

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS  
TRAINING & RESEARCH, SECTOR 26,  
CHANDIGARH – 160 019**

**HOUSE ALLOTMENT RULES AMENDED  
UPTO \_\_\_\_\_**

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS  
TRAINING & RESEARCH, SECTOR 26,  
CHANDIGARH – 160 019**

**RULES FOR ALLOTMENT OF RESIDENCE**

**1. SHORT TITLE AND APPLICATION:**

- a) These rules may be called the rules for Allotment of residence, 1969 as amended from time to time upto 2012.
- b) The amended rules shall come into force on the date of approval by the Board w.e.f. \_\_\_\_\_
- c) There will be separate scheme of residential accommodations for faculty and non-faculty staff. Allotment of accommodation will be made in their respective scheme only.

**2. DEFINITIONS:**

- a) **'Allotment'** means the grant of licence to occupy a residence in accordance with the provision of these rules.
- b) **'Emoluments'** means the Basic Pay + Grade Pay as defined in F.R. 45-C of the Government of India.

**EXPLANATION:**

In case of an Officer, who is under suspension emoluments drawn by him immediately before the date of his suspension shall be taken as his emoluments/Grade Pay.

- c) (i) **'Employees'** means a whole time employee of the institute.

- (ii) **'Faculty' for the purpose of House Allotment will consist of:**

Director, Professor, Associate Professor, Assistant Professor, Chief Librarian, Senior Librarian and any other teaching staff designated as such by the Director with the approval of the Chairman, Board of Governors, from time to time.

- d) **'Family'** means the wife or husband as the case may be and Children, step children, legally adopted children, parents, brothers and sisters, as ordinarily reside with and are dependent on an employee.
- e) **'Institute'** means the National Institute of Technical Teachers Training and Research, Sector 26, Chandigarh.
- f) **'Director'** means the Director of National Institute of Technical Teachers Training and Research, Sector 26, Chandigarh.
- g) Priority date of an employee in relation to the type of residence to which he/she is eligible means the earliest date from which in case of non-faculty staff he/she has been continuously drawing the emoluments/Grade Pay relevant to a particular type of accommodation and in case of faculty he/she has been continuously holding rank in a cadre relevant to the particular type of accommodation. The eligibility for different type of accommodation is given in **Annexure – 'A'**

Provided that where the priority date of two or more officers / officials is the same, seniority among them shall be determined as under:-

**For Non-Faculty Staff :**

Date of priority of an employee will be considered from the date of joining to which an applicant is eligible.

Where the emoluments/Grade Pay are equal, the person who started drawing the emoluments/Grade Pay earlier shall be considered to be senior, Where the date of drawing the emoluments/Grade Pay is also the same, the person who was drawing higher emoluments/Grade Pay in the immediate past (before the emoluments/Grade Pay became equal) will be considered to be senior.

### **For Faculty:**

Provided where more than one person within the institute are selected for higher posts and join on the same date, seniority will be counted based on the following criteria in decreasing order of importance (i) Designation (ii) Academic Grade Pay (iii) Pay in Pay Band (iv) Date of Board of Governors meeting in which current Academic Grade Pay was sanctioned (v) Position in the merit list prepared by the selection committee (vi) Seniority in lower Academic Grade Pay or 5<sup>th</sup> Central Pay Commission (vii) Date of Birth.

Provided where more than one person are selected from outside, seniority among them shall be determined by the amount of emoluments/Grade Pay drawn, the officer drawing higher emoluments/Grade Pay will be considered senior.

Inter-seniority of persons selected from internal and external candidates will be decided on the basis of longer service at this institute.

- h) **'Rent'** means the sum of money payable monthly in accordance with the provisions made under the Central Government rules as applicable to Chandigarh.
- i) **'Residence'** means any residence for the time being under the administrative control of the Director, National Institute of Technical Teachers' Training and Research, Chandigarh.
- j) **'Sub-letting'** includes sharing of whole or part of accommodation by an allottee with another person with or without payment of rent by such other person.

### **EXPLANATION**

Any sharing of accommodation by an allottee with close relations shall not be deemed to be sub-letting.

- k) **'Temporary Transfer'** means, a transfer which involves an absence for a period of not exceeding 4 months.
- l) **'Type'** in relation to an officer means the type of residence to which he/she is eligible as notified by the Director from time to time.

m) **'House Allotment Committee' (HAC)**

**'House Allotment Committee'** means the Committee to consider House Allotment of the Institute and consisting of the following:

**For Faculty:**

Chairman	Professor to be nominated by Director.
Secretary	Sr. Admn. Officer/FIA
Member	One Professor
Member	One Associate Professor
Member	One Assistant Professor

**For Non-Faculty Staff:**

Chairman	Professor to be nominated by Director
Secretary	Sr. Admn. Officer/FIA
Member *	Employee with Grade Pay of Rs. 6,600/- and above.
Member *	Employee with Grade Pay of Rs. 4,200/- or more but less than Rs. 6,600/-
Member *	Employee between Grade Pay of Rs. 1,900/- to Rs.2,800/-.
Member *	Employee with Grade Pay of Rs.1,300/- to Rs. 1,800/-

\* **Director will nominate the members in consultation with Joint Action Committee of the Institute employees.**

**3. ELIGIBILITY**

(a) The following categories of employees are eligible for allotment of residence subject to the provisions of these rules:-

- i) All employees who are appointed on regular basis whether against temporary or permanent positions:
- ii) All employees who are appointed on depositions against approved posts ;
- iii) All employees appointed on contract basis whether on regular scale of pay or on fixed emoluments/Grade Pay against approved posts.

- b) Any such officer who on any date before or after the allotment of accommodation owns a house in his/her own name or in the name of his / her spouse, parents or any other dependent relative shall notify this fact to the Director within eight days of his/her owing the house. In the event of the officer's failure to do so, the Director may reject the application for allotment or cancel such allotment and ask the officer to vacate the institute accommodation forthwith.

**4. ELIGIBILITY OF HUSBAND AND WIFE :**

- a) No employee shall be allotted a residence under these rules if the wife or the husband, as the case may be, of the officer has already been allotted a residence unless such residence is surrendered simultaneously; provided that this sub-rule shall not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by the court.
- b) Where two employees in occupation of separate residence allotted under these rules, marry each other, they shall within one month of the marriage surrender any one of the residence allotted to them.
- c) Where both husband and wife are employees of the institute, the title of each of them to allotment of accommodation under these rules shall be considered independently.

**5. CLASSIFICATIONS OF RESIDENCE :**

Same as otherwise provided by these rules, an employee will be eligible for allotment of residence of the type given in Annexure 'A' to these rules. Changes, if any, to these annexure will be notified from time to time by the Director, with the approval of the Board of Governors.

**6. APPLICATION FOR ALLOTMENT:**

- a) An Officer who seeks allotment of accommodation shall apply to the Director in the prescribed form. (**Annexure - B**)
- b) Whenever any accommodation is likely to become available for occupation, a notification to this effect shall be issued by the institute for the information of the officer and those officers who have not already applied for the allotment of accommodation may apply within 15 days of the date of notification. These applications together with those received earlier, shall be considered for allotment of available accommodation.

## 7. I ALLOTMENT OF RESIDENCE :

- a) Same as otherwise provided in these rules, a residence on falling vacant will be allotted to an applicant from among the following:-
- i) those desiring a change or
  - ii) those without accommodation or
  - iii) those living in a lower type of accommodation

In case of non-faculty employee, the house shall be allotted based on the earliest priority date for that type of residence.

In case of a faculty, the house shall be allotted based on the grade pay drawn by the faculty. A faculty drawing higher grade pay will be considered senior.

- b) Type of residence one category lower than the entitlement will be considered for allotment and the seniority will be determined from the date the person becomes entitled to the appropriate lower type of residence.
- c) A residence of a type higher than that to which an applicant is eligible under these rules will not be allotted except when there is no eligible employee for allotment for a particular type of residence. In such event, the employee next to the eligible employee becomes eligible and will be allotted the vacant residence. The Institute will have the right to get such allotted house vacated on getting a request for allotment of residence from an eligible employee.

## II OCCUPATION PERIOD FOR ALLOTTED HOUSE:

- a) An occupation period of 15 days shall be allowed from date of allotment of accommodation.
- b) **Failure of occupy the allotted houses:** If an Officer does not occupy the allotted accommodation within 15 days of the offer of allotment, the Officer will be debarred for allotment of institute accommodation for a period of six months, from the date of allotment orders.

8. (a) **RESERVATION OF HOUSES FOR CERTAIN CATEGORIES OF EMPLOYEES (IN THE INSTITUTE CAMPUS).**

F&PC 8.15      The following categories of staff whose presence  
BOGs 38.8      in the campus is considered essential may be  
                         allotted accommodation on priority basis at the  
                         discretion of the Director:-

- (i) Estate Officer or Estate Assistant
- (ii) Driver – for one driver on seniority basis under the normal rules.
- (iii) Electrician

(b) **RESERVATION OF HOUSES FOR NON FACULTY STAFF.**

**TYPE III (A) HOUSES**

- (i) Two Houses in NITTTR Campus, Sector 26 and one block of four houses in Sector 42, Chandigarh shall remain reserved for non faculty employees of the Institute.

(ii) **TYPE IV (A) HOUSES**

Two houses (one ground floor and one first floor) in NITTTR Campus, Sector – 26 and one house (first floor) in Sector 42, Chandigarh shall remain reserved for non faculty employees of the Institute.

(c) **RESERVATION FOR SC/ST EMPLOYEES AND PERSONS WITH DISABILITIES EMPLOYEES**

Reservation of residential accommodation in favour of SC/ST employees and employees with disabilities will be as per the instructions issued by the Government of India from time to time.

9. **PERIOD FOR WHICH ALLOTMENT WILL BE VALID**

- a) An allotment shall be effective from the date on which it is occupied or from the 16<sup>th</sup> day from the date of receipt of the allotment order, whichever is earlier and shall continued to be in force until the employee ceases to be on duty.
- b) A residence allotted to an employee may be retained on the happening of any of the events specified in Column No.1 of the table below for the period specified in the corresponding entry in Column No.2 thereof, provided that the residence is required for the bonafide use of the officer or member of his family.



F.28.4 B.57.18, 15.2.91 F.56.14 B.89.12 18.06.01	Event	Permissible period of retention of residence as per Govt. of India Sr 317-B-11-2	Proposed permissible period for retention of residence
i)	Resignation, dismissal or removal from service termination of service or unauthorised absence without permission	One month	One month
ii)	Retirement or terminal leave	Two months on normal licence fee and another Two months on double the normal licence fee on medical/education ground further retention Two months on four times the normal licence fee subsequent Two months on Six times the normal licence fee.	Two months on normal licence fee and another two months on double the normal licence fee, on medical/ education ground further retention for two months on four times the normal licence fee subsequent Two months on Six times the normal licence fees. No retention of house shall be allowed beyond a period of 8 months from retirement.
iii)	Death of Allottee	2 years if the deceased or his/her dependant(s) does not own a house at the last station.	2 years if the deceased or his /her dependant(s) does not own a house in the tricity (Chandigarh, Mohali & Panchkula). Such allottee shall pay normal licence fee during this period. Deceased or his/her dependent(s) who own a house in tricity shall be covered under rule 9(ii).

<b>F.28.4 B.57.18, 15.2.91 F.56.14 B.89.12 18.06.01</b>	<b>Event</b>	<b>Permissible period of retention of residence as per Govt. of India Sr 317-B-11-2</b>	<b>Proposed permissible period for retention of residence</b>
iv)	Transfer to an ineligible office at the station	Two months	Two months
v)	Transfer to a place outside the station	Two months	Two months
vi)	On proceeding on foreign service in India	Two months	Two months
vii)	Temporary transfer in India or transfer to a place outside India	Four months	Four months
viii)	Leave (other than leave preparatory to retirement)	Four months	Four months
ix)	Maternity leave	For the period of maternity leave plus the leave granted in continuation subject to maximum of five months	For the period of maternity leave plus the leave granted in continuation subject to maximum of five months except child care leave granted in continuation.
x)	Leave preparatory to retirement	For the full period of leave on full pay subject to a maximum of 180 days.	For the full period of leave on full pay subject to a maximum of 180 days.
xi)	Study leave in or outside India	(a) In case of occupation of an accommodation below entitlement for the entire period of study leave.	(a) In case of occupation of an accommodation below entitlement for the entire period of study leave.

<b>F.28.4 B.57.18, 15.2.91 F.56.14 B.89.12 18.06.01</b>	<b>Event</b>	<b>Permissible period of retention of residence as per Govt. of India Sr 317-B-11-2</b>	<b>Proposed permissible period for retention of residence</b>
		(b) In case of occupation of the entitled type of accommodation for the period of study leave but not exceeding 6 months if the study leave extends beyond 6 months, the officer may be allotted alternative accommodation of one type below entitlement on the expiry of 6 months or from the date of commencement of the study leave, if desired by the allottee.	(b)In case of occupation of the entitled type of accommodation for the period of study leave but not exceeding 6 months if the study leave extends beyond 6 months, the officer may be allotted alternative accommodation of one type below entitlement on the expiry of 6 months or from the date of commencement of the study leave, subject to availability of house, if desired by the allottee.
xii)	Sponsorship for M.Tech./Ph.D under QIP	The sponsored faculty member may retain the accommodation maximum for Two months and extension for another two months on payment of market rent	Maximum for Four months on normal licence fee. After four months, sponsored faculty member may be allotted alternative accommodation of one type below entitlement subject to availability of house, failing which the retention of accommodation will be treated as unauthorised.
xiii)	Deputation outside India	For the period of deputation but not exceeding 6 months	For the period of deputation but not exceeding 6 months

<b>F.28.4 B.57.18, 15.2.91 F.56.14 B.89.12 18.06.01</b>	<b>Event</b>	<b>Permissible period of retention of residence as per Govt. of India Sr 317-B-11-2</b>	<b>Proposed permissible period for retention of residence</b>
xiv)	Leave on medical ground	For the full period of leave	For the full period of leave
xv)	On proceeding on training	For full period of training	For full period of training
xvi)	Allotment of Accommodation to an ex-employee/re-employed person/contractual appointee		<p>On the recommendations of House Allotment Committee a vacant house can be allotted by the Director to an ex-employee/ re-employed person/ contractual appointee of the Institute at 1.5 time the market rent. Such allotment shall be purely on temporary basis and Director of the Institute shall have the power to get the house vacated any time by giving one month notice. While considering allotment of accommodation to an ex-employee/re-employed person/ contractual appointee, the preference shall be given to serving eligible employee of the Institute.</p>

<b>F.28.4 B.57.18, 15.2.91 F.56.14 B.89.12 18.06.01</b>	<b>Event</b>	<b>Permissible period of retention of residence as per Govt. of India Sr 317-B-11-2</b>	<b>Proposed permissible period for retention of residence</b>
			Ex-employee/ re-employed person/ contractual appointee, if allotted an accommodation, shall submit a written undertaking for vacating the house as per felt need of the Institute. Such allottees will also be required to deposit a security in advance equal to three times the rent (three months x monthly rent @ 1.5 times of market rent) of the house allotted.

**NOTE: VACATION OF UNAUTHORISED OCCUPATION**

If the allottee fails to vacate the house on expiry of the prescribed period i.e. 8 months as per House Allotment Rules sub clause(ii) of clause (b) of Para 9 can be charged 100 (hundred) times of licence fee.

**Explanation**

The allotment of accommodation will be deemed to be cancelled on the expiry of the permissible period unless the officer resumed duty in an eligible office in the station immediately on the expiry of the concessional period SR 317-B-11

**10. Provisions Relating to Rent and Liability for Payment of Rent:**

An employee of the institute who has been allotted institute accommodation shall be charged rent as per provision in the Civil Service Regulations and as applicable to the Central Govt. employees at Chandigarh.

**Revised Rates of Licence Fee effective from 01.07.2010.**

The following flat rates of licence fee are to be charged for the institute quarters. These rates will be effective from 01.07.2010 as per the Government of India, Ministry of Urban Development, Directorate of Estate, New Delhi vide their OM No. 18011/1/2009-Pol.III dated 28.04.2011.

<b>Sr. No.</b>	<b>Type of Houses</b>	<b>Range of living area (in sq. mtr)</b>	<b>Revised flat rates of Licence fee per month with effect from 01.07.2010</b>
1.	I	Upto 30	115
2.	II	More than 26.5 & upto 40	205
3.	II	41 to 50	260
4.	III	More than 34.5 & upto 55	310
5.	III(A)	56 to 65	380
6.	IV(A)	59 to 75	420
7.	V	Beyond 106	900

- (a) Where an allotment of accommodation has been accepted, the liability for rent shall commence from the date of occupation or the 30<sup>th</sup> day from the date of receipt of the allotment, whichever is earlier.
- (b) An employee, who fails to take possession of the accommodation allotted to him/her within within 15<sup>th</sup> days from the date of receipt of the allotment order, shall be debarred for allotment of house as per rule 7 II(b).
- (c) Where an employee, who is in occupation of a residence, is allotted another residence and occupies the new residence after vacating his former residence the allotment of the former residence shall be deemed to have been cancelled from the date of occupation of the new residence.
- (d) An employee to whom a residence has been allotted shall be personally liable for the rent thereof for any damage beyond fair wear and tear caused there to or to the furniture, fixtures or fittings or services provided therein by the institute during the period for which the residence remains allotted to him/her or where the allotment has been cancelled under any of the provisions in these Rules, until the residence alongwith the out house appurtenant thereto have been vacated and full vacant possession thereof has been restored to the institute.

- (e) Where provisional allotment of a higher category of residence has been made, the allottee shall have to shift to a residence of his category within 30<sup>th</sup> days of the allotment failing which he/she will be liable to pay rent as per provisions of FR-45 B of Fundamental Rules.

**11. PROVISION OF ACCOMMODATION FOR PERFORMING MARRIAGE ETC. IN THE FAMILY OF AN ALLOTTEE.**

On receipt of an application, the Director may make temporary allotment, not exceeding five days including the day of marriage, to an employee of the Institute if a vacant residence is available or likely to be available during the period for which allotment has been applied for. Such allottee shall pay one month licence fee as rental charges of that accommodation.

**Allottee shall make his/her own arrangement for water, electricity etc. at his/her own cost.**

**12. SURRENDER OF AN ALLOTMENT**

An employee may not surrender the institute accommodation without the prior approval of the Director or his nominee, in writing.

**13. CHANGE OF RESIDENCE:**

An employee whom a residence has been allotted under these rules may apply for a change of residence within the same type. Not more than three changes shall be allowed in respect of one type of residence allotted to an employee.

**14. OUT OF TURN ALLOTMENT**

Notwithstanding anything contained in these Rules, the Director of the Institute may allot residence on out of turn basis to an employee on medical grounds specified below on the recommendation of the House Allotment Committee:-

- (a) if the employee or employee's wife/husband, as the case may be, son, daughter, step son and step daughter is suffering from Cancer, Pulmonary T.B. in active phase with risk to others and sputum for A.F.B. is positive;
- (b) if he has a severe physical defect or deformity which causes undue interference with the normal functioning of the bones, muscles and joints in consultation, if considered necessary, with the prescribed competent Medical Board/Govt. Hospital;

- (c) if he suffers from heart ailments having symptoms of Grade III and IV which include serious disability like Angina Grade III and IV or congested Cardiac Failure Grade III and IV or Malignant Hypertension Grade III and IV;
- (d) if he suffers from either total absence of sight or Visual Acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses or impression of the field of the vision subtending an angle of 20 degrees or worse;
- (e) if his sense of hearing is non-functional for ordinary purposes of life, he does not hear or understand sounds at all even with amplifier speech. The cases included in this category will be those having hearing loss of more than 90 decibels in the better ear (profound impairment) or total loss of hearing in both the ears;
- (f) if he, as a result of orthopaedic deformity, finds it very difficult to move freely. If the percentage of disability according to competent Medical Board/Government Hospital Scale is less than 40%, the request may normally be rejected.

**15. MUTUAL EXCHANGE OF RESIDENCE**

Two employees to whom residence of the same type have been allotted under these rules may apply for permission to exchange their residence mutually, after completion of one year of stay in particular type of residence allotted to him/her.

**16. MAINTENANCE OF RESIDENCE**

An employee to whom a residence has been allotted shall maintain the residence and premises in a clean condition to the satisfaction of the institute; Such employee shall not grow any tree, shrubs or plants contrary to the instructions issued by the institute from time to time and not cut or lop off any existing tree or shrub in any garden, courtyard, compound attached to the residence.

**17. SUB-LETTING AND SHARING OR RESIDENCE:**

No employee shall share or sublet the whole/part of the residence allotted to him or her or the out house, garages and stables appurtenant thereto. If any person other than family members are accommodated, permission of the Director or his nominee shall be obtained.



**18. BREACH OF RULES:**

If an employee sublets residence allotted to him/her or any portion thereof, in contravention of these rules he/she may without prejudice to any other action that may be taken against him/her, be charged enhanced rent not exceeding four times of the standard rent under FR 45-A.

**19. ALLOTMENT PRIOR TO ISSUE OF RULES:**

Any valid allotment of residence which is subsisting immediately before the commencement of these Rules shall be deemed to be an allotment duly made under these rules.

**20. INTERPRETATION OF RULES:**

If any question arises as to the interpretation of the rules the decision of the Director thereon shall be final.

**21. RELAXATION OF RULES:**

The Director may relax these rules for special reasons to be recorded in writing and informed to the Board of Governors, in the interest of the Institute in case of any employee or residence or class of employees or type of residences.

**22. DELEGATION OF POWERS AND FUNCTIONS:**

- a) The Director may delegate any or all the powers conferred upon him to the House Allotment Committee constituted by him subject to such conditions as he may deem fit to impose.
- b) The Director and/or the House Allotment Committee shall exercise the power of allotment under these rules.

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## ANNEXURE – A

**ELIGIBILITY FOR DIFFERENT TYPES OF ACCOMMODATION IS GIVEN BELOW:**

**A. Director's Bungalow :** Regular Director of the Institute

**B. For Faculty:**

Faculty drawing Grade Pay (per month)	Type of Entitled Residence
Drawing Grade Pay of Rs. 6,000/- and Rs. 7,000/-	III(A)
Drawing Grade Pay of Rs. 8,000/- and Rs. 9,000/-	IV(A)
Drawing Grade Pay of Rs.10,000/- and above	V(A)

**C. For Non Faculty:**

Employee drawing Grade Pay (per month)	Type of Entitled Residence
Drawing Grade Pay of Rs.1,300/- to Rs.1,800/-	I
Drawing Grade Pay of Rs.1,900/- to Rs.2,800/-	II
Drawing Grade Pay of Rs.4,200/- to Rs. 6,600/-	III/III(A)
Drawing Grade pay of Rs 6,600/- and above.	IV(A)

The type of houses are different for faculty and non-faculty because of the difference in accommodation area.

Note (1): A – Accommodation areas as per entitlement for faculty, decision taken in 1967. Each type of accommodation has been provided with an additional area of 120 Sq. ft (for study) in the meeting of the Building and Works Committee on 26<sup>th</sup> September, 1967.

NA: Accommodation area as per entitlement for Central Government employees.

(2) These rules have been amended as per approval of the Board of Governors vide item No. \_\_\_\_\_ of their \_\_\_\_\_ meeting held on \_\_\_\_\_.

**NOTE:** Deletion(s)/modification(s) in the house allotment rules as approved by the Board of Governors Vide Item No. \_\_\_\_\_ has/have been done based on the sixth Central Pay Commission recommendations effective from 1<sup>st</sup> January, 2006 and the practices prevailing in the Institute.

**ANNEXURE: B**

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING &  
RESEARCH, CHANDIGARH – 160 019**

**APPLICATION FORM FOR THE ALLOTMENT HOUSE NO. \_\_\_\_\_,  
SECTOR - \_\_\_\_\_, CHANDIGARH.**

1. Name of the Applicant :  
(in Block letters)
2. Designation :  
(in Block letters)
3. Date from which continuously :  
Employed at NITTTTR, Chandigarh  
Including foreign service, if any
4. Whether temporary/permanent :
5. Name of the Department :
6. (a) Do you or your spouse or :  
minor children own a house at  
Chandigarh/Mohali/Panchkula  
i.e. within the periphery of UT  
Chandigarh.  
(c) If answer(a) is yes, give its :  
location and its rental value.  
(c) Pay Band of pay of the post held :  
(d) Emoluments/Grade Pay as on 1<sup>st</sup> April last :  
(i) Basic Pay :  
(ii) Grade Pay :  
(iii) Special Pay :  
(iv) Dearness Pay :  
(portion of dearness allowance as pay)  
(v) Deputation (duty) allowance :  
(vi) Pension (including portion of pension :  
equivalent to DCR gratuity and pension  
commuted but excluding family pension)  
(vii) Total emoluments/Grade Pay. :

PTO

**DECLARATION**

1. I certify that I or my spouse or my minor Children do not own a house/own a house at a Chandigarh, Panchkula, Mohali i.e. within the periphery of U.T. Chandigarh.
  
2. Details of the location of the house owned and its rental value:  
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3. I agree to abide by the House Allotment Rules of NITTTR, Chandigarh as amended from time to time.
  
4. I am aware of the penalties to be imposed in the event of refusal of acceptance of allotment of accommodation of the entitled type. (for those, who are already in occupation of NITTTR Accommodation)
  
5. I authorise the Director to recover any rent/damage charges of allotted house from my salary/retirement dues.

**Dated:**

**Signature of the Applicant**

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**(TO BE COMPLETED BY THE OFFICE)**

The facts stated by the applicant have been verified and found correct. His/Her declaration above owning a house have been specifically verified with reference to the available record.

Dated:

Signature :

Designation: