



INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY

(AN AUTONOMOUS INSTITUTE UNDER DST, GOVT. OF INDIA)

PASCHIM BORAGAON, GARCHUK, GUWAHATI- 35

NOTIFICATION

The Director, Institute of Advanced Study in Science and Technology, DST, Govt of India is pleased to approve the following extended Rules and Regulations for occupation of residential quarters/houses of the Institute of Advanced Study in Science and Technology, Paschim Boragaon, Guwahati-781035 in addition to the Regulation for Allotment and Vacation of residential houses in vogue. The regulations shall come in to force with immediate effect.

RULES AND REGULATIONS FOR OCCUPATION OF STAFF QUARTERS, IASST

(1) Excerpts of Rules and Regulations:

1. Quarters will be allotted and vacated as per rules and regulations of IASST in vogue.
2. Employee should read the rules before applying or occupying the quarter, if allotted.
3. Rules are also displayed in a central place of the quarter with clear visibility.
4. If the quarter is accepted by the allottee, liability of house rent, licence fee etc. shall commence from the date of occupation of the quarter by the allottee and shall be deducted from salary.
5. The quarter cannot be subject to use for any other purpose other than living by the allottee and bona fide member of his/her family.
6. Subletting of allotted quarter is strictly prohibited.
7. No alteration/additions will be made in the quarter by the allottee without the written prior approval and permission of the competent authority.
8. Occupants are responsible for their possessions of all valuables. IASST shall be in no way responsible for any loss or damage to any property or goods belongs to the occupant or his dependents due to any cause whatsoever.
9. The allottee must vacate the accommodation without fail within the admissible period in the event of release/retirement/transfer etc. In exceptional cases, the occupancy can be allowed to continue as per rules with prior approval of the competent authority.
10. The Institute administration reserves the right to terminate the occupancy of the employee for any wilful disobedience or defiance of authority, non-observance or violation of rules and instructions, causing damage to person or property or indulging in undesirable activities and on account of misconduct and/or violation of rules and regulations.
11. If an allottee make, any breach of the rules or the term and conditions of allotment of use of premises for any purposes other than his accommodation, the authority without prejudices to any other disciplinary action may cancel his/her allotment and debar from allotment of quarter for three years.
12. At least 10 days notice before vacating the quarter shall be given to the allotting authority failing which house rent & licence fee will be charged for further period as per rule.
13. Retention of quarter is permissible as admissible under rules.
14. Disciplinary action shall be taken against violating Rules and Regulations.

(2) Inventory and use of Electronic/Electric items:

1. A complete inventory of the various items including lighting and fixture will be signed by the allottee both at the times and occupation and vacation of the quarter.
2. Fixtures: All furniture and fixtures in the rooms allotted to the staff shall be cared for properly. The employee shall be required to pay double the original cost of any item found missing from their room. They shall also be required to pay the charges of repair to items that are found to have been damaged on account of misuse or unfair wear and tear.
3. Interchange of Furniture/Fixture: The allottee shall not interchange any furniture/ fixture from one room/point/location in the quarter to another.
4. Assets in Common areas/Corridors: All the occupants of the quarters shall take care of the property placed in common places of the building and inside the compound.

(3) Celebration of any function:

1. Occupants shall take prior permission of the Director for celebrating any festivals/function.
2. Care should be taken at all times to ensure that music/loud talking is not audible outside the quarter. Any festivities and noise making/celebrations should be avoided, which may cause disturbance to other inmates in the quarter premises.
3. No outside unknown guest or interference of any kind will be allowed.

(4) Campus Discipline:

1. No gambling of any kind shall be allowed on the premises of the quarter or in the campus.
3. No occupants shall bring or store any firearm, ammunition, explosive and inflammable goods on the premises of the quarter.
4. Occupants of the quarters shall not bring, take and/or drink any alcohol/ intoxicating drink, drug or substance of any kind what so ever in the room and/or not smoke in any part of premises/non smoking zones. The same shall apply to visitors also. An occurrence of such behavior shall invite strict disciplinary action leading to cancellation of allotment of the quarter.
5. Occupants shall not drive any pegs or nails into walls or stick undesirable posters on walls, windows and doors.
6. The occupant should not use loud speaker or any high volume musical instrument on any occasion without permission from the competent authority.

(5) Electricity Restrictions:

1. The electric charge will be paid by the allottee to the IASST.
2. No heavy electric appliances/gadget shall be permitted in the rooms of the quarter.
3. The lights in the bathroom or any other rooms should be used only as and when necessary and shall not be kept on when these are not in use.
4. While leaving the room/quarter the occupants should take care to put off the lights and fans without fail.

(6) Cleanliness:

1. Each occupant family will be provided the write up on waste disposal system from their unit, building and in the campus which they will comply strictly.
2. Occupants shall keep their room, veranda and surrounding areas tidy, neat and clean at all times and shall not throw anything including rubbish, in such places or any premises of the quarter/building except in the specified dustbins or the place specifically provided for the purpose.
2. Garbage/ Kitchen waste etc. will be disposed off strictly in the garbage bins located at specified place in the area and will not be thrown around the buildings.
3. No wet clothes should be dried on the furniture or in corridors/balconies.
4. Any cleanliness matter to be brought to the notice of the Estate officer.

(7) Keeping of pets:

1. Occupants shall not keep any pets without the permission of the authority. If permitted, the pets must be vaccinated against various diseases as per schedule.
2. The occupants of the quarters should desist from pampering stray dogs in the campus.

(8) Maintenance of greenery and landscape:

1. No tree and planted shrubs in the premises should be cut down or damage in any way by the allottee.
2. The occupants of the quarters of the same building may raise and maintain a kitchen garden on community basis in the available area within the quarter compound besides their flower garden.

(9) Maintenance Staff:

1. Occupants shall treat the maintenance staff of the quarter/institute with due courtesy at all times in case of any complain or service delivery. Domestic helpers may also be instructed accordingly.

(10) Suggestion Box/Register:

1. Suggestions should be either deposited in the "Suggestion Box" or should be entered in the "Suggestion Register" kept in the office of the Estate officer. Suggestion Box to be opened every 15 days for consideration by the competent authority.
2. Complaint form/Register is to be maintained by the Estate officer/Registrar.

Regulation for Allotment and Vacation of Residential Houses of IASST**General:**

The housed shall be under the control of the Registrar of the IASST, who will be responsible for their proper maintenance and enforcement of rule.

Application for allotment:

An employee shall have to apply to the Registrar of the IASST for allotment of a house on prescribed format.

All application received will be considered in the meeting of the committee convened for the purpose and formal allotment will be notified within a week. (Application once applied for the allotment will be valid for one only)

Eligibility and criteria for allotment:

- i) Seniority of the employment and necessity (i.e when the duties of an employee are such that his presence in the interest of the IASST is essential) will be the main criteria for allotment of the a house to the applicant.
- ii) The allotment of house to an employee be made subject to the furnishing of an undertaking in the prescribed format.

Occupation:

- i) An employee who is allotted a house shall intimate his acceptance to the concerned authority within a period of 7(seven) days from the date of receipt of the order and should occupy the same within a period of 15(fifteen) days. The rent shall however be payable from his pay after expiry of seven days of the receipt of allotment order. In case any employee fails to intimate and / or occupy the house within the time limit without any valid ground his allotment order shall be cancelled.
- ii) The person vacating the house shall have to give at least 10(ten) days notice to the Registrar for vacating the house.
- iii) The inventory of fitting and fixtures on a form prescribed is to be signed by the occupants of the house while he occupies or vacates the house.
- iv) In case an employee fails to occupy the house allotted to him within the time specified without reasonable ground, he shall be debarred from fresh allotment of house for one year.
- v) No occupant shall be allowed to keep any cattle, buffaloes, goat, poultry birds etc. in the campus.

Rent:

- i) An employees who has been allotted a house has to pay rent as decided by the authority. The rent shall be deducted from the monthly pay bills.
- ii) The payment of service charges of electricity, water supply etc. shall be the responsibility of the occupants. Person vacating the house shall pay the charge to the authority before they leave and shall not pass the same to the successors.

Sub-letting:

No employee shall sublet the whole or part of house allotted to him to any other person.

Breach of rules:

If an employee to whom a house has been allotted make any breach of the rule or the terms and conditions of allotment of use of premises for any other purpose other than his accommodation, the authority without prejudices to any other disciplinary action may cancel the allotment forthwith and he will be debarred from allotment of a quarter for three years.

Interpretation of Rule:

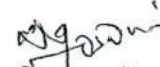
If any question arises as to the interpretation of rules, the decisions of the committee shall be final.

Panel rent:

- i) An employee arise as to the interpretation of rules, the decision of the committee shall be final.

Panel rent:

- i) An employee who fails to vacate the house within the time stipulated, shall have to pay panel rent which should be two times the standard rent or 20% of the pay (whichever is more) for the next three months.
- ii) Any violation of the above Rule by the employee shall be recorded in his/her Service Book and this aspect shall be taken into consideration at the time of future promotion/selection to the higher post.


(D. Goswami)
Registrar
Dated:

Memo No. IASST/4(PH)17-18/ 11322 - 11346

Copy forwarded for favour of information and necessary action to:

1. The PS to Director, IASST
2. The FAO, IASST
3. All HoDs/Section in charges/Project groups/Library/CIF/BCSS, RMES, PSD, CCNS etc.
4. In charges, Engineering units (Civil/Electrical/Sanitary/Water supply etc.), Estate management, Security cell etc.
5. All allottee of ESSQ, IASST
6. Concerned file.


D. Goswami