



Policy on Transit Accommodation in IGH to Newly Recruited Faculty/Staff

With the management of the Institute's International Guest House (IGH) having been entrusted to a private firm (third party) recently, the Institute had revised the tariff collected from the occupants to enable the IGH to be self-sustainable.

2. However, it is also incumbent on the Institute to provide temporary transit accommodation to the newly joining faculty and staff till they find their own or till a suitable residential accommodation on the campus is allotted to them whichever event occurs earlier. But at the same time, the transit accommodation cannot be provided free of cost totally for the reasons stated in the foregoing paragraph. Only some concessions could be allowed.

3. Therefore, any newly joining faculty or staff member is eligible for transit accommodation in the IGH on the campus subject to the following conditions.

- (a) The tariff payable by the allottee during occupation of the transit accommodation;
 - (i) First three months -- @25% of the prevailing tariff incl. GST;
 - (ii) 4th to 6th month -- @50% of the prevailing tariff incl. GST;
 - (iii) 7th month onwards -- @100% of the prevailing tariff incl. GST.
- (b) Allotment of transit accommodation is always subject to availability and other common conditions as imposed by the IGH from time to time;
- (c) No HRA will be paid to a faculty/staff member during his/her occupation of accommodation on the campus – be it transit accommodation or regular residential accommodation.
- (d) If he/she wants to avail dining facilities in the IGH, he/she has to pay the dining charges including breakfast.

4. The IGH shall consider the requests/applications for transit accommodation received from the newly joining faculty/staff on a first-cum-first-served basis. The applicant is free to choose the type of the room as per his/her pay level. The eligibility for various types of rooms is as under.

- Up to pay level 9, Standard Room (Single/Double Occupancy);
- Pay level 10-12, Executive (Single/Double Occupancy);
- Pay level 13 and above (Single/Double Occupancy/Suite).

4.1. The IGH shall allot the room as per the applicant's choice subject to availability of the rooms.

5. This policy takes effect from **1st September 2024**.