the quota reserved for them would be allotted in the ratio of 2:1 to the SC and ST employees respectively. If there is no SC employee, the quota reserved for SC would be allotted to ST employee.

11. A 60 – point roster will be maintained for the purpose of allotment of quarters. For type 'A' and 'B' accommodation, vacancies at point Nos. 10, 20, 40 & 50 will be for SC employees and point Nos. 30 & 60 for ST employees; for Types 'C' and 'D' accommodation, point Nos. 20 & 40 will be for SC employees and point No.60 for ST employees. SC/ST employees will also be considered for allotment in their turn along with general category employees.

CENTRE DIRECTOR'S DISCRETIONARY QUOTA

12. This quota is mainly to attract talent at various levels to the centre and also to allot primarily, on functional grounds in the interest of the Centre.

a) 20% of the available flats (calculated by rounding off to the nearest integer value in sub-standard accommodation (i.e. in lieu of type 'A'), 'B', 'C' and 'D' types.

b) 25% for EB Type.

In exceptional cases, besides functional grounds, applications on Medical grounds (Self) or Hardship in family for any reason, could be considered and allotted under this quota, where the merits of the case are to the satisfaction of the Centre Director. However, considering the limited number of quarters available, Quotas listed below would not necessarily be utilized in full. The total number of quarters available under each category and the Centre Director's Quota thereof, for each type, are shown below.

- ***Flats at GMRT site will be allotted under DDQ only as they are not part of regular accommodation***

13. Following is the Stream-wise quota for the various types of accommodation at Pune and Narayangaon campuses:

Pune Campus

Type of accommo-dation	STREAM				
	Academic	Scientific/Technical	Admin-Auxiliary	DDQ	Total
Sub-standard	04 flats on Service Seniority			00	04
TYPE II – B	10 flats on Service Seniority			02	12
TYPE III – C	03	08	05	02	18
TYPE IV – D	03	03	01	01	08
TYPE V – E	04	02	--	--	06

Narayangaon campus

Type of accommo-dation	STREAM				
	Academic	Scientific/Technical	Admin-Auxiliary	DDQ	Total
TYPE I - A	02 Ns., Service Seniority – no quota				
TYPE II – B	10 flats on Service Seniority			02	12
TYPE III – C	01	11	02	04	18
TYPE IV – D**	01	02	01	0	04
TYPE D SPECIAL	01	02	0	01	04
TYPE V – E*	0	0	0	02	02

** This Type V accommodation will be used based on the administrative exigencies at the site.*
*Note: **There is one Type 'D' Quarters at GMRT Khodad site. This will be allotted on functional grounds, or utilized on ad-hoc basis, as per requirement from time to time. This one is not included in the list above.*

The refurbished type I accommodations at Khodad site will be used on ad-hoc basis to accommodate staff on functional grounds. Hence, they are not shown in the above list.

14. A staff member, allotted a flat, under Centre Director's Discretionary Quota, who subsequently becomes eligible for allotment of the same Type/or higher type flat by regular norms, will no longer be counted under Centre Director's Quota.

15. Notice inviting applications for consideration of application under DDQ will be displayed in the Notice Boards. Staff members interested in the vacant accommodation under DDQ may make their application to the Administrative Officer within the prescribed time. The applications received against the notice will be examined by the DDQ committee and forward their recommendations to the Centre Director for his approval.

However, the Centre Director reserves the power to allot the accommodation under DDQ without resorting to notification / referring to the DDQ committee.

If it is felt by the Centre Director that the situation does not warrant any DDQ allotment for a particular accommodation, it will be diverted to a general pool for that particular type. The senior most as per DOJ or date of reaching/crossing the required GP as the case may be will be allotted the accommodation, adding to the number in the stream. Any subsequent vacancy in that type will again be referred to the DDQ and if not preferred allotment under DDQ, the vacancy will go the deficient stream.

TIME LIMIT FOR ACCEPTANCE OF QUARTERS

16. Following are the time limits:

a) A staff member will be given 8 days' period for acceptance of Allotment orders, after which the allotment order is liable to be treated as cancelled and no further correspondence will be entertained (acceptance to be conveyed in writing).

b) A staff member will be given a period of two weeks to occupy the allotted flat and also to vacate the previously occupied flat, if any, failing which, allotment is liable to be cancelled after expiry of the 2 week period and market rent will be charged for not vacating the previously occupied flat, if any.

The general terms and conditions, applicable to all allotments, are attached as **Appendix 'A'** to these instructions.

SUB-LETTING OF INSTITUTE ACCOMMODATION

17. The following provisions would apply.

a) Sub- letting of institute accommodation is strictly prohibited. If it is found that the flat is being sub-let to any other staff member or to an outsider, market rent will be charged for the entire period of sub-letting.

b) The allottee will be evicted from the institute accommodation with immediate effect, if found to have sub-let his allotted accommodation.

c) Allottee who sub-lets 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.

SHARING OF INSTITUTE ACCOMMODATION

18. Sharing of institute accommodation will not be permitted, unless specifically authorized by the Centre Director.

COUNTING OF SERVICES RENDERED IN CENTRAL GOVT/ STATE GOVT/DEFENCE SERVICES

19. The service rendered by a staff member in the institute alone will be considered for purposes of seniority list, for allotment of institute accommodation.

RETENTION OF INSTITUTE ACCOMMODATION

20. The authorized retention period, for various exigencies and licence fee liabilities, are as under.

SR. NO.	EVENT	AUTHORISED PERIOD / LICENCE FEE
1	Dismissal / Removal / Unauthorised absence	One month
2	Retirement / Voluntary Retirement / Resignation / Health / Education grounds	a) First two months at normal licence fee b) Additional two months at double the normal licence fee c) Additional two months at 4 times the normal licence fee [educational and health ground only] d) Additional tw months at 6 times the normal licence fee [educational and health grounds only]
3	Death	One Year
4	Transfer	Two months

5	Career advancement / extra ordinary leave	Entire period of career advancement / extra ordinary leave, if the flat is occupied by the family members. Otherwise, the flat will have to be vacated immediately and on their return, they will be given priority.

NOTE: For all the above cases, applications must be submitted and specific sanction obtained, well before commencement of the authorized retention period.

SPECIAL PROCEDURES FOR RETENTION ON RETIREMENT / SUPERANNUATION

21. Staff members who are due to retire and in occupation of institute accommodation, shall apply for retention, at least three months in advance. Such applications, duly approved by the competent authority, would be forwarded to Accounts along with details of licence fee to be recovered for the appropriate periods at rates prescribed at para 9 and 22 above. Any other details (e.g. arrears, if not recovered after the last revision of licence fee rates) would also be included. As regards electricity/water charges, (though normally settled locally), for retirement cases, the average amounts, based on previous year's bills, plus adequate margin (for any excess consumption for the entire approved period of retention), would also be included. This is to enable single point control of recovery and refund; amount of refund will be determined after vacation of accommodation within stipulated period and final electricity / water bills based on actual readings, details of which should be forwarded to Accounts, NCRA by the Estate Maintenance / Electrical Section.

22. The above rules will be applicable to all the quarters which are vacant on the date of issue of this notification and all future allotments, till further notice.

9/4/10

K. V. Rama Iyer
Head – (A&F)

Enclosure:

Annexure – A – General terms and conditions of allotment.

Copy endorsed to: CD / DEAN / CS / AO-C NCRA / AO-C, GMRT / HEAD-RAC OOTY / REGISTRAR, TIFR / AO-III GA, TIFR

ANNEXURE A

Terms and conditions of allotment of residential accommodation.

1. The allottee is generally expected to reside with his/her family/dependents, if any.

2. The residence is allotted for occupation by the allottee and his family members only for bonafide use. The allottee at the time of taking possession of the residence, shall take charge also of all fixtures, fittings etc. If any defects are noticed, either in the building, water or electrical installations, fittings or fixtures, they should be brought to the attention of the institute's authorities in writing at the time of taking over from Services Incharge (Estate Maintenance). Similarly, defects of this nature noticed subsequent to occupation, should also be brought to the notice of the authorities by entry in General Maintenance Register (Civil / Electrical) kept with security at the entrance.

3. No allottee or members of his/her family / servants who are permitted to occupy the residence, shall be allowed to do any trading or any commercial activity, in or around the residence, its surroundings or campus area in general.

4. The residence allotted shall be used for residential purpose only. Allottees/members of his/her family, bonafide relations/guests staying with the allottee, shall not indulge in any political activity in or around the residence/surroundings/general campus area. The allottee shall be deemed responsible for such activities if indulged in by any member staying with the allottee.

5. Retention of the accommodation in the event of allottee proceeding out of station on account of special leave, extra-ordinary leave, etc. will be subject to such orders as may be passed by the authority from time to time.

6. The allotment order will automatically stand cancelled or deemed to have been cancelled after expiry of the authorized period admissible under the rules.

7. Expenditure incurred on repairs, of the flat and its fixtures arising due to neglect or lack of proper care, on the part of the allottee, shall be recoverable from the allottee. Adequate precautions shall always be taken while using gas / stove appliances, for cooking. Heating by electrical appliances will be subject to authorized load, specific to each type.

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8. (a) The allottee shall maintain the residence and surroundings of the premises in a clean condition, conducive to good living. The allottee shall also take necessary care to avoid disfigurement of walls, fixtures; fittings etc. and also avoid throwing plastic bags in drains or littering the campus.

(b) The allottee shall not keep cattle, poultry or any other animals or birds. Pet dogs or cats may be kept after obtaining appropriate licences. Such licenced pets shall always be under leash and the pets properly immunized from time to time.

(c) Articles shall not be stacked on the stair case landings, common passages, or service shafts, creating inconvenience to fellow occupants.

9. The institute is not responsible for any loss or damages suffered by the residents due to theft, mishap or accident.

10. The allottee shall not carry out any structural alterations in the residence allotted or make any additions or temporary constructions in the premises or in the surroundings.

11. An allottee may at any time surrender an allotment or hand over vacant possession of the premises by giving intimation in writing so as to reach the authorities at least 10 days in advance before the date of vacation of the residence. The allottee shall permit inspection by the institute maintenance staff at all reasonable times to ascertain the condition of residence, the state of fittings and for taking readings of electrical and water meters and more so, before handing over vacant possession of the residence to the institute.

12. The authorized staff of the NCRA (TIFR) or a Contractor or his staff authorized by the institute in writing shall, at all reasonable times, be allowed access to the residence to carry out authorized works or inspection.

13. The residence allotted and its surroundings are also subject to inspection by authorized officers of the NCRA(TIFR) and such officers shall be allowed access at all reasonable times.

14. The institute reserves the right to allot alternate accommodation to the allottee with due notice of such likelihood. Failure to shift to the alternate accommodation within specified period from the date of receipt of the order allotting alternate accommodation will render the allottee liable for eviction.

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15. When the allotted residence is vacated by the allottee, it is the responsibility of the employee to get the servant quarter, if any vacated.

16. The allottee forfeits all his/her claims for residential accommodation for persistent violation of conditions of allotment.

17. Unauthorised occupation beyond authorized periods would entail recovery of `Damages' at rates prescribed from time to time by TIFR. This is besides eviction proceedings.

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