



భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్  
भारतीय प्रौद्योगिकी संस्थान हैदराबाद  
Indian Institute of Technology Hyderabad

IITH/Registrar's Office/6/2025/38  
Date: 27.11.2025

**OFFICE MEMORANDUM**

**Sub:** Institute Residential Accommodation Rules – 2025

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In pursuance to the approval of the Competent Authority, a policy on Residential Accommodation 2025 of the institute is attached and communicated herewith.

The Hindi version of this OM will follow shortly.

Registrar

Encl: As above

To: All Faculty & Staff

Copy to:

- (1) Registrar
- (2) Dean (Admin)
- (3) HoS (MS)
- (4) Office of the Director



**Indian Institute of Technology Hyderabad**  
Kandi, Sangareddy- 502284, Telangana, INDIA

**Institute Residential Accommodation Rules – 2025**

**I. Purpose/Objective/Scope:**

This “Institute Residential Accommodation Rules – 2025” is prepared for the purpose of allotment of residential accommodation (Quarters) for the employees of the Institute to ensure transparency, ease and governance. These rules shall apply to all regular employees of the Institute with regard to allotment of quarters within the Campus. These rules shall come into force from the date of notification and supersede all the earlier orders/circulars issued regarding Institute Residential Accommodation. Allotment already made as per earlier rules shall continue to be valid.

**II. Eligibility:**

1. All regular/re-employed/deputation employees and contractual appointments made against sanctioned strength on regular pay scales of the Institute, who are appointed on regular scales of pay are eligible for applying for residential accommodation in the Institute. If a person and his/her spouse are both employees of the Institute, only one of them shall be eligible for the allotment of Quarters.
2. The quarters allotment shall be on the basis of seniority of the employees, who have applied for residential accommodation.
  - a) The date on which the employee has joined under a regular position in the Institute will be considered for effective seniority.
  - b) However, based on the type of accommodation for which an employee would opt, the date from which the employee becomes eligible for such accommodation would be considered as seniority date for that particular accommodation.
  - c) If an employee is at a higher pay level, as compared to the maximum eligible pay level for such accommodation opted for, he/she will be given an advantage of one year seniority for every level above which his/her current pay scale is above the maximum pay level mentioned above. (This has been further demonstrated in Table III.B below for better clarity)
  - d) When the seniority date happens to be the same for two or more employees, one born earlier will be treated as senior to the one born later, and in case of tie in this scenario, alphabetical order of the first/given name excluding surname shall be considered.
  - e) An employee can opt for a lower-level (only up to one level below) accommodation than eligibility.

**III. Classification of Residences and Entitlement:**

Various types of residential quarters at IIT Hyderabad and employee entitlement for the same is as below:

**(Table III.A)**

Sl. No.	Description of the Quarters	Living Area of in Sqm	Pay Level	Number of Quarters	Remarks
1	Faculty Housing -FT3-A Type (Basement+GF+17) floors	184.57	14 and above	47	Existing
2	Faculty Housing -FT2-B Type (Basement+GF+17) floors	152.13	13 and above	51	Existing

3	Faculty Housing FT4- C Type (Stilt+12) floors	125.50	11-12	72	Under Construction
4	Faculty Housing FT5- C Type (Stilt+12) floors	125.50	11-12	72	Under Construction
5	Staff Housing ST2- C Type (Basement +GF+17) floors	121.91	11-12	17	Existing
6	Faculty Housing -FT1-C Type (Basement+GF+17) floors	118.77	10-12	51	Existing
7	Staff Housing ST2 - D Type (Basement+GF+17) floors	90.74	6-10	34	Existing
8	Staff Housing Type ST2A-D Type (Stilt+12) floors	68.02	6-10	72	Under Construction
9	Staff Housing Type ST2B- D Type (Stilt+12) floors	68.02	6-10	72	Under Construction
10	Staff Housing ST1 - E Type (Basement+GF+17) floors	60.92	1-5	49	Existing
11	Staff Housing Type ST1A-E Type (Stilt+12) floors	57.17	1-5	72	Under Construction

The following table depicts the eligibility and entitlement of various types of quarters as per the pay level along with inter-se seniority (in years) wherever applicable (Reference Para II.2C).

(Table III.B)

Pay Level of Employee	Entitlement for Sl. No. of type of Quarters of Table III.A)	Inter-se seniority (in years) for various types of quarters (Reference to: Para II.2.C)										
		1	2	3	4	5	6	7	8	9	10	11
14 and above	1	0	1*	NE	NE	NE	NE	NE	NE	NE	NE	NE
13A2	2	NE	3	4	NE	NE	NE	NE	NE	NE	NE	NE
13A1	2	NE	2	3	NE	NE	NE	NE	NE	NE	NE	NE
13A	2	NE	1	2	NE	NE	NE	NE	NE	NE	NE	NE
13	2	NE	0	1	NE	NE	NE	NE	NE	NE	NE	NE
12	3,4,5,6	NE	NE	1	1	1	2	NE	NE	NE	NE	NE
11	3,4,5,6	NE	NE	0	0	0	1	NE	NE	NE	NE	NE
10	6,7,8,9	NE	NE	NE	NE	NE	0	4	4	4	NE	NE
9	7,8,9	NE	NE	NE	NE	NE	NE	3	3	3	NE	NE
8	7,8,9	NE	NE	NE	NE	NE	NE	0	0	0	NE	NE
7	7,8,9	NE	NE	NE	NE	NE	NE	0	0	0	NE	NE
6	7,8,9	NE	NE	NE	NE	NE	NE	0	0	0	NE	NE
5	10,11	NE	NE	NE	NE	NE	NE	NE	NE	NE	0	0
4	10,11	NE	NE	NE	NE	NE	NE	NE	NE	NE	0	0
3	10,11	NE	NE	NE	NE	NE	NE	NE	NE	NE	0	0
2	10,11	NE	NE	NE	NE	NE	NE	NE	NE	NE	0	0
1	10,11	NE	NE	NE	NE	NE	NE	NE	NE	NE	0	0





1\* - Inter-se seniority 1+x years as per the existing pay (PL 14 and above).

NE: Not Eligible

Example: “If an employee in Pay Level 13 applies for Type C quarters (eligible for Level 12), one-year seniority advantage will apply.”

#### **IV. License fee and other charges:**

1. Employees allotted quarters will pay a notified license fee (deducted from salary) and are not entitled to HRA; the charges for water, electricity, and other services will be recovered as applicable.
2. License fee liability starts from the date of occupation or the 8<sup>th</sup> day after the allotment letter, whichever is earlier.
3. If an employee fails to occupy within one month of allotment, license fee will be charged and HRA not allowed, unless the residence is certified unfit for occupation.
4. If the previous residence is not vacated after an alternative is allotted, the employee must pay penal license fee and damages for overstay as specified in the cancellation letter.
5. License fee and charges are deducted from salary, and non-payment constitutes a breach, leading to cancellation of allotment.
6. Charges for common services (e.g., lights, lifts, etc.) will not be levied on the allottee.
7. The Special License Fee shall be fixed at ten (10) times the normal license fee, and the Penal License Fee shall be fixed at fifty (50) times the normal license fee. These rates may be levied by the Competent Authority on a case-to-case basis wherever the normal license fee rates are not applicable. These rates may be revised from time to time.
8. The allottee is personally liable for paying all dues and for any damage beyond normal wear and tear until the quarters are vacated.
9. License fee revisions will follow Ministry of Housing and Urban Affairs circulars issued periodically.

#### **V. Quarters Allotment Procedure:**

1. When a quarter becomes vacant, the CMD Engineers will inspect, certify it as safe and livable, and carry out necessary minor repairs and whitewashing (once in five years); In case of major repairs, the allottee would be required to shift to alternate accommodation, as per the availability.
2. MS Section of the institute handles quarter allotments on a rolling basis, processing vacancies as they arise and, after the approval Dean (Admin), issues formal allotment orders to eligible employees from the waiting list available and updated as on the date of notification of the vacancies.

#### **VI. Acceptance, Non-Acceptance & Occupation:**

1. If an employee fails to accept or occupy the allotted residence within a month, the allotment is cancelled, and they are debarred from allotment for two years.
2. If an employee declines an entitled-type residence after applying for it, they may continue in their current quarters but become ineligible for new allotment for one year.
3. If an allottee vacates quarters before completing two years, they will be ineligible to apply for Institute Quarters for the next two years from the date of vacation.



## **VII. Change of Residence:**

1. An employee allotted a residence may apply for a change of quarters within their entitled type.
2. Only one change within the entitled type is allowed during service, except on medical grounds.
3. A change of residence is treated as a new allotment, and all allotment rules, fees, and penalties apply; no change is allowed if a subletting inquiry is pending.
4. An allottee may request a change of accommodation within six months of a family member's death, limited to the same type, floor, and area as the current residence.
  - a) Neighbour quarrel complaints will be examined by the HoS (MS) and office of Security, who will recommend actions to the Dean (Admin).
  - b) The allottee found guilty of quarrelling will be allotted another accommodation in the same or different locality, depending on the availability of quarters, and directed to shift to the newly allotted quarter.
  - c) If the shifted allottee repeats quarrels, the allotment will be cancelled and they will be debarred for one to two years; a second repeat offence will result in permanent ineligibility.

## **VIII. Out of Turn Allotment:**

1. Out-of-turn allotments may be approved only by the Director in exceptional cases such as visiting faculty, faculty/staff on deputation, essential services, medical grounds, physically challenged, or women employees, limited to entitled or lower-type residences.
2. The spouse, son, or daughter of a deceased staff member, if employed by the Institute, may be granted out-of-turn allotment of an entitled or lower-type residence, provided the deceased was residing in Institute quarters.
3. Reservation of quarters as per GOI Norms, as per the availability.
4. Transit accommodation shall be allotted with the Director's approval for a specific duration.
5. Contractual employees other than those appointed on regular pay scales are not eligible for allotment of residential accommodation on the campus. However, the Director may at his discretion consider allotment of campus residential accommodation to these contractual employees on a case-to-case basis depending on the essentiality of their services, and subject to the availability of the accommodation and payment of the license fee at an appropriate rate as deemed fit.
6. An employee who occupies, retains, or uses accommodation of a higher type than his/her entitlement with the approval of the Competent Authority shall be deemed to be on an ad hoc allotment and will be required to pay the normal license fee applicable to the allotted accommodation. Once the entitled residence becomes available, the employee must vacate the higher-type accommodation and occupy the eligible allotted residence. Failure to do so shall render the employee liable to disciplinary action and payment of a penal license fee, as determined by the Competent Authority.

## **IX. Forfeiture of Allotment of a Residence:**

The allotted quarter must be occupied as-is within one month of receiving the allotment order after vacating the previous residence; failure to do so would amount to cancellation and debars the employee from applying for Institute quarters for two years.

## X. Concessional period for Retention of Quarters:

Sl. No.	Event	Permitted period	Condition
1	On proceeding to take up employment elsewhere with the permission of appropriate authority by retaining lien on his/ her post or with extra-ordinary leave or on deputation or proceeding elsewhere under approved Faculty exchange programme.	one year	-
2	Vacation and Leave of all types, including extra-ordinary leave	full period	-
3	Training	full period	-
4	Death of the Allottee	6 months	The accommodation is required for bonafide use of the members of the family and is in fact occupied by them.
5	Retirement	4 months	same as above
6	Resignation, dismissal, removal or termination of service	1 month	same as above

All extensions beyond the prescribed period require Director's approval.

After the maximum retention period, the residence allotment stands cancelled, and the license fee must be paid monthly in advance, while water, electricity, and other charges must be paid within seven days of receiving the Institute's bill.

## XI. Code of Conduct for Allottees of Institute Residences:

1. Institute residences are meant only for the allottee and their family/relatives; if not occupied by them, the quarters must be vacated.
2. Subletting or using quarters for business/trade is strictly prohibited and will invite disciplinary action. Upon receiving a complaint, the Institute shall issue a show-cause notice to the allottee, review the response through a three-member committee, and recommend action to the Director.
3. Sharing quarters with unauthorized persons or allowing others to stay in place of the allottee is treated as subletting and is not allowed.
4. Mutual exchange of quarters without Institute permission is strictly prohibited.
5. Allottees must regularly pay license fees, electricity, and water charges as prescribed by the Institute.
6. No structural alterations or additions to quarters are allowed unless approved and implemented by the Institute.
7. Allottees must not tamper with electrical, water, or sanitary fittings provided by the Institute.
8. Unauthorized use of electricity or water is a serious offense and may lead to disciplinary action.
9. Allottees must report defects or leaks in installations immediately to the concerned authorities.
10. Pets are allowed only if they are well-controlled and not a nuisance or danger to neighbours.
11. Allottees must not store hazardous, or foul materials and must keep premises clean and sanitary.
12. Allottees must behave courteously with neighbours; quarrels, disorderly behaviour, or misconduct can lead to disciplinary action or cancellation of allotment.



13. If any resident uses one of the rooms as servant room, the allottee must register the occupant's details and is responsible for their conduct.

## **XII. Unauthorized Occupation and Punitive Actions:**

1. Occupying a residence or parking space without allotment is considered unauthorized occupation.
2. Violation of the Code of Conduct for allottees makes the occupant unauthorized.
3. Retaining allotted quarters beyond the permitted period, without approval, without advance payment, or in violation of retention rules constitutes unauthorized occupation.
4. Out-of-turn allottees, except those on deputation, become unauthorized occupants after three years from allotment. Out-of-turn allottees, except those on deputation, become unauthorized occupants after three years from allotment unless the allotment is extended by the Institute for a further period.
5. Any staff declared as an unauthorized occupant is subject to punitive and disciplinary action.
6. If subletting involves another Institute staff member, both parties are liable to disciplinary and punitive action.
7. Notices sent to the allottee's official email are considered sufficient communication for all purposes.
8. Complaints of unauthorized occupation will be reviewed by the Director, who may drop or uphold the case based on the response. If the Director is not satisfied, the employee will be given 15 days to vacate, failing which punitive action will be enforced.

## **XIII. Surrender of the residence:**

1. An allottee may surrender their residence by giving at least seven days' notice to the Competent Authority and the allotment is cancelled from the 8th day after receipt or the date specified, whichever is later. However, the Director may accept shorter notice.
2. An employee who surrenders their residence is ineligible for re-allotment for one year from the date of surrender.

## **XIV. Undertaking by the allottee:**

Each allottee must undertake to vacate the residence on cancellation or deemed cancellation, failing which penal fees may apply and the Institute may withhold gratuity/leave encashment, which can be replaced by a bank guarantee released only after full vacant possession and settlement of dues.

## **XV. Discretionary Power of The Director**

The Director shall have the discretionary power on all the matters covered in this policy and also on any or all the situations/matters that are not covered by this policy. Further, the Director may use discretionary power to allot to any employee in the interest of the Institute on any or all situations/matters.

## **XVI. Appeals/Grievances:**

The Director shall have the authority to dispose of appeals and grievances, may constitute a committee if needed, and the decision of the Director in this regard shall be final and binding on employees.