

*ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BILASPUR, HIMACHAL PRADESH*  
*General Pool Residential Accommodation (GPRA) Rules 2022*

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BILASPUR, HIMACHAL PRADESH**  
**(General Pool Residential Accommodation Allotment (GPRA) Rules 2022)**

In exercise of the powers conferred under AIIMS Act 1956 and Regulations 2019, AIIMS Bilaspur hereby make rules by adopting mutatis mutandis the Govt. of India GPRA Rules 2017 for the allotment of residential accommodation to the Institute employees/students.

**Part I**  
**General**

**1. Short title and commencement:-**

- a. These rules may be called the AIIMS Bilaspur General Pool Residential Accommodation Allotment Rules, 2022.
- b. They shall come into force from the date of their approval by the competent authority.

**2. Definitions:-** In these rules, unless the context otherwise requires:-

- a. "*accommodation*" means the General Pool Residential Accommodation (GPRA) of the AIIMS Bilaspur under the control of the Estate Officer of the Institute.
- b. "*allotment*" means the grant of a license to occupy a residential accommodation in accordance with the provisions of these rules.
- c. "*allotment of garage/parking space*" means the grant of a license to occupy a garage/parking space on payment of requisite license fee in accordance with the provisions of these rules.
- d. "*Campus*" means AIIMS Bilaspur campus or area falling within 15 Kilometer of radius of AIIMS-Bilaspur or any other area declared as such by the competent authority.
- e. "*Competent Authority*" means the Executive Director, AIIMS-Bilaspur as the custodian of the Institute and responsible for allotment of residential accommodation to its employees.
- f. "*damages*" means a compensation to be levied in multiples of license fee in the event of unauthorized occupation or subletting or misuse of whole or any part of accommodation or garages by the occupant of the accommodation or garages/parking spaces.
- g. "*Estate Officer*" means Deputy Director (Administration) or any other person authorized by Executive Director AIIMS Bilaspur in this behalf.
- h. "*Estate Section*" means office responsible for allotment and maintenance of Institute buildings including its residential accommodation.
- i. "*eligible type of accommodation*" in relation to an officer means the type of accommodation to which he is eligible under these rules.
- j. "*eligible office*" means an office the staff of which has been declared by the Institute as eligible for accommodation under these rules.
- k. "*employee*" means an employee of the AIIMS Bilaspur whose salary is drawn from AIIMS Bilaspur. The outsourced personnel are not employees of the Institute.
- l. "*family*" means the wife or husband of allottee, as the case may be, and children, stepchildren, legally adopted children, parents, brothers or sisters as ordinarily reside with and are dependent on the allottee.
- m. "*Government*" means the Central Government unless the context otherwise requires.
- n. "*guest*" means a casual visitor staying temporarily with the allottee.



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- o. "own house" means a building or part thereof meant for residential purposes and owned by the allottee or by any member of his/her family.
- p. "immediate relations" mean 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.
- q. "license fee" means a fee payable monthly in respect of the accommodation allotted under these rules.
- r. "misuse of residential accommodation" in relation to an allotment, means an accommodation or a servant quarter or a garage/parking space being used by allottee himself or by his family members or immediate relations staying with him for the purpose other than the purposes provided under these rules.
- s. "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.
- t. "special license fee" means a license fee charged from allottees for short period or temporary allotment of accommodation or charged from other ineligible offices or organizations or individuals for allotment of accommodation for special purposes.
- u. "subletting" means letting out of a general pool /earmarked residential accommodation partly or wholly by an allottee to any person outside allottee's family and immediate relations.
- v. "surrender of accommodation" means vacation of accommodation after physical occupation of the accommodation by the allottee on his own volition during the allotment period.
- w. "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.
- x. "transfer" means a transfer from the present working place where the accommodation is allotted to any other working place or from an eligible office to ineligible office and includes a transfer or reversion to service under a State Government or a Union territory administration and include deputation to a post in an ineligible office or organisation.

**3. Eligible zone for accommodation:-**

- a. All employees of AIIMS-Bilaspur offices, which are located in Himachal Pradesh who fulfill the conditions of eligibility under these rules and have been specifically declared to be eligible for allotment of accommodation by AIIMS Bilaspur from general pool shall be eligible for allotment or retention of accommodation from the general pool in AIIMS Bilaspur campus.
- b. All AIIMS Bilaspur Offices which are located within the campus who fulfill the conditions of eligibility and have been specifically declared to be eligible for allotment of accommodation from general pool will be eligible for allotment or retention of accommodation from general pool at AIIMS Bilaspur.

**4. Conditions for declaring an officer eligible for accommodation in AIIMS Bilaspur (HP):-**

- a. An employee of the Institute (regular/deputation/contract) who fulfills the following requirements may make an application in duplicate to the Estate Section for allotment of accommodation at AIIMS Bilaspur as per the format duly approved by the competent authority. The temporary employees on contract with more than three years of continuous service at AIIMS Bilaspur shall ONLY be eligible for residential accommodation.



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5. **Classification of accommodation at AIIMS Bilaspur:** - The classified types of accommodation at AIIMS Bilaspur are as below: -
- Type II
  - Type III
  - Type V-A
  - Type V-B
  - Director residence.

The type II and III accommodation shall be classified as lower type of accommodation and from Type V-A, V-B and Director Residence shall be classified as higher type of accommodation.

6. **Classification of hostel accommodations at AIIMS Bilaspur:-**
- UG Boys (Double sharing)
  - UG Girls (Double sharing)
  - Nurses Hostel (Triple sharing)
  - PG Boys (Single Suite without kitchen)
  - PG Girls (Single suite without kitchen)
  - PG Married (Double Suite with kitchen)

7. **Entitlement for types of accommodation:-**

Save as otherwise provided in these rules an applicant shall be eligible for allotment of residence of the type as shown in the column(1) as per the level in the pay matrix specified in the corresponding column (2), in the table below:-

Type of Residences (Quarters/Hostels)	Level in the Pay Matrix (7 <sup>th</sup> CPC)	Eligibility
1	2	3
UG Boys	N. A	1. UG Medical Boys. 2. Temporary accommodation for UG Boys of paramedical courses*
UG Girls	N. A	1. UG Medical Girls
PG Boys (Single Suite without kitchen)	N. A	1. Academic JRs. 2. Non-Academic SRs. 3. Non-Academic JRs. 4. Temporary accommodation for Level 8 & below regular/contract male employees*.
PG Girls (Single Suite without kitchen)	N. A	1. Academic JRs Girls 2. Non-Academic female SRs 3. Non-Academic female JRs 4. Temporary accommodation for Level 8 & below regular/contract female employees*.
PG Married (Double Suite with kitchen)	N.A	1. Postgraduate Married Students (Male & Female)



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		2. All Academic SRs 3. Married Non-Academic SRs 4. Temporary accommodation for Level 9 & above regular/contract male/female employees*.
Nurses Hostel	N. A	1. Nursing Students (Triple Sharing) 2. Paramedical undergraduate female students (Triple Sharing). 3. Temporary accommodation for working girls (Triple Sharing) **
Type II	Level 6 to 11	
Type III	Level 12	
Type V-A	Level 13,13A1, 13A2	
Type V-B	Level 14,14A	
Directors Residence	-	Director

\*The non-resident doctor staffs and UG boys of paramedical courses who are allotted temporary accommodation in the hostels, shall vacate the accommodation within 15 days of issue of vacation order or at the end of six month of allotment whichever is earlier.

**8. Priority list for accommodation: -**

- a. The calculation of date of priority and preparation of waiting lists for different types of accommodations shall be as under:-
- i. The date of priority in respect of type II and III accommodation shall be determined on the basis of the date of joining of the employee in the Institute and the eligibility for the type of accommodation shall be decided as per their level of the applicant in the pay matrix.  
Provided that an applicant under this category shall be allowed to apply for one type lower accommodation than the type eligible for such.
  - ii. An applicant referred to in clause a(i) above who has served the Institute continuously for a period of five years shall, on each such completion of five years as on 1st January of the year, be given one year edge over and above his date of joining in the Institute, for the purpose of calculation of his date of priority in the waiting list.
  - iii. The date of priority in respect of type V-A and above accommodation shall be determined on the basis of the date from which the applicant has been continuously eligible for the type of accommodation as per the level of the applicant in the pay matrix.
  - iv. The *inter-se* seniority for the type V-A and above accommodation shall be considered on the basis of the following factors, namely:-
    1. Where the priority date of two or more applicants is the same, the applicant having a higher level pay in the level shall be senior in the waiting list.
    2. Where the date of priority and the pay in the level of two or more applicants are the same, the applicant who has joined the Institute service earlier shall be senior in the waiting list; and



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3. Where the date of priority, pay in the level and the date of joining the Institute of two or more applicants are the same, the applicant retiring earlier may be accorded priority over the applicant retiring later.

Provided further that the inter-se seniority of applicants shall be determined on the basis of their date of joining the Institute, irrespective of their place of posting and service. The duration of service rendered prior to joining AIIMS-Bilaspur under any organization shall not be counted towards eligibility for determining priority list for accommodation.

- b. The applicants entitled for type V and above accommodation shall also be eligible to apply for accommodation below their entitlement subject to the condition that such accommodation shall not be below type-II accommodation.
- c. Personal Pay shall not be considered for the purposes of determining the inter-se seniority in the priority or waiting list.
- d. Non-Practicing Allowance, Military Service Pay or any other such component of pay shall not be considered for the purposes of determining the inter se seniority in the waiting list.
9. **Coverage of date of priority for certain purposes.** - For the purposes of calculation of license fee, the allotment on out of turn basis to an AIIMS Bilaspur employee shall be deemed to be regularized if any allottee junior to such employee has been allotted regular allotment in the same type of accommodation in AIIMS Bilaspur.

**Part II  
Allotment Procedure**

10. **Application for accommodation:-**

- a. Every AIIMS employee on joining duty in the Institute on his first appointment or on transfer may submit an application to the Estate Section for allotment of accommodation to which he is eligible under these rules and the entitled type of accommodation shall be offered as per the priority in accordance with these rules having regard to the allottee's preference.

Provided that no application shall be entertained for accommodation within six months of the date of superannuation.

- b. Applications received prior to the specified closing date shall be included in the respective unified priority / waiting list and considered for allotment in the next allotment cycle subject to fulfillment of terms and conditions for allotment as per these rules.
- c. The applicant shall furnish required particulars in form specified by the Estate Section which shall be verified by the Establishment Section and in case of any discrepancy in the application or furnishing of incorrect information in the application, disciplinary action shall be taken against him including cancellation of allotment of accommodation if allotment was made based on incorrect information.

11. **Preparation of waiting lists for various types of accommodation: -**

- a. A unified waiting list shall be prepared for each type of accommodation except for Director's residence.
- b. A unified waiting list shall have names of the applicants who have applied for new allotment as well as for change of accommodation and shall be prepared as per entitlement for a type of accommodation.



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- c. The names of applicants entitled for Types II, III, and V-A accommodation shall be included in all unified waiting lists of available one type below accommodation for which they are eligible
- d. The names of applicants entitled for Type V-A accommodation and willing to accept Type- III or Type II accommodation shall also be included in all unified waiting lists of below types of accommodation for which they are eligible based ONLY on the functional needs of the hospital services.
12. **Deletion of names of non-serious applicants from unified waiting lists:-** The names of applicants, who have neither updated their personal data nor opted for any accommodation during the past one year, shall be automatically deleted from the unified waiting list.  
Provided that the applicant whose name is deleted may get his name activated by filing prescribed form again and such applicant shall be considered in the unified waiting list of the respective type of accommodation.
13. **Offer of allotment of accommodation:-**
- a. Save as otherwise provided in these rules, accommodation falling vacant in all types including hostel accommodation will be allotted by the Estate Section to the applicant applying for initial allotment or for change of accommodation from the unified waiting list for that type of accommodation under these rules.
  - b. The allotment of hostel accommodation to the students, both undergraduate and postgraduate shall be done by the office of the Dean / Provost.
  - c. The hostel facility has been created solely for the Medical and Nursing students and resident doctors of the institute. However, accommodation remaining vacant after allotment to the students and the resident doctors may be allotted to the non-resident doctor (Non-SR/JR) staff or UG students of paramedical courses on compassionate / medical grounds, for a short period of time (NOT EXCEEDING Six months).
  - d. For temporary hostel accommodation to the Institute employees / UG students of paramedical courses, the Estate Section will coordinate with Academic Section to ascertain the availability of the accommodation for non-resident doctor (Non-SR/JR) staff before making any allotments.
  - e. The Estate Officer may, in emergent circumstances where the accommodation in occupation of the allottee is required to be vacated, allot him an alternate accommodation of the same type of accommodation or the type next below the type of accommodation in occupation of the allottee, subject to availability. This shall not apply to the non-resident doctor staff / UG students of paramedical courses allottees of the hostels who shall be compulsorily required to vacate the temporary hostel facility within 15 days of issuance of the vacation notice or at the end of 6 months of allotment of the hostel facility. Failure to do so shall invite imposition of damages and prescribed disciplinary action.
14. **Period for which allotment subsists:-**
- a. An allotment shall be effective from the date on which it is accepted by the allottee and shall continue till in the regular / tenure service until:-
    - i. the expiry of the concessional period permissible under these rules after the allottee ceases to be on duty in an eligible office.
    - ii. it is cancelled by the Estate Officer or is deemed to have been cancelled under any provisions in these rules.
    - iii. it is surrendered by the allottee.



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- iv. the allottee ceases to occupy the accommodation.
- b. Non-resident doctor staff / UG students of paramedical courses allottees of the hostels shall be allotted available temporary hostel accommodation on compassionate medical grounds for a short period. The period of allotment shall be for a specified duration stated in the allotment letter or up to 15 days of the date of vacation notice. However, under no circumstances the allotment shall exceed a duration of six months.
15. **Acceptance of allotment:-**
- a. An offer of allotment of an accommodation shall be accepted by the allottee within eight days from the date of allotment of the accommodation.
- b. The allottee shall be required to accept the allotment of the accommodation by himself or through an authorized representative.
16. **Process after acceptance:-**
- a. After acceptance of the allotted accommodation, the allottee shall take physical possession of the accommodation from the Estate Section within five working days from the date of receipt of the acceptance letter and the Estate Section / and / or the maintenance agency in possession of the house key shall hand over the allotted accommodation to the allottee.
- b. In case the allotted accommodation is not ready for immediate occupation, the Estate Section / the maintenance agency shall issue a Technical Occupation Report to the allottee on receipt of letter of allotment.
- c. The Estate Section shall issue a Physical Occupation Report to the allottee once the accommodation is ready for occupation and after handing over the accommodation to the allottee in habitable condition.
17. **Non acceptance of allotment offers or failure to occupy the allotted accommodation after acceptance:-**
- a. If any allottee fails to accept the allotment of a residential accommodation within eight days from the date of allotment of the said accommodation, or fails to take possession of that accommodation within five working days from the date of receipt of the letter of authorization, he shall be debarred to apply for accommodation for a period of six months from the date of non-acceptance of allotment subject to payment of one month's normal license fee for that type of accommodation.
- b. The date of non-acceptance of allotment shall be calculated from the date of allotment.
- c. 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 six months from the date of non-acceptance of such allotment.
18. **Reconsideration:** - Request for reconsideration in cases of non-acceptance of allotment within the specified time shall be considered by the Estate Officer if an application for reconsideration is made before the next allotment cycle, in the following cases.
- a. intervening Gazetted holidays during the eight days period.
- b. delay in forwarding of prescribed acceptance form from the office concerned.
- c. the allottee on official tour during the acceptance period.



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- d. other valid reasons provided by the allottee.  
 e. the allotted accommodation is occupied by another allottee.  
 f. the allottee is unwilling to pay the pending dues of the previous occupants relating to electricity or water, etc.
19. **Allotment of garage/parking space for type III, V-A, and V-B accommodation:-**  
 a. An allottee who has been allotted a Type III, V-A, and V-B accommodation to which a garage is not attached shall be eligible for allotment of a garage/parking space in the locality in which his accommodation is situated.  
 b. The deemed date of application for allotment of garage/parking space shall be the date of technical occupation of initial allotment of accommodation by the allottee, subject to the guidelines issued by the Govt of India and AIIMS Bilaspur from time to time.  
 c. There shall be a unified waiting list for initial as well as for change of allotment of garage/parking space.  
 d. The allotment of garage / parking space shall be made as per the instructions issued by AIIMS Bilaspur from time to time.
20. **Allotment of accommodation on unsafe or dangerous grounds:-**  
 a. An allottee, whose residential accommodation is unsafe or dangerous may make an application to the concerned maintenance agency through Estate Section 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 effect, to the Estate Section in writing and enter the accommodation in the Unsafe Accommodation Register.  
 b. In cases where an individual house is declared as unsafe or dangerous, an alternate allotment of same type of accommodation is to be made on priority on the following basis:-  
 i. Vacancies to be identified for allotment where such occupants would be given priority in the same type of accommodation over the unified (change/initial) waiting list.  
 ii. The allottee in occupation of a specific type of accommodation may apply for same type of accommodation only and allotment will be made accordingly.
21. **Declaration by an applicant owning a house at Institute campus/notified distance: -**  
 a. An employee owning a house either in his own name or in the name of any member of his family at Institute campus/within notified distance, 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 become 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.  
 b. A higher rate of license fee, as specified by the GoI/Institute from time to time shall be applicable to the allottees under this rule.
22. **Eligibility of allottees married to each other:-**  
 a. No employee of the Institute shall be allotted an accommodation under these rules if the spouse of such employee has already been allotted an accommodation, unless such accommodation is surrendered.



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

- i. an order of judicial separation made by any Court; or
  - ii. 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 or him forthwith in case of revival of conjugal rights with her or his spouse.
- b. 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 accommodations.
  - c. If one of the accommodation is not surrendered within the stipulated period as required by sub-rule (b), the allotment of the accommodation of the lower type shall be deemed to have been cancelled on the expiry of such period and if the accommodations are of the same type, the allotment of such one of them as the Estate Section may decide, shall be deemed to have been cancelled on the expiry of such period.
  - d. Where both husband and wife are employed under AIIMS Bilaspur, the title of each of them to allotment of an accommodation under these rules shall be considered independently.
    1. Notwithstanding anything contained in sub-rules (a) to (d),
      - a. if a wife or husband, 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, shall surrender any one of the accommodations within one month 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 accommodations within one month of such marriage.
- c. If an accommodation is not surrendered as required under sub-rule (1), the allotment of the accommodation in the general pool of Institute shall be deemed to have been cancelled on the expiry of such period.

23. **Allotment of accommodation on re-employment:-** Allotment of accommodation on re-employment shall be governed by such guidelines as the Govt. of India / Institute may issue from time to time.

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**Part III**  
**Separate Pools for Certain Categories of Employees**

24. **Allotment to women employees (Ladies Pool):-**
- a. Notwithstanding anything contained in these rules, "Ladies Pool" shall be maintained separately for married lady employees and for single lady employees and the allotment under these rules shall be made in the ratio of 2:1 between married lady employees and single lady employees.
  - b. The inter-se-seniority of the lady employees eligible for allotment of accommodation under this rule shall be determined as per rule 8.
  - c. All lady employees, who are otherwise eligible for accommodation in GPRA, will also be eligible for allotment from the Ladies Pool.
  - d. Lady employees, who are already in occupation of accommodation, will be eligible for allotment of higher type of accommodation or change in the same type, in their own turn, from the Ladies Pool and from General Pool.
  - e. The number and type of accommodation to be placed in this pool shall be determined by the Institute from time to time.
- Explanation.** - For the purposes of this rule:-
- i. "Married lady employee" means a lady employee whose marriage is subsisting and who is not judicially separated from her husband.
  - ii. "Single Lady employee" means an unmarried lady employee and include a widow with or without children or judicially separated.
25. **Allotment in Tenure Officers Pool for officers posted in the Institute:-**
- a. Notwithstanding anything contained in these rules, a Tenure Officers Pool shall be maintained for the officers working on deputation / tenure posting to AIIMS Bilaspur.  
Provided that the allotment of accommodation to these officers shall be restricted to the number of residential units prescribed for them and maximum up to Type V accommodation only.
  - b. The inter se seniority of the officer eligible for allotment of accommodation in the 'Tenure Officers Pool' shall be determined under these rules and working on Deputation/Tenure in the Institute.
  - c. The number and types of accommodation to be placed in these pools shall be determined by the Institute from time to time.
26. **Allotment in Transit Hostel / Temporary Hostel accommodation for allotment to the staff:-**
- a. The hostel accommodation is reserved for the students and resident doctors. However, to help the newly joining staff, a Transit Hostel/Temporary Hostel accommodation shall be given for allotment on purely temporary basis for a period not exceeding six months to needy regular/contract employees who require accommodation due to shift nature of their duties/physical disability etc.  
Provided that such allotment shall be subject to availability of accommodation after allotment to resident doctors and the students.
  - b. The allotment of transit Hostel/Temporary Hostel accommodation shall remain valid for six months after which the occupant shall surrender the accommodation irrespective of the fact whether regular accommodation is available or not. However, the competent authority may



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extend the period of allotment on case to case basis for a further period of six months subject to availability.

- Provided that in case of unauthorized occupation beyond permissible period, the allottee shall be liable to pay damages in the form of special license fee three times the normal rate.
- c. Notwithstanding anything contained in (a) and (b) above, in case of urgent requirement for students and / or resident doctors, the occupant of the temporary hostel accommodation shall be asked to vacate the temporary hostel accommodation by giving a notice of one month failing which eviction and disciplinary proceedings shall be initiated against the employee occupying the hostel in an unauthorized manner.
  - d. The applicant of Transit Hostel / Temporary Hostel under this rule shall also be eligible to apply for other entitled types of accommodation simultaneously while applying for transit hostel/temporary hostel accommodation.
  - e. The employees allotted transit / temporary hostel accommodation shall not be paid HRA in accordance with the Ministry of Finance, Dept of Expenditure' Memo No. 2/05/2018-E.II(B) dated 01.02.2019. In addition, they shall be required to pay requisite license fee as per rules as notified by the Govt of India / Institute from time to time.

**Part IV  
Out of Turn Allotment in Certain Categories**

**27. Allotment of surplus accommodation:-**

In case of availability of surplus accommodation in any type, an applicant may be allotted any accommodation lower or one type higher than the entitled type on payment of normal license fee of his allotted type. If the employee is allotted one type higher accommodation, he/she will be charged enhanced license fee at the rate of three times the normal license fee of that type of quarter till he/she attains eligibility for higher type allotment in accordance with Govt. of India, Directorate of Estate OM No. 12035/11/97-Policy-II (Pt) dated 28.10.2010 and amended vide OM No. 12035/11/97-Policy-II (Pt) dated 12.01.2012.

**28. Out of turn allotment on Medical Grounds or Exigencies of Service:-**

- a. Notwithstanding anything contained in any other provisions of these rules:-
  - i. an entitled type or one type below accommodation may be allotted, immediately on out of turn basis, if the exigencies of duties so demand or on medical grounds by the Executive Director AIIMS, Bilaspur.
  - ii. Such allotment shall not exceed 5% (Five Percent) of Type-II and Type-III quarters.

**29. Reservation in allotment to Scheduled Castes and Scheduled Tribe employees:-**

- a. The reservation in allotment of accommodation to Scheduled Castes and Scheduled Tribe employees shall be 10% (Ten) per cent in Type-II accommodation and 5% (Five) per cent in Type-III accommodation.
- b. The allotment from the reserved Type-II and III pool shall be made in the ratio of 2:1 vacancy to Scheduled Castes and Scheduled Tribe employees, respectively.
- c. Separate unified waiting lists for Type-II and III accommodation shall be prepared for the Scheduled Castes and Scheduled Tribe employees.



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- d. In case, there is no Scheduled Tribe applicant in the unified waiting list, the quota reserved for the Scheduled Tribe may be allotted to a Scheduled Caste applicant.
  - e. Scheduled Castes and Scheduled Tribe applicants, who are already in occupation of general pool residential accommodation, shall be eligible for allotment of higher type of accommodation from the quota reserved for them under this rule.
  - f. In respect of Type-II accommodation, there will be 60-point roster system and the vacancies at point number 10, 20, 40 and 50 shall be allotted to Scheduled Castes applicants and the vacancies at point number 30 and 60 shall be allotted to Scheduled Tribe applicants.
  - g. In respect of Type III accommodation, there will be 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.
  - h. The Scheduled Castes and Scheduled Tribe applicants shall also be eligible for allotment from general pool.
  - i. The Scheduled Caste and Scheduled Tribe applicants shall mention the fact that as to whether they belong to Scheduled Caste and Scheduled Tribe in their application for allotment of accommodation, which shall be verified by the establishment section of the Institute from the employee records at the time of acceptance of allotment of the accommodation by the Estate Office.
30. **Allotment to temporary Status Employees** (Ministry of Urban Development, Directorate of Estate Memorandum No. 12035/20/94-Pol.II (Vol II) dated 19.01.2016).
- a. Allotment of accommodation may be considered for temporary status employees who have been awarded temporary status under the provisions of the "Casual Laborer's (Grant of Temporary Status and Regularization) Scheme of the Government of India, 1993.
  - b. Provided that such temporary status employee must have rendered service as temporary status for at least three years and is in receipt of House Rent Allowance as per the relevant rules eligible for accommodation.
  - c. The date of priority of temporary status employees shall be the date on which they have completed three years of service as temporary status employee.
  - d. The staff employed on outsourced basis through an agency are not employees of the Institute and hence not eligible for any kind of accommodation at AIIMS Bilaspur.
31. **Temporary allotment of accommodation for marriage or social functions: -**
- a. The Temporary allotment of vacant accommodation for a period not exceeding three days for marriage of self / immediate family member or for a non-religious, non-political social function on chargeable basis shall be governed by the guidelines issued by the Institute from time to time.
  - b. The allottee shall be responsible for the upkeep of the allotted accommodation and the surroundings and shall surrender the allotted accommodation and the areas used during the function in spic and span condition. In case of any damage/loss of property to the accommodation or anywhere within the campus as a result of the function for which the allotment was given, by an act of vandalism, negligence, misconduct, improper use etc. on the part of the allottee or the persons involved in the function, the administration shall recover the cost/repair charges. The allottee shall be liable to disciplinary action for all the acts of omission and commission happening during the event.



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**Part V**  
**Retention of Accommodation**

**32. Concessional period of retention:-**

- a. 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.

Sl. No.	Events	Permissible period for retention of accommodation
(1)	(2)	(3)
(i)	Resignation, dismissal or removal from Service, termination of service or unauthorized absence without permission, compulsory retirement [under CCS (CCA) Rules,1965] and for non-regular Government servants.	one month on normal license fee
(ii)	Retirement, voluntary retirement, 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 is on deputation outside India.	Three months on normal license fee.
(iii)	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 license fee plus six months on double license fee.
(iv)	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 license fee.
(v)	Study Leave	Actual period of leave or two years, whichever is earlier.
(vi)	All authorized and sanctioned leave except extraordinary leave without medical grounds, proceeding on training.	For the full period of leave/posting on normal license fee.



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(vii)	On transfer or deputation to Public Sector Undertakings, Statutory and Autonomous bodies on their initial constitution	Sixty months on normal license fee plus House Rent Allowance drawn by the allottee from the organization.
(viii)	Leave preparatory to retirement or refused leave granted under FR-86 or Earned leave granted to Government servant who retired under FR 56(j)	For the full period of leave on full average pay subject to a maximum period of 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 license fee.

- b. The license fee free allottees of general pool residential accommodation shall be allowed to retain the accommodation for a period of one month on retirement.

Provided that on expiry of one month period, the allottee shall pay license fee for retention of accommodation as prescribed in these rules.

- c. All allottees of general pool residential 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.

**33. Retention of accommodation by allottee availing leave and joining time:-**

- a. The allottee on transfer shall be allowed to retain the accommodation for two months or for the period of their leave not exceeding four months, whichever is more, if the leave has been sanctioned before relinquishment of charge.

Provided that an allottee availing joining time after expiry of leave at the old station, may be allowed to retain the accommodation until the expiry of the period of joining time.

- b. Normal license fee shall be charged for the period of retention at the old station.  
c. In case leave is sanctioned after the allottee joined duty at new station, this period may not be taken into account for the purpose of cancellation of allotment and retention may be allowed for a period of two months only.

**Part VI**  
**Change of Accommodation**

**34. Change in same type or entitled higher type of accommodation:-**

- a. 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 possession of accommodation allotted under initial allotment.  
b. Only one change shall be allowed in the same type of accommodation to the allottee.  
c. An allottee, who intends to change the accommodation already allotted to him shall make an application in the form specified by the Estate Section, and thereafter, the name of such allottee shall be included in the concerned type of unified waiting list.



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- d. The date of priority or the inter-se seniority of the allottees in the waiting list for change of accommodation in respect of Type-II to Type-V shall be as applicable to initial allotment.
- e. 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.

- f. If an allottee fails to accept a change of accommodation offered to him within eight 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.
- g. An allottee who, after accepting a change of accommodation fails to take possession of the same, shall be charged one month license fee for such accommodation in accordance with the provisions of these rules in addition to the normal license fee for the accommodation already in his possession the allotment of which shall continue to subsist.

Provided that if the Estate section/maintenance agency fails to make the accommodation offered on change habitable within the prescribed time period, a certificate from the concerned Executive Engineer shall be furnished in this regard and allottees will be exempted from payment of license fee for the intervening period in such cases.

- h. Where an allottee, who is in occupation of an accommodation, is allotted another accommodation 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 such date of occupation, the allottee may, retain the former accommodation on payment of normal license fee for a period of thirty days for shifting to the newly allotted accommodation.

Provided further that if the previous accommodation is not vacated within a period of 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 Institute from time to time with effect from the 31st 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.

- i. The allottee shall ensure before applying for change of accommodation that he continues to be entitled for that type of accommodation on the basis of revised entitlement as well as other conditions governing such change of accommodation and the respective allotment authority or estate section shall verify this fact before accepting the prescribed acceptance form of the applicant.

**35. Change of accommodation on medical grounds:-**

- a. Change on medical grounds shall be allowed only if the allottee concerned has already availed of one change in the same type of accommodation admissible under these rules.

Provided that if the allottee has not already availed one change, the application for change on medical grounds shall be referred to the Committee constituted for the purpose.

- b. Requests for change on medical grounds may be entertained only in such cases where the allottee or a member of his family or dependent-in-laws living with him, after the allotment of the accommodation in change has developed such diseases as may be specified by the Committee constituted for the purpose by the Institute.



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

- c. Change from one floor to another in the same building or from one building to another may be allowed, if the request is supported by medical certificate from a board constituted for the purpose and the change of accommodation shall be given by the Estate Section by issuing a well-reasoned speaking order.

36. **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 will be given in the same type of accommodation and in the same area where the accommodation is already allotted to the allottee.

37. **Shifting of allottees in case of quarrel between neighbors:-**

- a. Any complaint relating to the quarrels between neighbors shall be examined in detail by the administration and shall make recommendations to the Estate Section for change of accommodation of one or both employees.
- b. The allottee found guilty under this rule shall be shifted to another accommodation in the same locality but at a distance from the accommodation of the allottee with whom he had picked up quarrel, or to a distant location, depending upon the nature of the offence or situation.
- c. If the allottee so shifted to another place again picks up quarrel with his neighbors, his allotment shall be cancelled, and he shall be debarred from allotment of accommodation for a period varying from one year to two years depending upon the nature of the offence.

Provided that if the allottee who is debarred under this sub-rule, on subsequent allotment again picks up a quarrel with his neighbor 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 competent authority of the Institute.

**Part VII  
Regularization of Accommodation**

38. **Regularization of accommodation on reappointment in an eligible office or otherwise after retirement from Government/AIIMS service:-**

Regularization of accommodation on reappointment after retirement or voluntary retirement in an eligible office shall be governed by such guidelines as the Institute may issue from time to time.

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

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



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- c. 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 license fee or fulfilment of the following conditions, namely:-
- i. 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 the Institute for less than three years, then he has not drawn house rent allowance since the date of his joining the Institute service.
  - ii. the spouse or the ward joins the Institute service 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: -
1. a married daughter, working at AIIMS Bilaspur irrespective of the fact that the deceased allottee is having a son, who is also employed at AIIMS Bilaspur, and he is in a position to maintain the parents.
  2. a daughter-in-law, working at AIIMS Bilaspur.

40. **Allotment of alternate accommodation or regularization of accommodation in the name of certain persons in retirement cases:-**

- a. 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.
  - b. In case, the entitlement of the spouse or ward is a lower type than the accommodation allotted to retired allottee, an alternate entitled type of accommodation may be regularized in the name of spouse or ward.
  - c. 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 on fulfilment of the following conditions:-
    - i. 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 Government/AIIMS for less than three years, then, he has not drawn house rent allowance since the date of his joining the Govt./AIIMS service.
    - ii. The spouse or ward joins the Government service within the permissible period of retention and the accommodation in occupation has not been vacated.
  - d. In case of more than one eligible ward, the retiring official will have option to exercise his choice in favor of his wards.
- Explanation.** - For the purpose of this rule, "ward" shall include:-
- i. a married daughter, working in an eligible office, irrespective of the fact that the retiring allottee is having a son, who is also employed in an eligible office, and he is in a position to maintain the parents.
  - ii. a daughter-in-law, working in an eligible office.

41. **Allotment of alternate accommodation or regularization of accommodation in the name of certain persons in transfer cases:-**



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- a. In the event of transfer of an allottee to another station, the same accommodation may be regularized in the name of eligible spouse of the transferred allottee, if the spouse is working at AIIMS Bilaspur and entitled for it.
- b. In case, the entitlement of the spouse is a lower type than the accommodation allotted to transferred allottee, an alternate entitled type of accommodation may be regularized in the name of spouse.
- c. In case, the spouse is entitled for higher type of accommodation than the accommodation allotted to transferred allottee, an alternate one type below the entitled accommodation may be allotted to the spouse subject to a maximum of Type-V accommodation on payment of normal license fee.
- d. The application for regularization or allotment shall be submitted before the expiry of the permissible period of retention after the date of transfer of the allottee or, from the date of appointment of the spouse, whichever is later.
- e. All dues outstanding in respect of the accommodation occupied by the transferred allottee shall be cleared before submission of the application for regularization or alternate allotment.
- f. The pay of the spouse shall be taken into account for determining the entitled type of accommodation as per these rules on the date of regularization of the spouse.

**42. The conditions for regularization or allotment of alternate accommodation in certain cases rules:-**

- a. The facility of regularization or allotment of alternate accommodation shall be admissible under rules 38 and 39 irrespective of the date of priority of the spouse or ward.
- b. The application for regularization 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 Government/AIIMS service, whichever is later.
- c. All dues outstanding in respect of the accommodation occupied by the deceased or retired allottee shall be cleared before submission of the application for regularization or alternate allotment.
- d. The pay level 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 regularization of the spouse or ward.
- e. 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 regularization or allotment of alternate accommodation to the ward.
- f. 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 shall reside with such ward in the allotted accommodation after regularization or after allotment of alternate accommodation.

**43. Non-admissibility for regularization or alternate accommodation:-** The facility of regularization or allotment of alternate accommodation under rules 39, 40 and 41 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 regularization is being sought.

Provided that either one type below accommodation or same accommodation may be regularized 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



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of being a house-owner at the place of their posting subject to such conditions as applicable to house owning allottees and as per the guidelines issued by the Institute 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 service.

44. **Regularization of allotment on re-transfer to the last place of posting:-** Regularization of accommodation under retention in case of re-transfer to the last place of posting shall be considered only in cases where re-transfer takes place within the permissible period of retention and any retention beyond the permissible period shall be treated as unauthorized occupation.

Provided that in the case of retention beyond the permissible period, regularization of the same accommodation shall be considered only if the date of priority is covered, subject to fulfillment of the following conditions, namely:-

- i. the allottee has reported the fact of his transfer within one month of transfer.
- ii. the allottee has been granted retention as per rules.
- iii. the allottee has been posted back and has joined duty at the station where he has been allowed to retain the accommodation.
- iv. the allottee has paid the damages at the prevalent rates of damages for retention beyond permissible retention period till the date of retransfer to the last place of posting.
- v. all arrears have been cleared; and
- vi. the allottee submits a certificate from the office where he was posted stating that he has not drawn House Rent Allowance during the unauthorized period of occupation and was not in occupation of any residential accommodation during the period of posting.

45. **Regularization of accommodation to eligible spouse or ward in case of missing persons:-** Regularization 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.
- c. all dues outstanding in respect of the accommodation under occupation has been cleared.

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

**Part VIII  
Surrender of Accommodation**

46. **Surrender of an allotment:-**

- a. An allottee may surrender an allotment of accommodation at any time during the allotment period.
- b. An allottee who surrenders the accommodation shall not be considered again for allotment of accommodation for a period of one year from the date of such surrender.



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- c. The staff members at the time of vacation of the allotted accommodation shall hand over the inventories like furniture, joinery, fans, lights, civil/electrical/sanitary fixtures, HVAC and telephone instrument (wherever applicable) in proper condition. The damage to the walls, doors, windows because of fitting of ACs, fixtures etc. shall be made good by the allottee before handing over.
- d. At the time of vacation of quarters with servant quarter/out house and garage/parking facility it is the responsibility of the allottee to vacate the Institute accommodation complete with servant quarter/out house and garage/parking. They should have paid up to date water and electricity charges for the premises. In case, the allottee has engaged servants residing in servant quarter/out house, they also must be vacated from the quarters on or before the date of vacation by the allottee.

**Part IX  
Maintenance of Accommodation**

47. **Maintenance of accommodation by the allottee during the period of occupation:-**
  - a. 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 the Government/Institute 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 save with the prior permission in writing of the concerned maintenance agencies.
  - b. Trees, plantation, or vegetation, grown in contravention of this rule may be caused to be removed by the concerned maintenance agencies at the risk and cost of the allottee concerned.
  - c. The occupants are responsible for keeping the allotted premises clean and in good condition which includes furniture and fittings. In case of any damage / loss of property by an act of omission / commission (negligence, misconduct, improper usage etc.) on the part of the allottee or any other person including the inmates of the outhouse/servant quarter the Institute shall recover the cost/repair charges from the allottee.
  - d. The allottee shall be responsible for the conduct of the inmates of the allotted accommodation including servant quarter/ out house. The allottees MUST NOT engage any servant without verification of the antecedents (police verification) of the servant and its family members engaged by them. If the procedure is not followed, the allottee shall be held responsible for any misadventure by the occupants of the staff quarters.
  
48. **Cooperation with maintenance agencies by the allottees to carry out repair works: -**
  - a. All allottees of accommodation will cooperate with respective maintenance agency of residential accommodation in carrying out all kinds of repair or renovation works.
  - b. In case a complaint for non-cooperation is received from maintenance agency against any allottee, strict action shall be taken against him as per these rules and the instructions issued by the Institute from time to time.
  
49. **Misuse of accommodation for trade or business or any other unauthorized activity:-**



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- a. The accommodation shall be used for residential purpose only by the allottee and other authorized persons as per these rules.
  - b. Action shall be taken against the allottee for unauthorized use of the allotted accommodation as per these rules and instructions issued by the Estate section in this regard from time to time.
50. **Payment of requisite charge or fee to public utility services:-**
- a. 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.
  - b. 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 and NOC / No dues certificate will not be issued till all dues are cleared.
51. **Unauthorized construction in the residential area:-**
- a. No unauthorized construction shall be allowed in residential area and the unauthorized constructions, if any shall be removed or demolished by the concerned maintenance agency or the Estate section notified under the Public Premises (Eviction of unauthorized occupants) Act, 1971(40 of 1971), as the case may be in accordance with the provisions of that Act.
  - b. In case any further unauthorized 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 he shall be debarred for allotment of accommodation for remaining period of service in future.
  - c. The procedure for dealing with cases relating to unauthorized construction or encroachment in accommodation or public premises and the responsibilities of respective maintenance agencies shall be dealt with severely as gross misconduct and invite disciplinary action as specified by the Institute.

**Part XI**  
**Unauthorized Occupation**

52. **Unauthorized 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, furniture and garden charges, as may be determined by the Institute from time to time.
53. **Issue of vacation notice and show cause notice to the allottees: -**
- a. The vacation notice shall be issued to all the allottees of accommodation or to their families at least fifteen days before the date of expiry of the permissible period of retention.
  - b. In case where the allottees have not vacated the quarters after expiry of permissible retention period, the concerned authority will issue show cause notice to such unauthorized occupants under the Public Premises (Eviction of Unauthorized Occupants) Act, 1971(40 of 1971).
54. **Disciplinary proceedings against persons who fail to vacate temporary allotment of accommodation:-**



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- a. The temporary accommodation allotted in the hostel as transit / temporary hostel Facility, or for marriage and other social purpose shall be vacated on expiry of the allotment period.
- b. In case of failure to vacate the allotted accommodation, the matter shall be referred to the administration of AIIMS Bilaspur for appropriate disciplinary action against the allottee and damages shall be charged for such unauthorized occupation along with suitable disciplinary action.

**Part XII  
Subletting of Accommodation**

**55. Persons to reside with allottee:-**

- a. The allottee shall reside in the accommodation allotted to him with his family and immediate relations.
- b. In case any relationship ceases by any order of court of law, such relation shall not reside with the allottee.
- c. The servant quarters, out-houses and garages/parking space may be used for the Bonafide purposes only as permitted by the Estates Section.
- d. The allottee who shares the accommodation with his family or immediate relations shall furnish prior intimation to the Estates in such form, as may be specified, 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 fifteen days in the accommodation, shall be intimated to the Estates in such form, as may be specified, intimating full particulars of the individual or individuals.

**56. Subletting of accommodation:-**

- a. An allottee shall not sublet the whole or part of accommodation including garage/parking space 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 Estates.  
Provided further that the maximum period of such accommodation by a caretaker shall not exceed six months.
- b. If an allottee to whom an accommodation has been allotted, unauthorizedly sublets the accommodation, the Institute 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.
- c. If an allottee sublets an accommodation allotted to him or any portion thereof or any of the out-houses or garages/parking space in contravention of these rules, the Institute may without prejudice to any other action that may be taken against him, be charged such damages from the date of inspection by the Estates, as may be determined by the Institute from time to time.
- d. Where an action to cancel the allotment is taken on account of unauthorized subletting of the premises, a report with recommendation shall be submitted by the Estate Section to the institute through Estate Officer for the purposes of initiation of departmental proceedings and for imposition of penalty. The institute shall intimate the Estate Section the details of the charges framed, and the penalty imposed on the allottee under this rule.



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- e. The Deputy Director (Administration) on behalf of the competent authority of the Institute shall be competent to:-
  - i. take all or any of the actions provided under this rule.
  - ii. declare the allottee to be ineligible for allotment of residential accommodation for the remaining period of his service.
  - iii. recommend disciplinary proceedings for major penalty under the relevant rules.
- f. Where any penalty under this rule is imposed on proved case of subletting, the aggrieved person may within thirty days of the receipt of the order imposing the penalty, may prefer an appeal before the concerned appellate authority (Executive Director) specified under rule 60 through proper channel.
- g. The original order imposing the penalty shall stand unless it is modified or rescinded on appeal by the appellate authority.
- h. Cases where individual fails to comply with the provisions of this rule shall be brought to the notice of authorities concerned by the officer I/c of Estates for taking appropriate disciplinary action against such defaulting allottees.

57. **Procedure for conduct of subletting inspection:** - The procedure to conduct subletting inspections by the authorized officials shall be such as may be specified by the Estates Section from time to time.

58. **Penalty for subletting:-**

- a. 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.
- b. The Deputy Director (Administration) of the Institute shall be the deciding authority and the Executive Director shall be the appellate authority in respect of subletting of general pool residential accommodation.
- c. All cases of subletting shall be reported to the deciding authority who shall initiate inquiry and inspection in accordance with the procedure as may be specified by the Institute from time to time.
- d. After completion of the inspection and inquiry under sub-rule (c), the inspection report shall be referred 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 as provided under these rules.  
 Provided further that where allottee is aggrieved with the decision of the deciding authority, he may prefer an appeal before the appellate authority specified under sub-rule (c) within a period of thirty days from the date of receipt of the order of the deciding authority.
- e. Where fact of subletting has been established, the deciding authority shall refer the case to the Estate Officer for initiation of eviction proceedings under the provisions of the Public Premises Eviction (Unauthorized Occupants) Act, 1971 to carry out eviction proceedings.



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59. **Delegation of power to Deputy Director (Administration) AIIMS-Bilaspur:** - The powers of officer in-charge of Estates under these rules shall be exercised by the Deputy Director (Administration) the Institute who shall discharge the function of the Estate Officer on behalf of the competent authority.

**Part XIII**

**Consequences of Breach of the rules and Instructions of the Government**

60. **Consequences of breach of rules:-** The Estates Section 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; or
  - 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 Estates considers to be improper; or
  - f. has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment.
61. **Action for misuse of garage/parking space:-**
- a. The garage shall be used for parking of vehicle only by the allottee and action shall be taken against the allottee for unauthorized use of the allotted garage/parking space as per these rules and instructions in this regard from time to time.
  - b. The garage/parking space 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.
  - c. In case of misuse of garage/parking space, the Estates Section shall issue show cause notice to the allottee concerned with a copy to the concerned in charge of the maintenance agency, to stop the misuse within a period of fifteen days, failing which the allotment shall be cancelled.

**Part XIV**

**License Fee for Accommodation**

62. **Payment of license fee for accommodation:-**
- a. Where allotment of accommodation or alternative accommodation has been accepted, the liability for license fee shall commence from the date of physical occupation of the accommodation.
  - b. An allottee who, after acceptance, fails to take possession of that accommodation within eight days from the date of receipt of the authority letter shall be charged one month license fee from the date of allotment.



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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.

- c. An allottee shall remain personally responsible for any license 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 the Institute beyond fair wear and tear.
- d. In case license fee has not been received continuously for a period of four months from an allottee, the allotment of accommodation of the concerned allottee shall be cancelled.

**Revised Flat Rates of the License Fee Applicable for GPRA throughout the country w.e.f. 01.07.2020 (OM No. 18011/2/2015-Pol.III dated 07.07.2020)**

Accommodation Type	Available Area (sq m) of AIIMS accommodation	Range of living area in sq meters as per rules	Revised rate of license fee (Rs) w.e.f 01.07.2020
Type II	58.07	26.5 - 50	370
Type III	63.38	44 - 65	560
Type VA	114.55	59 - 91.5	790
Type VB	156.14	Beyond 106	1,490
Type VII (Director Residence)	-	-	2,580
<b>Accessories</b>			
Servant Quarter	-	-	80
Garage / Parking space	-	-	50
<b>Hostel Accommodation*</b> ,			
Single room without kitchen	17.13	21.5 - 30	470
Double Room	26.09	47.5 - 60	910

\*As per rules, the employees in hostel allotment shall not be paid HRA.

\*\*The persons allotted higher type of accommodation shall be charged higher license fee as per rules.

**63. Fixation or revision of license fee for accommodation:-**

- a. The normal license fee for accommodation shall be revised every three years based on the Average All India Consumer Price Index (CPI) by the Central Government and shall be applicable to all types of accommodation throughout the country including AIIMS-Bilaspur.
- b. The revised rate shall take effect from the 1<sup>st</sup> July of the year next following, or from such other date as the Central Government may direct.

**64. Personal liability of the allottee for payment of license fee till the accommodation is vacated. -**

The allottee to whom an accommodation has been allotted shall be personally liable for the payment of license fee and for any damage beyond fair wear and tear caused thereto or to the furniture, fixture or fittings or services provided therein by the Institute during the period for which the accommodation has been and remains allotted to him, or where the allotment has been cancelled under any of the provisions of these rules, until the accommodation along with the out-houses



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appurtenant thereto have been vacated and full vacant possession thereof has been restored to Institute.

65. **Rates of damages.** - The rates of damages for unauthorized occupation or subletting or misuse of accommodation, servant quarter or garage shall be as specified by the Estate Section from time to time.
66. **Payment of license fee in advance for retention of accommodation:** - All the allottees of accommodation shall pay the requisite license fee in advance for retention of the accommodation allotted to them.
67. **Furnishing of surety by temporary employees of the Institute for license fee:-**
- a. Where the allottee to whom an accommodation has been allotted is not a permanent employee of the Institute, but is working in the Institute on contract basis (outsourced employees are excluded), he shall execute a notarized surety bond in the form prescribed in this behalf by the Institute with a surety who shall be a permanent employee of the Institute for due payment of license fee and other charges due from him in respect of such accommodation and any other accommodation provided in lieu.
  - b. If the surety ceases to be in Government/Institute service or becomes insolvent or ceases to be available for any other reasons, the allottee shall furnish a fresh bond executed by another surety within thirty days from the date of his acquiring knowledge of such event or fact; and if he fails to do so, the allotment of the accommodation to him shall, unless otherwise decided by the Estates section, be deemed to have been cancelled with effect from the date of that event.
68. **Special license fee for temporary allotment of accommodation.** - The rates of special license fee shall be charged from allottees and other ineligible office or organisation for temporary allotment of accommodation at such rates as may be specified by the Institute from time to time.
69. **Recovery of license fee from clubs, associations, etc.** - Recovery of license fee in respect of accommodation in occupation of clubs, associations of the employees, consumer co-operative societies run under the aegis of the Ministry of Home Affairs/MoH&FW etc., shall be regulated as per the guidelines issued by the Institute from time to time.
70. **Recovery of license fee from allottee in installments in certain cases:-**
- a. The request for recovery of arrears of license fee in installments may be considered only in deserving cases from an allottee subject to the condition that the allottee agrees to pay ten percent of the dues in lumpsum in advance in the case of allottees of Type II and III accommodation and fifty percent of dues in lump-sum in advance in the case of allottees of Type V-A and above accommodation.  
 Provided that the balance may be recovered in equated monthly instalments amounting to at least ten percent 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 one regular institute employee who may not retire on superannuation before the total amount is recovered and in case, either



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- or both the sureties take voluntary retirement or die in harness or leave service otherwise, the concerned employee shall make arrangements for other sureties.
- b. Recovery of installment along with the interest amount shall be affected by the accounts section from the salary of the employee every month till full amount is recovered.
  - c. 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**

71. **Interpretation of Rules:** - If any question arises as to the interpretation of these rules it shall be decided by the Institute. All temporary allotments/permissions granted before the issuance of these rules shall be deemed to have been made under these rules in so far as these are not inconsistent with these rules.
72. **Relaxation of rules:** - The Institute may for reasons to be recorded in writing with the approval of competent authority, 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.
73. **Delegation of powers or function:** - The Institute may delegate any or all the powers conferred upon it by these rules to any officer under its control, subject to such conditions as it may deem fit to impose.
74. **Furnishing of information on disciplinary proceedings to the Governing Body of the Institute:-** The Institute shall furnish the information on the outcome of the disciplinary proceedings in respect of the concerned employee, under the Central Civil Services (Conduct) Rules, 1964, to the Governing Body of the Institute in its next meeting for ratification.

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