

The following guidelines with regard to allotment of IRD Girls hostel accommodation are being notified for implementation.

1. The allotment of the IRD Girls hostel accommodation will be subject to availability of the accommodation.
2. The allotment will be made to only those who are appointed through regular selection on yearly contractual basis holding the post of Project Associate and above including JRF/SRF/RA etc. The accommodation will not be available for casual appointment.
3. The deductions towards rent, electricity charges, water charges and license fee etc. shall be as per approved norms. The HRA is not given to the project staff occupying the girl hostel. This HRA on monthly basis will be transferred to the Student Affair Section. The electricity/water /maintenance bills to be met by Students Affair Section.
4. The allotment may only be made after recommendations of the PI for an initial period of six months.
5. No request for further extension of allotted hostel accommodation shall be considered once the term of appointment is over or the services of particular project staff are terminated. Except in case of termination all allottees are required to process vacation / extension formalities well in advance ie within 7 days atleast before termination/completion of appointment / project. The request for further grant of extension will be with the prior approval of the Dean (R&D) / Associate Dean (R&D). In case the occupant does not vacate the hostel accommodation on their last day/date then an amount of Rs.100/- per day initial for a period of one month will be charged extra. The payment for the penalty will be deducted from the last month salary during NO DUES process.
6. Allotment of hostel accommodation for those staff having medical problems will be given priority on medical grounds subject to providing the relevant documents verified by IIT Delhi Hospital.
7. No subletting the accommodation is allowed at any stage. If any case is found, then the allotment shall stand cancelled and suitable action as deemed fit will be initiated by the Dean (R&D) / Dean of (Students). It will be also the duty of the Caretaker that such incidents may be brought to the notice of the Competent Authority. A disciplinary action may be considered for such cases.
8. All the allottees are required to mark the attendance with timings in a register provided at the Security Unit there while entering and going outside the premises as follows in other hostels. It is also proposed that all the occupants are required to submit a copy of their identity card at the Caretaker for records.
9. Only female visitors are allowed to meet the concerned occupant during the office hours with prior intimation to the Caretaker, as follows in girl's hostel.
10. The allottees are not allowed to alter any original fixture provided in the room/premises or deface the same. However, in case of any particular requirement arises, the same must brought to the notice of the Caretaker for seeking approval of the Competent Authority.
11. Unauthorized use of accommodation or misconduct will lead to cancellation of the accommodation.

12. The manpower deputed will report to the Assistant Registrar, IRD / Dean of (Students)/ Dean (R&D) Unit for day to day work and shall bring all matters pertaining to the occupants to the knowledge of the Competent Authority including daily occupancy / vacation report.


Assistant Registrar, IRD

Distribution

Associate Dean (BHM)
Office of the AD (BHM)

Secy. to Dean (R&D)

Secy. to A.D. (R&D)

A.R. (Accounts)

A.R. (IRD Accounts)

Ms. Kalyani
Institute Caretaker
Mr. Kapil Kumar
Estate Office
Mr. Anuj Sharma
IRD Girls hostel

Mr. Salig Ram Sharma:
BHM

with the request to kindly transfer the HRA component in Nalanda Hostel Account in respect of IRD Girls Hostels residents.

transfer of inventory items and related formalities may be taken care as per guidelines.

with the request to kindly coordinate with Caretaker for relevant information as required.