

No. NIHFW/WS/10-1/2014
NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
(Workshop & Maintenance Section)

Dated: 16.12.2016

Circular

In the 53rd meeting of the Standing Finance Committee of the Institute held on 23.09.2013, it has been decided that in the matter of allotment of staff quarters of NIHFW, the supplementary rules and instructions/orders issued by the Directorate of Estates, Government of India shall be followed mutatis mutandis in the matter of allotment of staff quarters.

In continuation to this Institute Circular No. F.No.NIHFW/WS/20-13/2013 dated 18.10.2013, the allotment of existing and future vacant staff quarters of NIHFW to the employees shall be in the following manner with immediate effect till Automated System of Allotment (ASA) is made operation.

- (i) Applications for allotment of houses will be accepted in prescribed format in writing by the Workshop and Maintenance Section, NIHFW. A priority/waiting list will be prepared in accordance with the instructions/order of Directorate of Estate.
- (ii) Once the applicant applies for the allotment as per his entitlement, the name of the applicant as per the category of his/her entitlement will be registered in the list of Priority/Waiting list. The existing list of Priority/Waiting will also be used/adjusted in the new list as per the his/her priority/waiting.
- (iii) All the houses falling vacant upto last day of the month i.e. till 30th/31st of the month would be displayed/uploaded on the notice board and website of the Institute on or after the first working day of next month alongwith the priority/waiting list of that category for allotment and a form for choice for allotment in order of preference of vacant quarters. No addition in the list of vacant houses & Priority/Waiting list would be made in respect of subsequent month. In other words list of vacant houses & Priority/Waiting list of the month available for allotment will remain frozen.
- (iv) Once the list of vacant staff quarters is displayed, applicant can submit the application for choice of house allotment upto 3 vacant quarters in order of preference for allotment based on his choices and will be accepted in the given proforma.
 - (a) on or before 10th of that month through e-mail
 - (b) Last working day of ten day duration i.e. 1 to 10th of that month in writing.(eg. if the last working day falls on 8th of that month i.e on friday, the application in writing will be accepted till 8th).
- (v) According to the preference/choices given by the applicants, applicant will be allotted a particular house chosen by him if nobody senior to him in the priority/waiting list has opted for the same on or after every 11th of the month.

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- (vi) Only those applicants will be considered for allotment on or after 11th of each month whose application has been submitted on or before last working day of the previous month and listed in Priority/Waiting List.
 - (vii) The earlier concept of technical acceptance has been done away with. An applicant will have to accept the allotment of his/her choice failing which he / she will be debarred for a period of three months.
 - (viii) Applicants will be eligible for one change in each category of house. No separate change waiting list will be prepared. Waiting list for change as well as the first allotment will be same.
 - (ix) The first allotment cycle for existing vacancy for Type II to Type IV will commence from the month of December 2016. Thus all employees who have not applied as per entitlement may make application for allotment of houses on or before 30th December 2016. All vacancy & priority list will be published on or after 1st January, 2017 and the allotment as per preference/choice of applicants will be made on or after 10th January 2017.
 - (x) As there is no waiting list for allotment of Type I & Type V quarters, the allotment will be made as and when application from the same is received taking into account the eligibility & general guidelines for allotment.
2. The other provisions like reservation, licence fee, separate pools, out of turn allotment, etc., will be governed as per rules, instructions and order issued by the Directorate of Estate in the matter.
3. This issues with the approval of Director.

(Rajiv. R. Singh)
Deputy Director (Admn.)

Copy to:

- 1. All HODs and Sectional Head-with a request to bring it to the notice of employees working under them.
- 2. Faculty In-charge, WM Section
- 3. SPA to Director
- 4. PA to D.D (Admn.)
- 5. Notice Board