

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
RESIDENTIAL ACCOMMODATION RULES, 2023**

**PART I  
GENERAL**

**1. Short title, commencement and application**

- (1) These rules may be called the AIIMS Residential Accommodation Rules, 2023.
- (2) They shall come into force on the date of approval by the Competent Authority.
- (3) Save as otherwise provided in these rules, these rules shall be separately applicable for residential accommodations under the respective jurisdiction of All India Institute of Medical Sciences (AIIMS), New Delhi and National Cancer Institute (NCI), Jhajjar.

**2. Definitions**

In these rules, unless the context otherwise requires

- a) “Accommodation” means the accommodation in respective campuses of AIIMS, New Delhi or NCI, Jhajjar, as applicable;
- b) “Administrative Officer Estate” means the officer assigned with the authority to implement these rules;
- c) “Allotment” means the grant of a licence to occupy a residential accommodation in accordance with the provisions of these rules and include allotment by an online system and only in absence of such a system, via manual allotment strictly in accordance with these rules;
- d) “Allotment of garage” means the grant of a licence to occupy a garage in accordance with the provisions of these rules;
- e) “Damages” means a compensation to be levied in multiples of licence fee in the event of unauthorized occupation or subletting or misuse of whole or any part of accommodation or garage by the occupant of such accommodation or garage;
- f) “Eligible type of accommodation” in relation to an officer means the type of accommodation to which she/he is eligible under these rules;
- g) “Employee” means an employee of AIIMS, New Delhi or NCI, Jhajjar as applicable;
- h) “Essential category” means all members of the faculty and only such employees whose posts have been categorized as “Essential” by the Competent Authority. Such categorization of essential posts shall be done either periodically or on need basis, as decided by the Competent Authority;

- i) "Estate Section" means the office dealing with the Estates of AIIMS, New Delhi that discharge the functions in respect of accommodation;
- j) "Faculty" means Faculty of AIIMS, New Delhi OR NCI, Jhajjar (as applicable) and who are entitled for accommodation respectively at AIIMS, New Delhi and NCI, Jhajjar;
- k) "Family" means the wife or husband of allottee (as the case may be) and children, step children, legally adopted children, parents, brothers or sisters as ordinarily residing with and are dependent on the allottee;
- l) "Guest" means a casual visitor staying temporarily with the allottee;
- m) "House Allotment and Advisory Committee" (HAAC) means a Committee formed by the Director, AIIMS, New Delhi comprising Faculty members and the representatives from the Faculty Association, Nurses Union, Officers' Association and Karamchari Union, overseeing the implementation of these Rules and the process of allotment of accommodation on campuses of AIIMS, New Delhi or NCI, Jhajjar.
- n) "Immediate relations" means relationship such as Grandfather, Grandmother, Grandsons, Granddaughters, Father-in-law, Mother-in-law, Son-in-law, Daughter-in-law and include relationship established by legal adoption;
- o) "Licence fee" means a fee payable monthly in respect of the accommodation allotted under these rules;
- p) "Misuse", in relation to an allotment, means an accommodation or a servant quarter or a garage being used by allottee her/himself or by her/his family members or immediate relations staying with her/him for the purpose other than the purposes provided under these rules;
- q) "Own house" means a building or part thereof meant for residential purposes and owned by the allottee or by any member of his family;"Residential accommodation" means a covered structure or part thereof whether permanent or semi- permanent or temporary, which has at least a living room and a lavatory with or without kitchen;
- r) "Special licence fee" means a licence fee charged from allottees for short period or temporary allotment of accommodation or charged from other ineligible offices or organisation for allotment of accommodation on special purposes;
- s) "Subletting" means letting out of accommodation partly or wholly by an allottee to any person outside allottee's family and immediate relations;
- t) "Surrender of accommodation" means vacation of accommodation after physical occupation of the accommodation by the allottee on his own volition during the allotment period;

- u) “Technical Occupation” shall be used in respect of allotment of accommodation and garage (as applicable) and shall mean acceptance of allotment of accommodation as per Rule 10(1) and allotment of garage as per Rule 15(2);
- v) “Temporary transfer” means a transfer of allottee to another place, which involves an absence for a period not exceeding four months from the place where the accommodation is allotted;
- w) “Transfer” means a transfer from the present working place where the accommodation is allotted to any other working place and includes deputation to a *post* in an ineligible office or organisation;

### 3. Classification of accommodation

(1) The classified types of accommodation are Type I to Type IV, Type IV(S), Type V to Type VI. Accommodation are also alternatively be classified as Type I, Type A, Type B, Type C-I, Type C-II, Type D-II, Type E, Type F, Type S-I, Type S-II, Type S-III. Director’s bungalow shall be earmarked for the Director, AIIMS, New Delhi:

Provided that Type I to IV (and equivalent) accommodation shall be classified as lower type of accommodation and Type IV (S) and above (and their equivalents) shall be classified as higher type of accommodation.

(2) Save as otherwise provided in these rules, the equivalence of types of accommodation and their corresponding eligibility/entitlement as per pay matrix shall be as below:-

Type of Residences (1)	Level in the pay matrix (2)
Type I / Type A	1
Type II / Type B / Type G	2, 3, 4, 5
Type III / Type F	6, 7, 8
Type IV / Type E	9, 10,11
Type IV(S) / Type E*	11
Type V / Type D-II, Type S-I, Type S-II	12, 13, 13-A1, 13-A2
Type VI / Type C-I, C-II, Type S-III	14-A and 15
Director’s Bungalow	Director

**Note:** - Decision on any other classification type of new accommodation, if made available, shall be taken by Director (AIIMS). The abovesaid eligibility/entitlement shall remain subject to modification (if any) by Director, AIIMS, New Delhi.

*\*Since Type IV(S) houses, in addition to Type IV, are also to be constructed under masterplan by demolishing current Type E houses, therefore this equivalence of Type E with Type IV(S) has been kept to make the Allotment Rules future ready for implementation as and when such Type IV(S) are constructed. At that time, both IV(S) and E nomenclature are proposed to be followed and hence this future equivalence. Currently however, Type IV are to be treated equivalent to Type E, with different and separate list of seniority*

#### **4. Entitlement for types of accommodation**

(1) Save as otherwise provided in these rules, an applicant shall be eligible for allotment of residence of the type of accommodation as shown at column (1) of the table at Rule 3(2) strictly as per the level in the pay matrix specified in the corresponding column (2) of the said table.

(2) The calculation of date of priority and preparation of waiting lists for different types of accommodations shall be as under:

a) The date of priority in respect of type I to type IV accommodation available in the jurisdiction of AIIMS, New Delhi and NCI, Jhajjar shall respectively be determined on the basis of the date of joining of the employee at AIIMS, New Delhi or NCI, Jhajjar (as the case may be).

b) The date of priority in respect of type IV(S) and above accommodation shall be determined on the basis of the date from which the applicant is eligible (continuously) for the type of accommodation as per the pay level of the applicant in the pay matrix i.e. date of entry in the eligible pay level.

c) The inter-se seniority for all types of accommodation shall be considered on the basis of the following factors, namely:-

(i) where the priority date of two or more applicants is the same, the applicant having a higher level of pay in the level in the pay matrix shall be senior in the waiting list;

(ii) where the date of priority and the pay level of two or more applicants are the same, the applicant who has joined AIIMS earlier shall be senior in the waiting list;

(iii) where the date of priority, pay level and the date of joining AIIMS of two or more applicants are the same, the applicant older (in age) shall be senior in the waiting list:

Provided that the faculty members entitled for types V and VI shall also be eligible to apply for accommodation upto two category below their entitlement subject to the condition that such accommodation shall not be below type F.

Provided that for Type F and above, allotment shall be done in the ratio of 6:1 between

faculty and non-faculty to the maximum extent feasible in fresh allotment case with provision of annual review for maintenance of such ratio.

(3) Personal pay shall not be considered for the purposes of determining the inter-se seniority in the waiting list.

(4) Non-practicing allowance or any other such component of pay shall not be considered for the purposes of determining the inter-se seniority in the waiting list.

## **PART II**

### **ALLOTMENT PROCEDURE**

#### **5. Application for accommodation**

(1) Every AIIMS employee on joining may make an online application to the Estate Section for allotment of accommodation to which she/he is eligible under these rules and the entitled type of accommodation shall be offered as per the priority in accordance with these rules:

Provided that no application shall be entertained for accommodation *within last 12 months of the service before the date of superannuation.*

(2) The applicant shall furnish various particulars in the form specified by the Estate Section which shall be verified by the Establishment Section of the applicant and in case of any discrepancy in the application or furnishing of incorrect information in the application, the applicant and the verifying officer shall be liable for furnishing of incorrect information and disciplinary action shall be taken against them including cancellation of allotment of accommodation in case allotment was made based on incorrect information.

#### **6. Preparation of waiting lists for various types of accommodation**

(1) A waiting list shall be prepared for each type of accommodation for Essential and non-essential categories of staff.

(2) A waiting list of applicants who have applied for change of accommodation shall also be prepared for every type of accommodation.

(3) The names of applicants entitled for all Types, except Director's Bungalow, may be included in all waiting lists of entitled category and one below category, provided that they apply for one below category.

#### **7. Deletion of names of non-serious applicants from waiting lists**

The names of applicants, who have neither updated their personal data nor had their data verified by the concerned establishment section for any accommodation during the past one

year, shall be automatically deactivated from the waiting lists:

Provided that the applicant whose name is deactivated may get their name activated again by filing the prescribed form online and such applicant shall be considered in the waiting list of the respective type of accommodation only from next 1<sup>st</sup> of January or 1<sup>st</sup> of July of each year, as the case may be.

**8. Offer of allotment of accommodation**

(1) Accommodation falling vacant in all types including Faculty Transit Accommodation shall be allotted by the Estate Section by an online allotment system to the applicant applying for initial allotment or for change of accommodation from the waiting list for that type of accommodation under these rules.

(2) The Estate Section may, in emergent circumstances, where the accommodation in occupation of the allottee is required to be vacated, allot her/him an alternate accommodation of the same type or the next below type, subject to availability.

**9. Period for which allotment subsists**

An allotment shall be effective from the date on which it is accepted by the allottee and shall continue till the employee is in the service of AIIMS or until:

- a) the expiry of the concessional period permissible under these rules after the allottee ceases to be on duty;
- b) it is cancelled by the Estate Section or is deemed to have been cancelled under any provisions in these rules;
- c) it is surrendered by the allottee;
- d) the allottee ceases to occupy the accommodation;

**10. Acceptance of allotment**

(1) An offer of allotment of an accommodation shall be accepted by the allottee within 10 (ten) days from the date of allotment including the date of allotment of the accommodation.

(2) The allottee may accept the allotment of the accommodation online within the time specified.

**11. Process after acceptance**

(1) After acceptance of the allotted accommodation, the allottee shall take possession of the accommodation from the Engineering Services Department or any other maintenance agency, as the case may be, within 07 (seven) working days from the date of receipt of the

acceptance letter and the Engineering Services Department or any other maintenance agency, as the case may be, shall hand over the allotted accommodation to the allottee.

(2) In case the allotted accommodation is **not** ready for occupation in the next 15 (fifteen) days, the Engineering Services Department or any other maintenance agency, shall indicate so in the online allotment system and provide a date for possible fitness of the accommodation. If due to unavoidable reasons the accommodation is not likely to be ready by the mentioned date, the Engineering Services Department may revise this date at least 03 (three) days prior to the previously mentioned expected date. The allottees shall be exempted from payment of licence fee for the intervening period in such cases.

(3) The Engineering Services Department or any other maintenance agency, shall issue an online Fitness of the accommodation and the allottee shall need to physically occupy the accommodation within 15 (fifteen) days of this date. A **Physical Occupation Report** shall be generated online after handing over the accommodation to the allottee in habitable condition.

**12. Non acceptance of allotment offer or failure to take possession/physical occupation of the allotted accommodation after acceptance**

(1) If any allottee fails to accept the allotment of a residential accommodation within 10 (ten) days from the date of allotment of the said accommodation or fails to take possession of that accommodation within 10 (ten) working days from the date of receipt of the allotment letter or fails to physically occupy the accommodation within 15 (fifteen) days of the date of fitness, she/he shall be debarred to apply for accommodation for a period of 02 (two) years from the date of non-acceptance of allotment subject to payment of one month's normal licence fee for that type of accommodation.

(2) The date of non-acceptance of allotment shall be calculated from the date of allotment including the date of allotment.

(3) If an allottee occupying a lower type of accommodation refuses to accept the offer of an accommodation of the type for which he is eligible under these rules, he shall be permitted to continue in the previously allotted accommodation:

Provided that such allottee shall not be eligible for another allotment for a period of 02 (two) years from the date of non-acceptance of such allotment.

**13. Reconsideration of debarment**

Request for reconsideration in cases of non-acceptance of allotment within the specified time shall be considered by the Estate Section if an application for reconsideration is made before 1<sup>st</sup> of January and 1<sup>st</sup> of July with valid reasons provided by the allottee and approved by the HAAC.

Provided that post-reconsideration of debarment as above, the applicant shall be eligible for fresh or change category allotment in accordance with the debarment subject upon him/her.

**14. Allotment to an allottee under suspension**

No fresh allotment or change shall be permissible during the suspension period. In exceptional circumstances, the decision shall be taken by the Director, AIIMS, New Delhi.

**15. Allotment of garages**

(1) An allottee who has been allotted an accommodation to which a garage is not attached but is eligible for allotment of a garage shall be eligible for allotment of a garage, if available, only in the campus in which the accommodation is situated.

(2) The deemed date of application for allotment of garage shall be the date of technical occupation of initial allotment of accommodation by the allottee for the campus.

(3) There shall be a waiting list for initial as well as for change of allotment of garage.

(4) The garage has to be vacated along with accommodation as per norms of retention period.

**16. Relaxation of rules**

The Director may for reasons to be recorded in writing, relax any or all of the provisions of these rules in the case of any allottee or any accommodation or any group or class of allottees or type of accommodation or on any other matter.

**17. Allotment of accommodation on unsafe or dangerous grounds**

(1) An allottee, whose residential accommodation is unsafe or dangerous may make an application to the Assistant Engineer of the area to declare such accommodation as unsafe or dangerous for living and an officer not below the rank of an Executive Engineer or equivalent officer on satisfying himself that the accommodation concerned is unsafe or dangerous, issue a certificate of declaration to the Estate Section online or in writing and enter the accommodation in the Unsafe Accommodation Register.

(2) Allotment of alternate accommodation to an allottee on declaration of a house as unsafe or dangerous shall be done as expeditiously as possible through the online or manual system.

(3) In cases where an individual house in the campus is declared as unsafe or dangerous, an alternate allotment of same type of accommodation shall be made on priority on the following basis:

a) Vacancies in the same campus or nearby campus shall be identified for



allotment where such occupants would be given priority in the same type of accommodation over the (change/fresh) waiting list;

b) The allottee in occupation of a specific floor may apply for that floor and above accommodation only and allotment shall be made accordingly;

**18. Declaration by an applicant owning a house at the place of posting**

(1) An employee owning a house either in his own name or in the name of any member of her/his family in Delhi NCR, shall inform the fact to the Estate Section at the time of applying for accommodation:

Provided that where an employee or any member of his family becomes the owner of a house after an accommodation is allotted to him under these rules, the allottee shall inform the fact to the Estate Section within a period of one month from the date of possession of the house.

(2) A higher rate of licence fee, as specified by the Directorate of Estates from time to time shall be applicable to such allottees under this rule.

**19. Eligibility of allottees married to each other**

(1) No employee of AIIMS shall be allotted an accommodation under these rules if the spouse of such employee has already been allotted an accommodation either by AIIMS or by any other state or central government/governmental organization, unless such accommodation is surrendered:

Provided that this sub-rule shall not apply where the wife and husband are residing separately in pursuance of

a) an order of judicial separation made by any Court; or

b) an order to proceed to frame and record the issues for settlement of the proceedings by any Court in which a petition filed by either spouse for dissolution of marriage by a decree of divorce is pending and either of them has furnished an undertaking to surrender the accommodation allotted to her/him forthwith in case of revival of conjugal rights with her or his spouse.

c) the employee's spouse is allotted the accommodation in an area outside Delhi-NCR

(2) Where two allottees in occupation of separate accommodation allotted under these rules marry each other, they shall within one month of marriage, surrender one of the accommodation.

(3) If one of the accommodation is not surrendered within the stipulated period as required by sub-rule (2), allotment of the accommodation of the lower type shall be deemed to have been cancelled on the expiry of such period. Further, if the accommodations are of the

same type, the allotment of either of the accommodation, as decided by HAAC, shall be deemed to have been canceled on the expiry of such period.

(4) Where both husband and wife are employed at AIIMS (or NCI as applicable), the entitlement of each of them to allotment of an accommodation under these rules shall be considered independently.

(5) Notwithstanding anything contained in sub-rules (1) to (4),

a) if a wife or husband, as the case may be, who is an allottee of an accommodation under these rules, is subsequently allotted a residential accommodation at the same station from a pool to which these rules do not apply, she or he, as the case may be, shall surrender any one of the accommodation within 30 (thirty) days (including the date of allotment) of such allotment:

Provided that this clause shall not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by any Court.

b) where two allottees, in occupation of separate accommodations at the same station, one allotted under these rules and another from a pool to which these rules do not apply, marry each other, any one of them shall surrender any one of the accommodation within 30 (thirty) days (including the date of allotment) of such marriage.

(6) If an accommodation is not surrendered as required under sub-rule (5), the allotment of accommodation in the AIIMS campus shall be deemed to have been cancelled on the expiry of such period.

**20. Allotment of accommodation on re-employment**

Allotment of accommodation on re-employment at AIIMS, New Delhi shall be governed by such guidelines as the Estate Section may issue from time to time.

**PART III**

**SEPARATE POOLS FOR CERTAIN CATEGORIES OF EMPLOYEES**

**21. Allotment to employees who come on deputation to AIIMS**

(1) Notwithstanding anything contained in these rules, accommodations shall be provided out of turn to the Officers coming on deputation to the following posts.

- a) Additional Director / Deputy Director Administration
- b) Medical Superintendent
- c) Senior Financial Advisor
- d) Chief Security officer

- e) Superintendent Engineer of the AIIMS, New Delhi campus (for the NCI Jhajjar campus, the accommodation shall be provided in the NCI campus)

Provided that for the above listed employees, accommodation shall be allotted only following the norms of essential category i.e. one type below.

(2) For all other employees who come on deputation for a fixed tenure shall be placed in the seniority list for allotment of accommodation in their entitled or one lower category as desired by the employee. Their date of priority shall be determined based on their eligibility of the category of accommodation in the pay matrix as per their date of joining of service in Government of India.

**22. Separate Pool for Nursing cadre**

For all nursing cadre employees eligible for type III category of accommodation, a pool has been made. For this purpose a separate list of nursing cadre employees shall be maintained. The inter-se seniority for this pool shall be the same as for type III accommodation mentioned in Rule 4. For all other categories of accommodation the nursing cadre employees shall be included in the seniority lists with all other AIIMS employees. The number of houses in the nursing pool shall be determined by the Estate section and approved by the Director based on the ratio of eligible nursing cadre employees for type III accommodation, the total number of houses in that category and the number of other employees eligible for type III accommodation. The total number of houses in this category shall not exceed 400.

**PART IV**

**OUT OF TURN ALLOTMENT IN CERTAIN CATEGORIES**

**23. Allotment of accommodation on Medical ground subject to upper limit of 5% in each category**

Requests for out of turn allotment on medical grounds may be entertained only in such cases where the allottee or a member of her/his family or dependent in laws living with her/him, has developed such disease as may be specified by the Medical Board constituted for the purpose by the Director, AIIMS:

Provided that a Medical certificate from a Head of the Department of the specialty concerned indicating the nature and extend the physical handicap or disease and recommending such a change is furnished. These certificates shall be examined by the medical board constituted by the Director, AIIMS, New Delhi.

Provided the allotment shall be done in the ratio of 20:1 for eligible type in case of Level of

Pay 1 to 5 and one type below of the eligible type in case of Level 6 and above.

Provided that subject to above, for a given type, the inter-se seniority of allotments under medical ground shall be as per date of recommendation and for the applicants recommended on the same date by the medical board, inter-se seniority shall be same as per rule 4(2).

Provided that subject to above, allotment on Medical ground in case of Faculties shall also be done in the ratio 20:1 in the type as per Rule 4(2) in such a manner that there shall be atleast one junior faculty (by inter-se seniority), who has been allotted the said type.

*Explanation: A Faculty will be allotted, say Type E, on medical ground only if there is a Faculty junior to him who has been allotted Type E in normal course or else shall be allotted Type F.*

**24. Reservation in allotment to Scheduled Castes and Scheduled Tribe employees**

- (1) The reservation in allotment of accommodation to Scheduled Castes and Scheduled Tribe employees for Type I and II (and equivalent) shall be 10% of its total accommodation and for Type III shall be 5%.
- (2) The allotment from Type I to III shall be made in the ratio of 2:1 vacancies to Scheduled Castes and Scheduled Tribe employees, respectively.
- (3) Separate waiting lists for Type I to III accommodation shall be prepared for the Scheduled Castes and Scheduled Tribe employees.
- (4) In case, there is no Scheduled Tribe applicant in the waiting list, the quota reserved for the Scheduled Tribe shall not be allotted to a Scheduled Caste applicant.
- (5) Scheduled Castes and Scheduled Tribe applicants, who are already in occupation of accommodation, shall also be eligible for allotment of higher type of accommodation from the quota reserved for them under this rule subject to eligibility.
- (6) In respect of Types I and II accommodation, there shall be a 60-point roster system and the vacancies at point number 10, 20, 40 and 50 shall be allotted to Scheduled Caste applicants and the vacancies at point number 30 and 60 shall be allotted to Scheduled Tribe applicants.
- (7) In respect of Type III accommodation, there shall also be a 60-point roster system and the vacancies at point number 20 and 40 shall be allotted to Scheduled Caste applicants and vacancy at point number 60 shall be allotted to Scheduled Tribe applicants.
- (8) The Scheduled Castes and Scheduled Tribe applicants shall also be eligible for allotment from the general pool.
- (9) The Scheduled Caste and Scheduled Tribe applicants shall mention whether they

belong to Scheduled Caste and Scheduled Tribe in their application for allotment of accommodation and same shall be verified by the concerned Establishment section from their records at the time of application.

**25. Temporary allotment of accommodation for marriage or social functions**

The temporary allotment of accommodation for marriage or social purposes shall be available to the employees. The category of accommodation provided shall be the same or below the entitlement of the employee. The maximum duration of temporary allotment for the purpose of marriage or social functions shall be 14 (fourteen) days. Applications for temporary allotment shall be accepted only 4 weeks prior to the first date on which the temporary allotment is required. The licence fee charged shall be 10 times the usual licence fee.

**26. Essential categories of employees**

As prepared by House Allotment Committee with the approval of the Director.

**PART V  
RETENTION OF ACCOMMODATION**

**27. Concessional period of retention**

(1) The allottee 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 the table 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 allottee or members of his family:

S. No.	Events	Permissible period for retention
(1)	(2)	(3)
1.	Resignation, dismissal or removal from service, termination of service or unauthorized absence without permission, compulsory retirement [under CCS (CCA) Rules, 1 965] and for non-regular Government servants.	One month on normal licence fee

2.	Retirement, of all types including voluntary, premature, retirement on medical grounds, terminal leave or compulsory retirement [under FR 56(j)], retirement on deputation from ineligible organizations during the initial constitution of such organization, technical resignation, death of allottee on re-employment (irrespective of retention availed on retirement) and death of an allottee who is not a regular government servant or on deputation outside India.	Six months on normal licence fee
3.	Transfer to a place outside from the existing place, transfer to an ineligible office in the same station, on proceeding on foreign service in India, temporary transfer in India or transfer to a place outside India or deputation within India.	Two months on normal licence fee plus six months on double licence fee.
4.	To eligible spouse or ward in case of death of the allottee or in case of missing persons (from the date on which Police authority have certified the employee is missing)	Twelve months on normal licence fee and for a further period of twelve months on normal licence fee provided the deceased or missing allottee or any member of the family does not own a house at the place of occupation of accommodation i.e. Delhi NCR
5.	Study Leave	Actual period of leave or two years, whichever is earlier

6.	All authorised and sanctioned leave except extraordinary leave without medical grounds, on proceeding on training, and on transfer to a non-family station abroad declared by Ministry of External Affairs (provided the allottee or members of family does not own a house at the last place of posting)	For the full period of leave/posting on normal licence fee
7.	On transfer or deputation to Public Sector Undertakings, Statutory and Autonomous bodies on their initial constitution	Sixty months on normal licence fee plus House Rent Allowance drawn by the allottee from the organization
8.	Leave preparatory to retirement or refused leave granted under FR 86 or Earned leave granted to employee who retired under FR 56(j)	For the full period of leave on full average pay subject to a maximum period of 180 (one hundred and eighty) days in the case of leave preparatory to retirement and four months in other cases, inclusive of the period permissible in the case of retirement on normal licence fee.

(2) All allottees of accommodation shall furnish a self-certificate to the Estate section in case they are on leave for more than six months and retention of accommodation is required for family.

*Note:- AIIMS employees, once allotted the accommodation, may continue their service at the same place till their retirement/superannuation/end and hence, they are different from other central government employees whose place of posting or office may change frequently during their service period. Therefore, it is expected that all employees of AIIMS/NCI are very well aware that the accommodation once allotted to them, need to vacated after their service period is over. Hence, continuance of retention situation is not*

*permitted except extraordinary situation such as death of the employee or any other unique situation.*

- (3) Retention period shall be as follows:-
- a) Maximum upto 06 months with normal licence fee
  - b) After 06 months retention period, proceedings for eviction shall be initiated and damage rent as decided by the Competent Authority from time to time shall be imposed till accommodation is vacated. Currently, damage rent as decided by the Competent Authority for Type 1 to Type IV(S) (and equivalent) accommodation is 40 times the licence fee and for Type V (and equivalent) and above, the damage rent is 50 times the licence fee.

## **PART VI**

### **CHANGE OF ACCOMMODATION**

#### **28. Change in same type or entitled higher type of accommodation**

- (1) An allottee to whom an accommodation has been allotted under these rules may apply for a change to another same type of accommodation only after taking physical occupation of accommodation allotted under initial allotment.
- (2) Only one change shall be allowed in the same type of accommodation to the allottee.
- (3) An allottee, who intends to change the accommodation already allotted to him shall make an online application and thereafter, the name of such allottee shall be included in the concerned type unified waiting list.
- (4) The date of priority or the inter-se seniority of the allottees in the waiting list for change of accommodation shall be the date of application for change, whether upon technical-acceptance or against specific application made in this regard in the said type.
- (5) The change of same type of accommodation shall be offered as per the priority in accordance with these rules and having regard to the allottee's preference:  
Provided that no change in the same type of accommodation shall be allowed to an allottee within six months of the date of superannuation.
- (6) If an allottee fails to accept a change of accommodation offered to him within 10 (ten) days of the issue of such offer or allotment, he shall not be considered again for a change of accommodation for that type of accommodation for two years.
- (7) An allottee who, after accepting a change of accommodation fails to take possession of the same within 07 (seven) days or physical occupation within 15 (fifteen) days of the



fitness shall be charged one month licence fee for such accommodation in accordance with the provisions of these rules in addition to the normal licence fee for the accommodation already in his possession the allotment of which shall continue to subsist:

Provided that if the allotted accommodation (change) is **not** ready for occupation in the next 15 (fifteen) days, the Engineering Services Department or any other maintenance agency, shall indicate so in the online allotment system and provide a date for possible fitness of the accommodation. If due to unavoidable reasons the accommodation is not likely to be ready by the mentioned date, the Engineering Services Department may revise this date at least 03 (three) days prior to the previously mentioned expected date. The allottees shall be exempted from payment of licence fee for the intervening period in such cases.

(8) Where an allottee, who is in occupation of an accommodation, is allotted another accommodation and he occupies the new accommodation, the allotment of former accommodation shall be deemed to have been cancelled from the date of physical occupation of the new accommodation:

Provided that till such date of occupation of accommodation (on change), the allottee may retain the former accommodation on payment of normal licence fee for a period of 30 (thirty) days for shifting to the newly allotted accommodation:

Provided further that if the previous accommodation is not vacated within a period of 30 (thirty) days, the allottee shall be liable to pay damages for use and occupation of the previous accommodation, furniture and garden charges as may be determined by the Estate section from time to time with effect from the 31<sup>st</sup> day from the date of physical occupation of the new accommodation and the accommodation allotted in the change shall be deemed to have been cancelled under these rules.

(9) The allottee shall ensure before applying for change of accommodation that he/she is entitled for that type of accommodation in accordance with the entitlement on the basis of revised entitlement as well as other conditions governing such change of accommodation. Estate section shall verify this before including the name in the allotment of change list.

(10) No change of accommodation shall be allowed to an allottee under this rule if an enquiry is under progress against the allottee on the charge of subletting.

(11) Further, all allotments awaiting its physical occupation shall be cancelled automatically except latest among such allotments and the allottee shall be responsible for taking requisite NOC from the concerned civic authorities failing which appropriate action shall be initiated.

## **29. Change of accommodation on medical grounds**

(1) An allottee can apply for change of accommodation on medical ground, irrespective

of whether he/she has availed one-change or not and such change of accommodation on medical ground shall be done out of turn only in the type of accommodation he or she is already residing at.

(2) Requests for change on medical grounds may be entertained only in such cases where the allottee or a member of her/his family or dependent-in-laws living with her/him, after the allotment of the accommodation in change has developed such diseases as may be specified by the Medical Board constituted for the purpose by the Director:

Provided that a medical certificate from the Specialty concerned indicating the nature and extent of physical handicap or disease and recommending such a change is furnished.

(3) Change from one floor may be allowed only if the request is approved by the Medical Board constituted for the purpose by the Director and such Medical Board shall provide a well-reasoned speaking order for the same.

**30. Change of accommodation in the event of death of a member of family**

Notwithstanding anything contained in these rules, an allottee may be allowed a change of accommodation on the death of any member of his family if he applies for a change within six months of such occurrence, provided that the change shall be given in the same type of accommodation and same floor or above floor of the accommodation already allotted to the allottee.

**31. Shifting of allottees in case of quarrel between neighbours**

(1) Any complaint relating to the quarrels between neighbours shall be examined in detail by the Welfare Officer, who shall make recommendations to the Estate Section

(2) The allottee found guilty under this rule shall be shifted to another accommodation in the same campus but at a distance from the accommodation of the allottee with whom she/he had picked up the quarrel, or to another nearby campus, if possible, depending upon the nature of the offense or situation.

(3) If the allottee shifted earlier as per rule 31(2) above, picks up a quarrel again with his/her neighbours, the allotment shall be cancelled and the employee shall be debarred from allotment of accommodation for a period of one year ordinarily or two years if the nature of offense is declared serious. Such debarment(s) shall be with the approval of the Director, AIIMS, New Delhi:

Provided that if the allottee who is debarred under this sub-rule, on subsequent allotment again picks up a quarrel with his neighbour and is found guilty, he shall be declared ineligible for further allotment of accommodation permanently and such declaration shall be made with the approval of the Director.

**PART VII**  
**REGULARISATION OF ACCOMMODATION**

**32. Regularization of accommodation on reappointment or otherwise after retirement from AIIMS**

Regularization of accommodation on reappointment after retirement or voluntary retirement shall be governed by such guidelines as the Estate Section may issue from time to time. These shall generally be in consonance with the guidelines of the Directorate of Estate, Government of India

**33. Allotment of alternate accommodation or regularization of accommodation in the name of certain person in case of death of an allottee**

(1) In the event of death of an allottee, the same accommodation may be regularized in the name of the spouse or ward of the deceased allottee, if the spouse or ward is entitled for it.

(2) In case, the entitlement of the spouse or ward is a lower type than the accommodation allotted to the deceased allottee, an alternate entitled type of accommodation may be regularized in the name of the spouse or ward.

(3) In case, the spouse or ward is entitled for higher type of accommodation than the accommodation allotted to the deceased allottee, an alternate one type below the entitled accommodation may be allotted to the spouse or ward subject to a maximum of Type V accommodation on payment of normal licence fee and fulfillment of the following conditions, namely:

a) the spouse or ward had been residing with the deceased allottee for at least three years prior to the death of the allottee and has not drawn house rent allowance for this period and in case such spouse or ward is in the service of AIIMS for less than three years, then he has not drawn house rent allowance since the date of his joining AIIMS;

b) the spouse or the ward joins AIIMS within a period of two years after the death of the allottee and the accommodation in occupation has not been vacated.

**Explanation.-** For the purpose of this rule, “ward” shall include

(i) son;

(ii) a married daughter, working at AIIMS, New Delhi (or NCI Jhajjar, as applicable) irrespective of the fact that the deceased allottee has a son, who is also employed in an eligible office and is in a position to maintain the parents;

(iii) a daughter-in-law, working at AIIMS, New Delhi (or NCI Jhajjar, as applicable).

**34. Allotment of alternate accommodation or regularization of accommodation in the name of certain persons in retirement cases**

(1) In the event of retirement of an allottee, the same accommodation may be regularized in the name of the spouse or ward of the retired allottee, if the spouse or ward is entitled for it.

(2) In case, the entitlement of the spouse or ward is a lower type than the accommodation allotted to the retired allottee, an alternate entitled type of accommodation may be regularized in the name of spouse or ward.

(3) In case, the spouse or ward is entitled for higher type of accommodation than the accommodation allotted to the retired allottee, an alternate one type below the entitled accommodation may be allotted to the spouse or ward subject to a maximum of Type V accommodation on payment of normal license fee and fulfillment of the following conditions:

a) the spouse or ward has been residing continuously for at least three years with the retiring allottee prior to his retirement and has not drawn house rent allowance for this period and in case such spouse or ward is in the service of AIIMS for less than three years, then, he has not drawn house rent allowance since the date of his joining AIIMS,

b) The spouse or ward joins AIIMS within the permissible period of retention and the accommodation in occupation has not been vacated.

(4) In case of more than one eligible ward, the retiring official shall exercise in writing, a choice in favour of the wards, to the Estate Section atleast 30 (thirty) days before his/her date of retirement.

**Explanation.-** For the purpose of this rule, "ward" shall include

(i) son;

(ii) a married daughter, working at AIIMS, New Delhi (or NCI Jhajjar, as applicable) irrespective of the fact that the deceased allottee has a son, who is also employed in an eligible office and is in a position to maintain the parents;

(iii) a daughter-in-law, working at AIIMS, New Delhi (or NCI Jhajjar, as applicable).

**35. The conditions for regularisation or allotment of alternate accommodation in certain cases rules**

(1) The facility of regularisation or allotment of alternate accommodation (as the case

may be) shall be admissible under rules 33 and 34 irrespective of the date of priority of the spouse or ward.

(2) The application for regularisation or allotment shall be submitted before the expiry of the permissible period of retention after the date of death or retirement of the allottee or from the date of appointment of the spouse or ward in AIIMS, whichever is later.

(3) All dues outstanding in respect of the accommodation occupied by the deceased or retired allottee shall be cleared before submission of the application for regularisation or alternate allotment.

(4) The pay of the spouse or ward shall be taken into account for determining the entitled type of accommodation as per these rules on the date of regularisation of the spouse or ward.

(5) A No Objection Certificate shall be obtained from the spouse of the deceased allottee in death cases, and from the retired allottee in retirement cases, for regularisation or allotment of alternate accommodation to the ward.

(6) The ward in whose name regularization of alternate accommodation is to be made shall give an undertaking to the extent that the spouse of the deceased allottee or the retired allottee, as the case may be, shall reside with such ward in the allotted accommodation after regularization or after allotment of alternate accommodation.

**36. Non-admissibility for regularisation or alternate accommodation**

The facility of regularisation or allotment of alternate accommodation under rules 33 and 34 shall not be admissible in the following cases:-

a) where the allottee or any member of his family owns a house at the place of posting where regularisation is being sought:

Provided that either one type below accommodation or same accommodation may be regularised in the name of spouse or ward whose date of priority is covered on the date of retirement of the retiring allottee or on the date of death of the deceased allottee, irrespective of being a house-owner at the place of their posting subject to such conditions as applicable to house owning allottees and as per guidelines issued by Estate Section from time to time; and

b) where the allottee has become ineligible for allotment of accommodation, due to any reason, on or before the date of his death or retirement.

c) in the event of resignation from AIIMS.

**37. Regularisation of accommodation to eligible spouse or ward in case of missing persons**

Regularisation of accommodation in the name of the spouse or ward may be considered in cases where on the basis of a First Information Report (FIR) lodged by the family, the

missing allottee has been reported untraceable by the Police authorities subject to the following conditions, namely:

- a) the spouse or ward of the missing allottee has been appointed on compassionate grounds provided such application is made within a period of two years from the date on which the allottee has been certified to be untraceable;
- b) neither the missing allottee nor any member of his family own a house at the place of posting; all dues outstanding in respect of the accommodation under occupation has been cleared:

Provided that normal rate of licence fee may be charged for the intervening period with effect from the date of missing of the allottee till the date of regularisation.

### **PART VIII**

#### **SURRENDER OF ALLOTMENT OF ACCOMMODATION**

**38. Surrender of an allotment of accommodation**

- (1) An allottee may surrender an allotment of accommodation at any time during the allotment period.
- (2) An allottee who surrenders the accommodation shall not be considered again for allotment of accommodation for a period of two years from the date of such surrender.

### **PART IX**

#### **MAINTENANCE OF ACCOMMODATION**

**39. Maintenance of accommodation by the allottee**

- (1) The allottee to whom a residential accommodation has been allotted shall maintain the accommodation and premises in a clean condition and such allottee shall not grow any tree, shrubs or plants contrary to the instructions issued by AIIMS or by its maintenance agencies nor cut or lop off any existing tree or shrubs in any garden, courtyard or compound attached to the accommodation except with the prior permission in writing of the concerned maintenance agencies.
- (2) Trees, plantation or vegetation, grown in contravention of this rule may be removed or caused to be removed by the concerned maintenance agencies at the risk and cost of the allottee concerned.

**40. Cooperation with maintenance agencies by the allottees to carry out repair works**

- (1) All allottees of accommodation shall cooperate with respective maintenance agencies

of residential accommodation in AIIMS campuses in carrying out all kinds of repair or renovation works.

(2) In case a complaint of non-cooperation is received from a maintenance agency against any allottee, strict action shall be taken against her/him as per these rules and the instructions issued by the Estate Section from time to time.

**41. Misuse of accommodation for trade or business or any other unauthorised activity**

(1) The accommodation shall be used for residential purpose only by the allottee and other authorised persons as per these rules.

(2) Action shall be taken against the allottee for unauthorised use of the allotted accommodation as per these rules and instructions issued by the Estate Section in this regard from time to time.

**42. Payment of requisite charge or fee to public utility services.**

(1) The allottees of accommodation shall pay the charges and fees to all utility services such as electricity, water, gas etc. regularly on receipt of the bill for such payment.

(2) In case an allottee has not paid the dues to the public utility authorities before vacation or surrender of the accommodation, vacation or surrender of accommodation shall not be accepted by the maintenance agency.

**43. Unauthorised constructions**

(1) No unauthorised construction shall be allowed and the unauthorised constructions, if any shall be removed or demolished by the concerned maintenance agency or the Estate Officer notified under the Public Premises (Eviction of unauthorised occupants) Act, 1971 (40 of 1971) and in accordance with the provision of the said Act.

1. (2) In case any further unauthorised construction is found in the accommodation of the same allottee, the accommodation provided to such allottee shall be cancelled from the date of inspection of the accommodation and she/he shall be debarred for allotment of accommodation for the remaining period of service.

(3) The procedure for dealing with cases relating to unauthorised construction or encroachment in accommodation or public premises and the responsibilities of respective maintenance agencies shall be specified by the Estate Section from time to time.

**PART XI**  
**UNAUTHORISED OCCUPATION**

**44. Unauthorised occupation after cancellation of allotment**

Where, after an allotment of accommodation has been cancelled or is deemed to have been cancelled under any provisions of these rules, the accommodation remains or has remained in occupation of the allottee to whom it was allotted or of any person claiming through, such allottee shall be liable to pay damages for use and occupation of the accommodation, services, as may be determined by the Estate Section from time to time.

**45. Issue of vacation notice and show cause notice to the allottees**

(1) The vacation notice shall be issued to all the allottees of accommodation or to their families at least 15 (fifteen) days before the date of expiry of the permissible period of retention.

(2) In case where the allottees have not vacated the quarters after expiry of the permissible retention period, the concerned authority shall issue show cause notice to such unauthorised occupants under the Public Premises (Eviction of Unauthorised Occupants) Act, 1971 (40 of 1971).

**46. Disciplinary proceedings against persons who fail to vacate temporary allotment of accommodation**

(1) The temporary accommodation allotted for marriage and other social purpose shall be vacated on expiry of the allotment period.

(2) In case of failure to vacate the allotted accommodation, appropriate disciplinary action against her/him and damages shall be charged for such unauthorised occupation.

**PART XII**  
**SUBLETTING OF ACCOMMODATION**

**47. Persons to reside with allotted**

(1) The allottee shall reside in the accommodation allotted to her/him with his family and immediate relations.

(2) In case any relationship ceases by any order of court of law, such relation shall not reside with the allottee.

(3) The servant quarters, out-houses and garages may be used for the bonafide purposes only as permitted by the Estate Section.

(4) The allottee who shares the accommodation with his family or immediate relations



shall furnish prior intimation to the Estate Section, in such form, as may be specified by the Estate Section, furnishing full particulars of his family members or immediate relations residing in the accommodation allotted to him:

Provided that the details of guests, if such guest is likely to stay for more than 15 (fifteen) days in the accommodation, shall be intimated to the Estate Section in such form, as may be specified by the Estate Section, intimating full particulars of the individual or individuals.

**48. Subletting of accommodation.**

(1) An allottee shall not sublet the whole or part of accommodation including garage allotted to him:

Provided that an allottee proceeding on leave may accommodate, in the accommodation any member of his family or immediate relations, as a caretaker, by submitting, along with his leave application, the details of such member of his family or immediate relation, to the Estate Section:

Provided further that the maximum period of such accommodation by a caretaker shall not exceed six months.

(2) If an allottee to whom an accommodation has been allotted, sublets the accommodation, the Estate Section may without prejudice to any other disciplinary action that may be taken against him, cancel the allotment of the accommodation from the date of inspection.

***Explanation.**—In this sub-rule, the term “allottee” includes, unless the context otherwise requires, a member of his family and any person claiming through the allottee.*

(3) If an allottee sublets an accommodation allotted to her/him or any portion thereof or any of the out-houses or garages in contravention of these rules, she/he may without prejudice to any other action that may be taken against her/him, be charged such damages from the date of inspection by the Estate Section, as may be determined by AIIMS from time to time, in this respect.

(4) Where an action to cancel the allotment is taken on account of unauthorised subletting of the premises, a direction shall be issued by the Estate Section to the concerned Establishment Section for the purposes of initiation of major penalty disciplinary proceedings along with the copy of a draft charge sheet and the Establishment Section shall intimate to the Estate Section each stages of such major penalty disciplinary proceedings till its final disposal.

(5) The Estate Section shall be competent to—

- a) take all or any of the actions provided under this rule;
- b) declare the allottee to be ineligible for allotment of residential

accommodation for the remaining period of service;

c) intimate to the Establishment Section of the allottee to initiate major penalty disciplinary proceedings under the relevant rules.

(6) Where any penalty under this rule is imposed on proved case of subletting, the aggrieved person may within 30 (thirty) days of the receipt of the order by her/him imposing the penalty, may prefer an appeal before the concerned appellate authority specified under Rule 50 through proper channel.

(7) The original order imposing the penalty shall stand unless it is modified or rescinded on appeal by the appellate authority.

(8) Cases where the individual fails to comply with the provisions this rule shall be brought to the notice of authorities concerned by the Estate Section for taking appropriate disciplinary action against such defaulting allottees.

**49. Procedure for conducting subletting inspection.**

The procedure to conduct subletting inspections by the authorised officials shall be such as may be specified by the Estate Section from time to time.

**50. Penalty for subletting.**

(1) Cancellation of allotment of accommodation or otherwise of the cases suspected of subletting shall be decided by the concerned authority after inquiry providing equal opportunity to the allottee as per the established procedure in this regard.

**(2) The Additional/Deputy Director, (AIIMS) shall be the Deciding Authority and Director (AIIMS) shall be the Appellate Authority in respect of subletting of accommodation.**

(3) All cases of subletting shall be reported to the deciding authority who shall initiate inquiry and inspection through the Estate Officer.

(4) After completion of the inspection and inquiry, Estate Officer shall refer the inspection report to the deciding authority, who shall, after giving an opportunity of hearing to the allottee, pass an order in writing and where a case of subletting is established, the allotment shall be cancelled and the allottee shall be liable to the penalty under these rules.

Provided that where allottee vacates the accommodation during the proceedings under this rule, the inquiry shall continue against such allottee and in case subletting is established, the remaining penalties shall be imposed on him/her as provided under these rules.

Provided further that where allottee is aggrieved with the decision of the deciding authorities, he/she may prefer an appeal before the appellate authority specified under sub rule (2) with in a period of 30 (thirty) days from the date of receipt of the order of the deciding authority.

(5) Where the fact of subletting has been established, the deciding authority shall refer the case to the Estate Officer for initiation of eviction proceedings under the provision of the public premises eviction (Unauthorised occupants) Act 1971 to carry out eviction proceedings.

(6) In case of a vacant house/servant quarter/garage is found to be occupied by any person/group of persons, it shall be considered criminal trespassing and AIIMS security shall take appropriate action for eviction and other measures immediately with permission of the Estate Officer.

### **PART XIII**

#### **CONSEQUENCES OF BREACH OF THESE RULES AND INSTRUCTIONS OF AIIMS**

##### **51. Consequences of breach of rules**

The Estate Section, with the approval of the Director, may without prejudice to any other disciplinary action that may be taken against the allottee under these rules, cancel the allotment of the accommodation, if an allottee to whom an accommodation has been allotted:

- (a) uses the accommodation or any portion thereof for any purposes other than that for which it is meant;
- (b) tampers with the electric or water connection; or
- (c) commits breach of these rules; or
- (d) breaches the terms and conditions of the allotment; or
- (e) uses the accommodation or premises or permits or suffers the accommodation or premises to be used for any purpose which the Estate Section considers to be improper; or
- (f) has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment.

***Explanation:** In this rule, the term "allottee" includes unless the context otherwise requires, a member of his family and any person staying with the allottee.*

##### **52. Action for misuse of garage**

(1) The garage shall be used for parking of vehicle by the allottee and action shall be taken against the allottee for unauthorised use of the allotted garage as per these rules and instructions in this regard from time to time.

(2) The garage for parking cars or scooters or cycles shall not be used or allowed to be used for residential purposes and damages shall be charged from the allottee for any misuse

of the garage from the date of inspection till the receipt of certificate from the maintenance agency that the misuse has ceased.

(3) In case of misuse of garage, the Estate Section shall issue show cause notice to the allottee concerned with a copy to the Engineering Services Department or the maintenance agency service centre, to stop the misuse within a period of 15 (fifteen) days, failing which the allotment shall be cancelled.

#### **PART XIV**

#### **LICENCE FEE FOR ACCOMMODATION**

**53. Payment of licence fee for accommodation.**

(1) Where allotment of accommodation or alternative accommodation has been accepted, the liability for licence fee shall commence from the date of **physical occupation** of the accommodation.

(2) An allottee who, after acceptance, fails to take possession of that accommodation within 07 (seven) days from the date of receipt of the authority letter shall be charged one month licence fee from the date of allotment:

Provided that this provision shall not apply in case the maintenance agency does not hand over the accommodation in a habitable condition to the allottee within the prescribed period or the accommodation is not ready for physical occupation for any other reason.

(3) An allottee shall remain personally responsible for any licence fee payable in respect of the accommodation and for any damages caused to the accommodation or its precincts or grounds or services provided therein by AIIMS beyond fair wear and tear.

(4) In case licence fee is not received continuously for a period of 04 (four) months, the allotment of accommodation of the concerned allottee shall be cancelled.

**54. Fixation or revision of licence fee for accommodation.**

(1) As the normal licence fee for accommodation shall be revised by the Central Government time to time and shall be applicable to all types of accommodation at AIIMS.

(2) The revised rate shall take effect from 1<sup>st</sup> July of the following year or from such other date as AIIMS may direct.

**55. Personal liability of the allottee for payment of licence fee till the accommodation is vacated.**

The allottee to whom an accommodation has been allotted shall be personally liable for the

payment of licence fee and for any damage beyond fair wear and tear caused thereto or to the furniture, fixture or fittings or services provided therein by AIIMS during the period for which the accommodation has been and remains allotted to her/him, or where the allotment has been cancelled under any of the provisions of these rules, until the accommodation along with the out-houses appurtenant thereto have been vacated and full vacant possession thereof has been restored to AIIMS.

**56. Rates of damages**

The rates of damages for unauthorised occupation or subletting or misuse of accommodation, servant quarter or garage shall be specified by AIIMS from time to time.

**57. Payment of license fee in advance for retention of accommodation.**

All the allottees of accommodation shall pay the requisite licence fee in advance for retention of the accommodation allotted to them.

**58. Recovery of licence fee from allottee in installments in certain cases.—**

(1) The request for recovery of arrears of licence fee in installments may be considered only in deserving cases from an allottee subject to the condition that the allottee agrees to pay ten per cent of the dues in lump-sum in advance in the case of allottees of Type I to IV accommodation and fifty percent of dues in lump-sum in advance in the case of allottees of Type IV (Special) and above accommodation:

Provided that the balance may be recovered in equated monthly installments amounting to at least ten percent (10%) of the basic pay plus dearness allowance paid to the allottee subject to payment of interest rate applicable to General Provident Fund per annum:

Provided further that the allottee shall furnish sureties from two permanent AIIMS employees who may not retire on superannuation before the total amount is recovered and in case, either or both the sureties take voluntary retirement or die in harness or leave service otherwise, the concerned employee shall make arrangements for other sureties.

(2) Recovery of installment along with the interest amount shall be effected by the concerned accounts officer from the salary of the employee every month till full amount is recovered.

(3) In case the allottee is a victim of any calamity, natural or otherwise, the portion of outstanding dues not realized or recovered till then shall be adjusted from the gratuity payable to him.

**PART XV**  
**MISCELLANEOUS**

**59. Interpretation of rules**

The General Pool Accommodation Rules of Directorate of Estates, Ministry of Housing and Urban Affairs, as amended from time to time, shall be referred for details or for any clarification or for any provision, if so necessary, other than the provisions already contained in these rules. Further, if any question arises as to the interpretation of these rules or requirement of referring General Pool Accommodation Rules, the decision of Director, AIIMS shall be final and binding.

**60. Delegation of powers or function**

The Director may delegate any or all the powers conferred by these rules to any officer under the Director's control, subject to such conditions as the Director may deem fit to impose.

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