

QUARTER ALLOTMENT AND OCCUPANCY RULES OF NIT MEGHALAYA



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

शिक्षा मंत्रालय, भारत सरकार के अधीन एक राष्ट्रीय महत्व का संस्थान

**An Institute of National Importance under Ministry of Education
(Shiksha Mantralaya), Govt. of India**

सैत्सोपेन सोहरा, पूर्वी खासी हिल्स, मेघालय, भारत - 793108

Saitsohpen Sohra, East Khasi Hills, Meghalaya, India – 793108

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*Recommended by the XXVIIth Finance Committee and approved by the XLIXth Board of Governors
Meeting held on 18.02.2026 for implementation with immediate effect.*

B. Sanyal
कुलसचिव
REGISTRAR

राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय
National Institute of Technology Meghalaya

1. **Title and Scope:**

- 1.1 These rules shall be called the “**QUARTER ALLOTMENT AND OCCUPANCY RULES, NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA 2026**”
- 1.2 These rules shall come into force with effect from such date as shall be notified by the office of the Registrar.
- 1.3 These rules shall apply to all employees of the Institute and others mentioned in these rules and cover the residential accommodation within the **National Institute of Technology Meghalaya** campus.

2. **Definitions:**

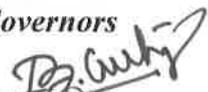
- 2.1 ‘Allotment’ means the grant of a license to occupy residential accommodation in accordance with the provisions of these rules.
- 2.2 ‘Allottee’ means an employee to whom residential accommodation is allotted.
- 2.3 ‘Board’ means the Board of Governors of the Institute.
- 2.4 ‘Committee’ means the Quater Allotment Committee (QAC) of the Institute.
- 2.5 ‘Director’ means the Director of the Institute.
- 2.6 ‘Pay’ means pay, basic pay and/or level in the pay matrix as per 7th CPC, including pension, if any, and as defined by Government of India from time to time
- 2.7 ‘Entitlement’ means the highest type of accommodation that an employee is eligible for ‘under Rule 3.3’.
- 2.8 ‘Employee’ means an employee of the Institute carrying a unique Employee No. of NIT Meghalaya.
- 2.9 ‘Allottee’ or ‘Occupant’ means a person residing in the accommodation provided by NIT Meghalaya.
- 2.10 ‘Family’ means spouse, children, stepchildren, legally adopted children, parents, brothers and sisters who ordinarily reside with the employee as detailed in Annexure - I.
- 2.11 ‘F.R.’ means Fundamental Rules of the Government of India.
- 2.12 ‘Institute’ means the **National Institute of Technology Meghalaya**
- 2.13 ‘License Fee’ means the sum of money payable monthly as compensation for occupation of a residential accommodation allotted under these Rules. It includes flat rent license fee approved by the Board in respect of different types of quarters based on living area.
- 2.14 ‘Subletting’ includes sharing accommodation by an allottee with another person with or without any payment by such other person but does not include any sharing of accommodation with close relations and as may be notified by the Institute from time to time and with casual guests visiting the allottee.
- 2.15 ‘Type’ in relation to an employee means the type of accommodation to which an employee is eligible under Rule 3.3.

3. **Determination of Seniority for allotment:**

3.1 **Seniority:**

- 3.1.1 The allotment of quarters will be made based on seniority. Seniority will be determined as per the rules given below:
- i. For faculty members and Group-A staff: Pay level - Date of Joining in the particular pay level.
In the event of a tie, the following conditions in this order will be used to determine the seniority-
- a. The date of first joining in the Institute.
- b. If the date of joining is the same, then date of birth shall determine the seniority.
- c. If not resolved with the two conditions above, the matter will be decided by the current Basic Pay.
- d. If not resolved with the three conditions above, the matter will be decided by the QAC.
- ii. For staff under Pay Level 1 to 8: Date of first joining at the Institute as at Rule 3.3.
In the event of a tie, the following condition will be used to determine the seniority-
- a. The date of birth shall determine the seniority.
- b. If not resolved with the above condition, the matter will be decided by the QAC.

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3.2 Eligibility:

- 3.2.1 All the employees of the Institute are eligible for such types of accommodation, as indicated in Rule 3.3.
- 3.2.2 The eligibility of an employee for allotment of Institute accommodation shall be determined as per the level in the Pay Matrix of 7th CPC for faculty and Group-A staff and as per the Date of Joining for Group B and C staff in Pay Level 1 to 9 (as per 7th CPC).
- 3.2.3 In case where both the husband and wife are working in the Institute, only one of them shall be eligible for accommodation. In case where two allottees in occupation of separate accommodation allotted under these rules marry each other, they shall within one month of the marriage, surrender one of the accommodations. If the accommodation is not surrendered, the allotment of the lower type shall be deemed to have been cancelled on the expiry of such period and if accommodations are of the same type, the allotment of such one of them as the Chairman of QAC may choose, shall be deemed to have been cancelled on the expiry of such period. This rule will not apply in case of judicial separation.

3.3 ELIGIBILITY AND CLASSIFICATION OF TYPES OF ACCOMMODATION:

SL. No.	Type of Residences (Living area)	Eligibility criteria as per 7 th Central Pay Commission (CPC)	Eligibility for upgraded types
(a)	(b)	(c)	(d)
1	E (161 sq. m)	Pay Level 14 & Above	In case of non-availability of eligible applicants, then the lower pay level as at Sl. No. 2 of Column (c) will be considered for allotment, and allotment shall be determined as per 3.1.1
2	D (135 sq. m)	Pay Level 12 & Above	In case of non-availability of eligible applicants, then the lower pay level as at Sl. No. 3 of Column (c) will be considered for allotment, and allotment shall be determined as per 3.1.1
3	C (105 sq. m)	Pay Level 10 & above Special consideration: If Pay level 6, 7, 8 reaches initial basic pay of Pay Level 9, the applicants may also be considered for C-type. However, their eligibility will be considered by the date of attaining Pay Level 9. In case if there is a tie in that group, then Rule 3.1.1. will be used.	If no eligible applicant is available, employees at the lower pay level of Sl. No. 4 of Column (c), having completed a 7-year residency in NITM quarters after reaching pay levels 9 and 10, will be considered for allotment following the rules outlined in 3.1.1. In each notification, a minimum of 60% of the C- type quarters will be reserved for the Faculty. Once reserved, quarters will not be notified until QAC decides otherwise. Additionally, at any point of time, non-Faculty occupants will not surpass 30% of all C type quarters.
4	B (76 sq. m)	Pay Level 6 to 9 Group B Staffs	
5	A (58 sq. m)	Pay Level 01 to 5 Group C Staffs	

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6	Married Scholars' Hostel / Guest House Rooms	These accommodations are of transient nature and will be allotted by the Competent Authority concerned nominated by the Director.	
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3.4 Guest House Rooms and Married Scholars' Hostel will be allotted by the Competent Authority concerned nominated by the Director on a priority basis to new faculty members, visiting faculty members, and other officers joining the Institute. After meeting the requirements of the incoming faculty and others as stated above, accommodation may also be provided to contract personnel at the Institute with a minimum contract period of three years' duration and to such other officers as the Director may approve from time to time.

4. Condition of Allotment and Rules for Occupancy:

4.1 General:

- 4.1.1 An allottee shall give in writing his/her acceptance of the allotment within seven (07) days from the date of receipt of the letter of allotment, failing which the allotment shall stand cancelled.
- 4.1.2 The allottee who accepts the allotment shall take possession of the allotted accommodation within the next fifteen (15) days, failing which steps shall be initiated to cancel the allotment. The Chairman, Quarter Allotment Committee will be empowered to grant extension of the period of taking possession.
- 4.1.3 If the allottee is already in occupation of an Institute accommodation, the same shall be deemed to be cancelled from the date he/she occupies the new accommodation. However, the allottee may retain the former accommodation without payment of license fee on the day he/she occupies the latter accommodation and for the next seven (07) days for the purpose of shifting. If the former accommodation is not vacated and its possession not handed over before 12 noon on the day following these seven (07) days, the allottee will be issued a notice to pay penalty equal to double the license fee for delay in occupying the allotted accommodation. If even after this, the quarter is not occupied within one month then the allotment may be cancelled by the Competent Authority. In exceptional cases, the matter may be decided by the Competent Authority on case-to-case basis.
- 4.1.4 In all the above cases and wherever applicable, if the due date falls on a holiday, the immediate next working day will be the due date for all purposes.
- 4.1.5 If an employee rejects the allotment in writing or does not communicate his/her acceptance or the allotment stands cancelled, the allottee shall not be considered for another allotment for at least one (01) year from the date of allotment letter issued.
- 4.1.6 An allottee who takes possession of the new accommodation but later surrenders the same deciding to keep his/her older accommodation will also be similarly debarred for at least one (01) year. In such a case, he/she will be charged a rent @ ₹4/- per square meter per day for a period of 12 days, or four times the flat license fee for the period the new accommodation was in his/her possession (whichever is more) for the quarter in question. The Chairman, Quarter Allotment Committee or Director may waive both the fines and the debarment if, in their opinion, the rejection was due to unavoidable circumstances.
- 4.1.7 The allottee at the time of taking possession of the allotted accommodation shall note and check carefully all items such as fittings and fixtures in the allotted accommodation and shall sign in the book of inventory or register maintained for that purpose. He/she shall be responsible for damage except which arises as a result of normal wear and tear. The allottee shall also note and sign the electricity meter reading in the register. Similarly, while handing over the possession of previously allotted accommodation, the representative of QAC shall carefully check all the fittings and fixtures and note down the electricity meter reading duly authenticated by the allottee. If any fittings and fixtures found to be damaged, the same shall be noted in the register under due authentication of the allottee and the damages shall be brought to the notice of Chairman QAC for assessment and needful action.

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Upon taking back possession of vacant accommodation, the same shall be handed over by the Chairman QAC to the Office of EN (Maintenance) for maintenance and repair, if any, and to make it fit for allotment again.

- 4.1.8 The cost of damage as assessed by the QAC, Establishment Section and approved by the Director shall be payable by the occupant.
- 4.1.9 The allottee is a licensee and not a tenant and the Institute reserves the right to terminate the license.

Rules of Occupancy:

- 4.1.10 The occupant shall not use the allotted quarters for any purpose other than residing with his/her family and shall keep the premises in hygienic and safe condition.
- 4.1.11 The occupant shall not mutually exchange the allotted accommodation with anyone. However, the Quarter Allotment Committee, on reasonable grounds, may permit the mutual exchange of quarters between two allottees, provided both are willing to give an undertaking to continue to stay in the exchanged quarters.
- 4.1.12 The occupant shall not cut trees in or around the premises or anywhere else within the campus except with the permission of the Quarter Allotment Committee, Establishment Section.
- 4.1.13 The occupant shall not make any additions or alterations to the building or any part thereof without the prior written permission of the Quarter Allotment Committee, Establishment Section and shall not damage any civil works, plumbing, electrical and other fittings.
- 4.1.14 The occupant shall allow officers of the Institute or contractors as may be authorized by the Quarter Allotment Committee (Establishment)/EN (Maintenance) to have access to the quarters at all reasonable hours for the purpose of carrying out repairs to the water supply, sanitary installations, electrical fittings, fixtures and furniture in the building as and when considered necessary. If repairs or maintenance are not allowed by occupant, then it will attract provisions under Clause 9.
- 4.1.15 The occupant shall forthwith report to the Quarter Allotment Committee, Establishment Section regarding any damage or defect in the building, fittings, fixtures or installations for necessary action.
- 4.1.16 The occupant shall immediately report to the Medical Officer of the Hospital of the Institute about contagious disease in the quarter and shall take all precautions as advised by the Medical Officer. The occupant shall allow the Medical Officer, Officers of Sanitation and Public Health Department of the local administration to visit the quarter at all reasonable hours and to give instructions to the occupant on matters of official work of their respective departments and the occupant should comply with the same.
- 4.1.17 The occupant shall not store any explosive or any inflammable material in the allotted accommodation.
- 4.1.18 The occupant of an accommodation on the ground floor of a building will have priority of claim in the area immediately adjoining his ground floor accommodation for privacy.
- 4.1.19 The occupant shall not plant any tree, which would grow above five (5) meters in height in places which are in/or within five (5) meters from the building line. The damage caused by unplanted plantation (if any) or conditions of growth of unplanted plants shall be assessed by the Quarter Allotment Committee from time to time for remedial action. The allottee is also not allowed to do gardening on roof/terrace of the building.
- 4.1.20 The occupant shall not play loudspeakers / music from the occupied accommodation or create any noise leading to annoyance to his/her neighbors or disturbance of public tranquility in his/her immediate neighborhood.
- 4.1.21 The occupant shall not commit any act of nuisance or annoyance for the adjoining or neighboring occupant or allow the premises to be used for immoral or illegal purposes.
- 4.1.22 The occupant shall not be permitted to keep or maintain any pet(s) of any kind in the allotted residential accommodation or in its premises. The keeping of pets is strictly prohibited in the interest of hygiene, safety, and to avoid inconvenience or nuisance to other residents. Any violation of this condition shall be treated as a breach of the terms and conditions of allotment and may render the occupant liable for appropriate action as per the rules, including cancellation of allotment and/or initiation of disciplinary

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proceedings, as applicable.

- 4.1.23 Keeping or storing unwanted or discarded items and materials in the common areas of residential blocks like parking spaces, staircases, free spaces under staircases, electricity connection/meter rooms, terrace, etc., are not allowed.
- 4.1.24 In the residential areas, sticking or displaying undesirable posters, notices, banners, etc. for public view is prohibited.
- 4.1.25 Any act which is prejudicial to the maintenance of communal harmony in the campus is strictly prohibited.
- 4.1.26 Since it is a residential campus of the academic institution, smoking, consumption of tobacco, alcohol or drugs, gambling in the common or public places of campus are strictly prohibited.
- 4.1.27 Misuse of public utilities and amenities is strictly prohibited.
- 4.1.28 For safety, all occupants and their visitors/guests should follow traffic regulations and security rules in the campus.

4.2 Period for which the allotment subsists and concessional periods for further retention

4.2.1 An allotment shall be effective from the date on which possession thereof is taken by the employee and shall continue in force until:

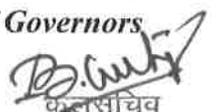
- The expiry of the concessional period permissible under Rule 4.2.2
 - It is cancelled by the Chairman of the QAC or is deemed to have been cancelled under any of the provisions of these rules.
 - It is surrendered by the employee.
 - The employee ceases to occupy the accommodation.
- 4.2.2 Concessional period of retention:

The occupant 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 Table 4.2.2 below for the period specified in the corresponding entry in Column (3) thereof, provided that the accommodation is required for the bonafide use of the occupant or members of his/her family:

Table 4.2.2

Sl. No.	Event	Permitted Period	Condition
(1)	(2)	(3)	(4)
1.	On proceeding to take up employment elsewhere with the permission of appropriate authority by retaining lien on his/her post/deputation or with extra-ordinary leave	Thirteen (13) months	The accommodation is required for bonafide use of the members of the family and is in fact occupied by them.
2.	On transfer or deputation to central govt., PSU, statutory and autonomous bodies on their initial constitution.	5 years at normal license fee plus HRA drawn by the occupant from the organization	The accommodation is required for bonafide use of the members of the family and is in fact occupied by them.
3.	Vacation and Leave of all types including the extra-ordinary leave	Full period	The accommodation is required for bonafide use of the employee or the members of his/her family.
4.	Training/Special Leave of all type including extra- ordinary leave	Full period	The accommodation is required for bonafide use of the employee or the members of his/her family.
5.	Proceeding elsewhere under approved faculty exchange programme	Full period	The accommodation is required for bonafide use of the employee or the members of his/her family.

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6.	Death of the occupant	6 Months Additional with existing License Fee and next 6 months with double License fee on the ground of medical exigencies or education of children (in case of the children, it may further be extended till the end of the academic session)	The accommodation is required for bonafide use of the members of the family and is in fact occupied by them.
7.	Retirement	6 months Additional with existing License Fee and next 6 months with double License fee	The accommodation is required for bonafide use of the members of the family and is in fact occupied by them.
8.	Resignation, dismissal removal or termination of service	1 month	The accommodation is required for bonafide use of the members of the family and is in fact occupied by them.

- 4.2.3 Where a quarter is retained under Rule 4.2.2, the allotment shall be deemed to be cancelled on the expiry of the concessional periods.
- 4.2.4 An employee may at any time surrender the allotted quarter by giving notice so as to reach the Estate Officer / HoS, Establishment Section, at least ten (10) working days before the date of vacation of the quarter. The allotment of the quarter shall be deemed to be cancelled with effect from the eleventh working day after the day on which the letter is received by the Estate Officer/HoS, Establishment Section, or on the date specified in the letter, whichever is later. If he/she fails to give due notice, he/she shall be responsible for payment of the license fee as applicable. The Director may accept notice of vacation for a shorter period, if he/she is satisfied that the prescribed period cannot be given owing to circumstances beyond the control of the occupant.
- 4.2.5 After permitted concessional period, retention of accommodation will be treated as unauthorized, and the following actions will be taken:
- The Institute will charge five (05) times of the normal license fee as an enhanced license fee.
 - The Institute will disconnect the electricity, water and/or Institute telephone connections after fifteen days of serving notice.
 - An unauthorized occupant will be liable to eviction by the Estate Officer/HoS, Establishment Section, under Section 3 of the Public Premises (Eviction of Unauthorized Occupants) Act 1971 (Act No. 49 of 1971). If necessary, assistance from Law Enforcement Agencies will be sought.
 - The Competent Authority may take any other disciplinary action in accordance with the relevant statutes/ rules and regulations.

4.3 License Fee and other Charges:

- 4.3.1 The occupant shall pay a license fee during the subsistence of the allotment for the allotted accommodation at the rate equal to the flat license fee or at such percentage of his/her emoluments as defined in F.R. 45-C of the Government of India, whichever is less. (Annexure – V)
- 4.3.2 Fixation and revision of license fee:
- The normal license fee for accommodation shall be revised every three years based on the Average All India Consumer Price Index (CPI) by the Government of India and the same shall be applicable to all types of accommodation at the Institute
 - The revised rate shall take effect from the date as the Government of India may direct.
- 4.3.3 The occupant shall pay electricity charges and other charges like water charges, hire charges for furniture and fixtures, etc., as may be applicable to the particular accommodation and decided by the Board from time to time.
- 4.3.4 The license fee and charges referred to in Rules 4.3.1 and 4.3.3 above are recoverable from the salary of

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the occupant when the salary is payable or from any other amount due to him/her. Where no salary is payable, he/she shall remit the amount due on receipt of the bill from the Estate Officer/HoS, Establishment Section, within such time as may be specified in the bill. If the amount due is not remitted for two successive months, the allotment is liable to be cancelled.

4.3.5 The Chairman of the Quarter Allotment Committee (QAC) may temporarily allot any available accommodation to an employee or any recognized association or organization of the campus for specific purposes like marriage, religious festivals, etc. In all such cases, the license fee to be charged will be four (04) times the flat license fee plus electricity charges for the quarter allotted as per Annexure- III.

4.4 Change of accommodation:

4.4.1 The allottee in occupation of Institute accommodation shall be eligible for change of accommodation in the same type.

4.4.2 The change in the same type of quarter shall not be availed within THREE (03) years from the last allotment.

4.4.3 The occupant shall pay, electricity charges and other charges like water charges, hire charges for furniture and fixtures, etc., as may be applicable to the accommodation and decided by the Board from time to time.

4.4.4 The license fee and charges referred to in Rules 4.3.1 and 4.3.3 above are recoverable from the salary of the occupant when the salary is payable or from any other amount due to him/her. Where no salary is payable, he/she shall remit the amount due on receipt of the bill from the Estate Officer/HoS, Establishment Section, within such time as may be specified in the bill. If the amount due is not remitted for two successive months, the allotment is liable to be cancelled.

4.5 Sub-letting

No employee, to whom an accommodation is allotted, is permitted to sublet the same. Casual guests and relatives visiting the allottee will not be considered as sub-letting.4.4.2

4.6 Sharing of accommodation by Institute Employees

Sharing of accommodation shall be decided by the Director consequent to the recommendation of the QAC on case-to-case basis as per the terms and condition laid down in Annexure – IV.

5. Quarter Allotment Committee (QAC)

5.1 Quarter Allotment Committee (QAC) (Quarter Allotment Committee) shall be constituted by the Director to consider accommodation allotment in accordance with the provisions of these rules. The committee shall be constituted as follows:

Dean P&D	Chairman
Registrar	Member
Executive Engineer	Member
Representative of Faculty (nominated by the Director)	Member
Representative of Group A staff (nominated by the Director)	Member
Representative of Group B or C staff (nominated by the Director)	Member
Asst. Registrar, ES	Convener

5.1.1 The Committee shall meet as often as necessary, subject to a minimum of one meeting every two months.

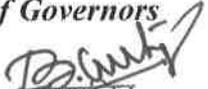
5.1.2 The tenure of the Committee shall be two years. The outgoing Chairman and the members shall be eligible for re-nomination. The Chairman, with the approval of the Director, may assign part of his/her duties to a member of the Committee.

5.2 Functions of the Committee

5.2.1 The Committee will make recommendations for the allotment of accommodation as per the rules and procedures set out in the Quarter Allotment Rules.

5.2.2 The Committee shall oversee the entire allotment process and to remove any difficulty in allotment process with supplementary rules, if necessary.

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- 5.2.3 The Committee will consider requests for out-of-turn allotment and then make suitable recommendations to the Chairman of the Committee/Director in appropriate cases.
- 5.2.4 The Committee will make suitable recommendations in case of any unusual problems related to accommodation.
- 5.2.5 The Committee shall ensure compliance with these rules by the allottee during their stay in the allotted accommodation.

5.3 Function of the Member Secretary (Estate Officer/HoS, Establishment Section)

- 5.3.1 The Member Secretary will carry out all administrative work connected with allotment and cancellation and matters incidental thereto as laid down in these rules and as may be decided by the Committee, the Chairman, and the Director.
- 5.3.2 He/she will convene, under instructions from the Chairman of QAC, the meetings of the committee and attend to all related matters, including writing the minutes of the meetings. He/she will place a report on the allotments that have been made after the last meeting of the committee.
- 5.3.3 He/she shall carry out such other functions as may be assigned to him/her by the Director/Chairman.
- 5.3.4 He/she shall issue allotment letters upon the approval of the recommendation of the QAC by the competent authority.
- 5.3.5 He/she shall, on the basis of the recommendation of the QAC, which is duly approved by the competent authority, issue an eviction Notice as the Estate officer of the Institute.

6. ALLOTMENT:

6.1 Out-of-Turn-Allotment:

- 6.1.1 Any requests for Out-of-turn allotment shall be placed to the QAC for consideration. Out-of-turn allotment will be permitted by the Director when he/she deems it essential for the interest of the Institute. The Director may reserve or set aside a particular accommodation or set of accommodation for this purpose.
- 6.1.2 When an employee who has been allotted accommodation retires from service or dies in service, the employee's son, daughter, wife/husband, mother or father may not withstanding the seniority list, be allotted accommodation of the type to which he or she is eligible on out-of-turn basis, provided that the said relation is an employee of the Institute eligible for the residence and has been sharing residence with the retiring or deceased employee for at least 6 months before the retirement or death.
- 6.1.3 When an employee surrenders his/her accommodation at the Institute when proceeding away from the Institute on EOL/deputation/lien/training/higher studies or research/leave on medical grounds, etc., he/she may be provided with quarter of his/her entitlement or as available on his/her return to Institute, on out-of-turn basis.

6.2 Out-of-Turn Allotment on Medical Grounds:

Requests for out-of-turn allotment on valid medical grounds will be examined and recommended by the QAC on the basis of severity of the ailment of the employee (or his/her spouse and children) and a medical certificate provided by the Medical Officer/HoS, Medical Section of the Institute.

6.3 Allotment of alternate accommodation or regularization of accommodation in the name of Institute employed spouse or ward in case of death of an allottee:

- 6.3.1 In the event of death of an allottee, the same accommodation shall be regularized in the name of the spouse or ward of the deceased allottee, if the spouse or ward is entitled for it.
- 6.3.2 In cases where the entitlement of the Institute employed spouse or ward is of a lower type than the accommodation allotted to the deceased allottee, an alternate entitled type of accommodation shall be regularized in the name of the spouse or ward as and when available.
- 6.3.3 If the Institute employed spouse or ward is entitled to a higher type of accommodation than the accommodation allotted to the deceased allottee, the entitled accommodation shall be allotted to the spouse or ward as and when it is available.

6.4 Allotment of alternate accommodation or regularization of accommodation in the name of Institute employed spouse or ward in retirement cases:

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- 6.4.1 In the event of the retirement of an allottee, the same accommodation shall be regularized in the name of the spouse or ward of the retired allottee, if the spouse or ward is entitled.
- 6.4.2 In cases where the entitlement of the spouse or ward is of a lower type than the accommodation allotted to the retired allottee, an alternate entitled type of accommodation shall be allotted in the name of the spouse or ward as and when available.
- 6.4.3 In the event that the spouse or ward is entitled for a higher type of accommodation than the accommodation allotted to the retired allottee, the entitled accommodation shall be allotted to the spouse or ward as and when available.
- 6.5 The Director may approve four (04) quarters every year on functional grounds as per the eligibility of the type of quarter. For the purpose of such allotment, the committee will examine requests from Heads and In-charges of Departments/Centres/Schools/Sections, and other Administrative Units and forward their recommendations to the Director for the allotment. The 'year' for the purpose of this rule will be from 1st June of any calendar year to 31st May of the next year.

7. Accommodation for Visiting Faculty Members:

Accommodation to the Visiting Faculty Members shall be provided as per the following guidelines:

- 7.1 Those who are invited for a period of one month to six months shall be accommodated in the Guest Houses.
- 7.2 For those invited for more than 6 months, two (02) furnished quarters preferably prefabricated D-type. Beyond this, they shall be accommodated in the guesthouse or any other suitable accommodation as decided by the Competent Authority from time to time.
- 7.3 Charges as applicable shall be levied as per the Institute norms.
- 7.4 Items to be provided for furnished quarters is as per the list mentioned in Annexure VII

8. Authorization by employee in matters related to accommodation:

If circumstances so warrant, an employee may authorize, through a proper letter of authorization, another employee or a member of his/her family to act on his/her behalf in matters related to accommodation, including:

1. Receiving and responding to exploratory circulars.
2. Receiving the letter of allotment and accepting the allotment.
3. Taking/handing over possession of the allotted accommodation from/to the Establishment Section or his/her representative.

In such an event, the Institute shall not be responsible for the consequences, if any, on account of such authorization, the responsibility for which shall rest solely with the employee.

9. Consequences of breach of house allotment and occupancy rules:

If an employee, to whom an accommodation has been allotted,

- 9.1 Unauthorizedly sublets/shares the accommodation wholly or partly or
- 9.2 Adds any unauthorized structure and/or demolishes a structure or part thereof in any part of the accommodation or
- 9.3 Uses the accommodation or any portion thereof for any purpose other than for which it is allotted for or
- 9.4 Tampers with electrical and/or water connections or
- 9.5 Commits any other breach of rules or violates any of the terms and conditions of allotment of accommodation or
- 9.6 Conducts himself/herself in a manner which is prejudicial to the maintenance of harmonious relations with neighbours or
- 9.7 Has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment of the accommodation or
- 9.8 Has not complied with clause 4.1.14 on allowing maintenance/repair works.
- 9.9 Has not complied with clause 4.1.22 on keeping pet/s

Shall be served a show cause notice by the Establishment Section. Upon unsatisfactory response, without any prejudice, the allotted accommodation shall be canceled after due approval from the

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Director. In addition, other such actions as deemed fit shall be initiated upon the direction of the Chairman QAC/Director.

10. **Competent Authority to take action under these rules:**

The Director shall be the Competent Authority to take any action under these rules. He/she may delegate any or all of the powers vested in him/her to the Chairman of the Quarter Allotment Committee (QAC) or any officer of the Institute. The Chairman of QAC shall be competent to take action in respect of matters on which he/she is specially authorized by these rules, however, the Director will have over-riding power in all cases.

11. **Matters not covered:**

Matters not covered by these rules shall be referred to the Director or to the Board for decision.

12. **Interpretation of Rules:**

If any question arises as to the interpretation of these rules, it shall be decided by the Director/Board.

13. **Accommodation for the Registrar:**

As the position of the Registrar is tenured post, an entitled accommodation shall be earmarked and reserved for the Registrar. The retention period of the accommodation is 30 days from the date of leaving the post.

14. **Relaxation of the Rules:**

On the recommendation of the QAC/Director, the Board may grant relaxation to any or all of the provisions of these rules.

15. **Mode of serving notices/allotment letter/direction:**

The Establishment Section shall serve notices/forward quarter allotment letters/quarter allotment cancellation notices/directions of an Institute authority through the official email of the allottee, and this will be treated as the service of the notices/allotment letter/cancellation letter/directions.

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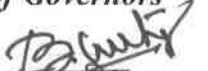
Annexure – I

LIST OF CLOSE RELATIVES:

(vide Rule 2.11)

1. Sons, daughters, father, mother, brothers, sisters, grand-father, grand- mother, grand-sons and grand-daughters.
2. Uncles, aunts, first cousins, nephews, nieces, directly related by blood to the allottee.
3. Father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law and daughter-in-law.
4. Relationship established by legal adoption.

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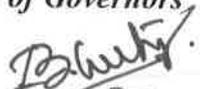

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Annexure - II

**PROCEDURE FOR ALLOTMENT OF ACCOMMODATION:
(vide Rule 3.3)**

1. The Establishment Section shall maintain and update a database of all employees and their seniority lists for various types of accommodation. In case of doubt or in case the database entry is insufficient, the Establishment Section will have the particulars of the application verified by the QAC
2. The Establishment Section shall maintain and update a database of all quarters (vacant as well as occupied) every month, and the same shall be uploaded in the Establishment Section website on the first week of every month.
3. A list of vacant and new residential accommodation, as intimated to be ready for occupation by the QAC in writing, shall be prepared by the Estate Officer/HoS, Establishment Section.
4. Notification for inviting applications from employees for residential accommodation shall be issued by the Establishment Section, as and when quarters are ready for allotment. The notification and list of quarters ready for allotment shall be sent to all employees through group emails of the Institute.
5. The last date for responding to such a notification shall be at least ten (10) days from the date of notification. If the due date falls on a holiday, the last day will be the next working day.
6. The keys of notified quarters shall be available with the Engineering Section. Employees desirous of institute accommodation shall be allowed at the most seven (07) days' time to visit and inspect the vacant quarters in order to facilitate them to make their preferences.
7. All employees desirous of being considered for the notified accommodation by way of fresh allotment or by way of change shall apply in Form-1 (available with the Establishment Section), indicating the order of their preference on or before the last date indicated in the notice of vacancy.
8. After the last date for responding to the notification, the Establishment Section, shall prepare a list of all applicants arranged in order of seniority, and the prepared seniority list will be displayed in the Establishment Section website so that discrepancies, if any, shall be brought to the notice of the QAC within two working days from the date of display of the list by the applicants.
9. The tentative allocation based upon the choice of applicants and their respective seniority shall be prepared by the office of the Establishment Section, and then the same shall be placed before the QAC for consideration and appropriate recommendations. The final recommendations of the QAC shall be put up to the Director for approval.
10. Upon getting the approval of the Competent Authority, the Establishment Section, shall issue a formal letter of allotment by email. The allottee shall convey the acceptance of the allotted quarter within seven (07) days by email in Form-2.
11. After every allotment, the list of allotted quarters should be notified to all employees.
12. In case, the employee to whom the accommodation is allotted rejects the allotment, the same shall be readvertised for allotment.

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Annexure - III

RATE FOR QUARTER/S:

(vide Rule 4.3.5)

Type	Per day (04 times) of license fee (in ₹)	Per day (Electricity charges) (in ₹)	Total charges per day (in ₹)
A	88	30	118
B	117	40	157
C	220	40	260
D	230	60	290
E	289	80	369

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राष्ट्रीय एज्युकेशनल संस्थान, मेरठ

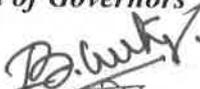
Annexure – IV

CONDITIONS FOR GRANT OF PERMISSION FOR SHARING OF ACCOMMODATION:

(vide Rule 4.6)

1. The sharing arrangement will be valid for such period as the Director may consider necessary, not exceeding one year at a time from the date of issue of permission, irrespective of the date on which the sharer starts staying with the allottee.
2. The allottee, while sharing the accommodation, should ensure that he/she, while on duty or his/her family actually stays with the sharer. In case of default, it will be construed that he/she is not in need of accommodation, and the allotment of accommodation will be liable to be cancelled, besides any other suitable action being taken for breach of the conditions.
3. The license fee payable to the Institute by the allottee shall be the license fee payable by him/her if he/she had not shared the accommodation or the license fee payable by the sharer if the accommodation had been allotted to him/her directly by the Institute, whichever is higher.
4. The license fee payable by the sharer shall not exceed the previous sanction of the Director exceed the license fee payable to the Institute by the allottee.
5. The allottee shall remain personally responsible for the license fee and for any damage caused to the accommodation beyond fair wear and tear.
6. The permission for sharing arrangements shall lapse on the day on which the allottee ceases to be the employee of the Institute or if for any reason it is required to vacate the accommodation, if the date is earlier than the date of expiry of the permission.
7. The allottee, when vacating the accommodation, should hand over clear and vacant possession of the accommodation to the Institute. In no case an accommodation with a sharer residing inside will be treated as quarter having been vacated by the allottee.
8. The sharer will stay in the accommodation at the pleasure of the allottee and will be required to vacate the said accommodation as and when desired by the allottee.
9. The total number of people residing in the accommodation should not in any case exceed the number of persons mentioned in the declarations made both by the allottee and the sharer and should not ordinarily exceed eight in all, excluding casual guests visiting the allottee and residing with him/her in the accommodation for not more than one month.
10. It will be the allottee's responsibility to see that the sharer adheres to all the conditions mentioned above.
11. Prior permission for sharing arrangements shall be obtained by the principal allottee and co- sharer by making an application.
12. If the sharer does not vacate the accommodation at the end of the period for which the sharing is permitted, disciplinary action against both the allottee and the sharer will be taken as per the provisions of Rule 10.

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Jharkhand

ANNEXURE – V

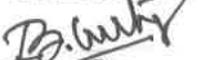
MONTHLY LICENSE FEE FOR DIFFERENT TYPES OF QUARTERS:

(vide Rule 4.3)

The License fee is as per OM No. 18011/2/2015-Pol.III issued by the Government of India, Ministry of Housing and Urban Affairs, Directorate of Estates, dated 10.07.2023 but subjected to change with future revision.

Type of Quarter	Living area in sq. m.	Current rate (in ₹) (10/07/2023)
A	58	660/-
B	76	880/-
C	105	1650/-
D	135	1750/-
E	161	2170/-

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Form -1

National Institute of Technology Meghalaya

Name of the Employee					
Employee no					
Department/Section/Centre/School					
Information related to first joining in the Institute					
Date of joining		Designation		Pay Level	
Information related to current position					
Designation		Current Pay Level		Date of joining	
Current accommodation status					
Type		Quarter No.		Date of occupation	
Phone no.		E-mail id			

Application for accommodation Vacancy

Announcement Notice No.:

My preferences for allotment of notified vacant accommodation are as follows:

Sl. No.	Quarter No.	Sl. No.	Quarter No.	Sl. No.	Quarter No.
1		6		11	
2		7		12	
3		8		13	
4		9		14	
5		10		15	

I certify that the information given above is correct to the best of my knowledge. I am fully aware of the House Allotment and Occupancy Rules and undertake to abide by them.

Date: _____

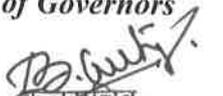
Signature of the Employee

(FOR OFFICE USE)

Based on Seniority and Choice of the employee, with the approval of the QAC/ Competent authority, Quarter No is allotted.

Registrar / HOS (Establishment)

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Form-2

National Institute of Technology Meghalaya

Accommodation allotment and acceptance

Allotment Order No.	
Name of the Employee	
Employee no	
Designation	
Vacancy notification no.	

Based on your preferences against our vacancy notification and your seniority, you have been allotted the quarter no. _____.

Please be informed that you are required to give your consent/acceptance within seven (07) days of the issue of this letter of allotment as per the Quarter Allotment and Occupancy Rules and take possession of the quarter within the next fifteen (15) days (i.e., maximum of 22 days from the date of issue of the allotment letter), failing which the allotment shall stand cancelled, and you will be charged rent for the new quarter for a period of 12 days @ ₹4/- per square metre per day.

Date: _____

Registrar / HOS (Establishment)

Note: Please retain one copy of allotment letter and return the other one duly signed.

I accept the allotment of quarter no. _____ made to me vide allotment order no. _____ dated _____ and shall abide by the house allotment and occupancy rules.

Date: _____

Signature of the Employee

*Recommended by the XXVIIth Finance Committee and approved by the XLIXth Board of Governors
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[Signature]
कुलपति
REGISTRAR

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