

## M I N U T E S

A meeting of the Allotment Committee, constituted by the University, (i) to consider the proposal for changing of process & procedure for allotment/change of University Accommodation in the categories of Type-I, II, III, Teachers' Transit Hostel at Dhaka Land (TTH), IV & V from the employees of the University for the year 2019-20 onwards; (ii) to consider change of categorization of University Accommodation, consequent upon revision of pay structure of the employees (teaching and non-teaching staff) of the University on the recommendations of the 7<sup>th</sup> Central Pay Commission; (iii) to consider and to adopt the specimen format for inviting online applications for allotment/change of University Accommodation to be filled in by the applicant based on the categorization of University Accommodation, consequent upon revision of pay structure of the employees (teaching and non-teaching staff) of the University on the recommendations of the 7<sup>th</sup> CPC and iv) to consider the request of Dr. Meena S. Panickar, Law Centre -I for change of accommodation from Type III to Type IV, was held on Monday, the 22<sup>nd</sup> July, 2019 at 2.30 p.m. in the Committee Room of the Dean of Colleges, University of Delhi, Delhi.

The following members were present:

- |                                   |   |             |
|-----------------------------------|---|-------------|
| 1. Pro-Vice-Chancellor            | - | Chairperson |
| 2. Dean of Colleges/Director, SDC | - | Member      |
| 3. Registrar                      | - | Member      |
| 4. University Engineer            | - | Member      |
| 5. Deputy Registrar(Estab-NT)     | - | Member      |
| 6. Assistant Registrar(Estate)    | - | Member      |

Prof. V.K. Chaudhary, Department of Bio-Chemistry, South Campus could not attend the meeting due to his pre-occupation.

At the outset, the Agenda of the Committee were circulated amongst members of the Committee. The Committee discussed on the Agenda at length and noted that:

**I. To consider the proposal for changing of process & procedure for allotment/change of University Accommodation in the categories of Type-I, II, III, Teachers' Transit Hostel at Dhaka Land (TTH), IV & V from the employees of the University for the year 2019-20 onwards:**

- As per prevalent practice, the Estate Section of the University invites online applications from the employees of the University for considering allotment/change of accommodation in the month of July every year followed by a hard copy of the same duly forwarded by the concerned Dean/HoD/Office Incharge to be submitted by the employees within ten days, for consideration by the University.

*Handwritten signatures and initials:*  
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- Thereafter, the priority list of the applications for allotment/change of University Accommodation is prepared by the Estate Section for consideration by the following Allotment Committee:

1. Pro-Vice-Chancellor - Chairperson
2. Director, South Delhi Campus
3. Dean of Colleges
4. Registrar
5. University Engineer
6. Joint/Deputy Registrar(Estab)
7. Assistant Registrar(Estate)

- The recommendation of the Allotment Committee is placed before the Competent Authority of the University for consideration and approval for issuance of allotment letter to the employee(s) concerned. The seniority/priority list thus approved by the Competent Authority remains valid till the end of June every year.

Thereafter, the Committee, taking cognizance of the importance of the matter and in order to speed up the process, recommended that:

- A** The online application for allotment/change of University Accommodation may be invited from the employees of the University between **15<sup>th</sup> June to 15<sup>th</sup> July**, every year followed by a hard copy duly forwarded by the concerned Dean/HoD/Office Incharge by **25<sup>th</sup> July** for consideration by the University.
- B** Based on the number of applications received for allotment/change of University Accommodation, the priority list for allotment/change of University Accommodation in the categories of Type-I, II, III, Teachers' Transit Hostel at Dhaka Land (TTH), IV & V may be prepared and uploaded on Delhi University Accommodation Portal on **14<sup>th</sup> August** every year for seeking objection(s), if any, from the employees within a week's time.
- C** Thereafter, taking cognizance to the objection(s), if any, received from the employees concerned, a final priority list may be prepared by the Estate Section by **31<sup>st</sup> August** every year for considering allotment/change of University Accommodation and the same may be uploaded on the Delhi University Accommodation Portal for viewing by applicants.
- D** Also, the list of vacant University Accommodation, if any, in each of the category i.e. Type-I, II, III, Teachers' Transit Hostel at Dhaka Land (TTH), IV & V may be uploaded on Delhi University Accommodation Portal for viewing of stakeholders.
- E** Based on the final priority list, the offer of allotment/change of University Accommodation in the categories of Type-I, II, III, Teachers' Transit Hostel at Dhaka Land (TTH), IV & V may be made to the University Employees from the final priority list by the Estate Section, after taking into account



the availability of accommodation. In order to speed up the process of allotment of University Accommodation, the acceptance to this effect from the allottee(s) would be obtained within three working days by sending communication(s) to them via SMS/email/telephonic message followed by a letter. In order to maintain transparency in this regard, the list of allottees shall be uploaded on Delhi University Accommodation Portal.

**F** However, in case, still any grievance is received after the allotment of University Accommodation, the same may be placed before the Committee referred to as Allotment Committee on pre-page, for appropriate action in this regard.

**G.** Besides above, in so far as, the application(s) for allotment of University Accommodation on medical grounds are concerned, the same may be placed before the Committee, constituted by the University for the purpose for consideration.

**II. To consider change of categorization of University Accommodation, consequent upon revision of pay structure of the employees (teaching and non-teaching staff) of the University on the recommendations of the 7<sup>th</sup> Central Pay Commission:**

The Committee discussed at length the proposal regarding change of categorization of University Accommodation, consequent upon revision of pay structure of the employees (teaching and non-teaching staff) of the University on the recommendations of the 7<sup>th</sup> Central Pay Commission and unanimously recommended that:

**A** The eligibility criteria for allotment of the University Accommodation in consonance with the prevailing rules of the Govt of India may be considered for approval in the following manner:-

S.No.	Type of Accommodation	Level in the pay matrix under 7 <sup>th</sup> CPC
01	Type-I	1,2
02	Type-II	3,4,5,6
03	Type-III, TTH	7,8,9,10
04	Type-IV	11,12
05	Type-V	13 and above

**B** 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 I to type III accommodation shall be determined on the basis of the date of joining of the employee in the University.
- ii) The date of priority in respect of type IV 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.



iii) The inter-se seniority for the type IV(s) and above accommodation shall be considered on the basis of the following factors, namely -

- a) where the date of priority of two or more applicants are the same, the applicant who has joined the University service earlier shall be senior in the waiting list; and
- b) where the date of priority and the date of joining the University service of two or more applicants are the same, the applicant retiring earlier shall be accorded priority over the applicant retiring later.

**III. To consider and to adopt the specimen format for inviting online applications for allotment/change of University Accommodation to be filled in by the applicant based on the categorization of University Accommodation, consequent upon revision of pay structure of the employees (teaching and non-teaching staff) of the University on the recommendations of the 7<sup>th</sup> CPC:**


The Committee was apprised that consequent upon the revision of pay structure of the employees (teaching and non-teaching staff) of the University as per 7<sup>th</sup> CPC, there is a need to amend/modify the format for inviting online applications for allotment/change of University Accommodation to be submitted by the applicant based on the Level in the pay matrix under 7<sup>th</sup> CPC.


The Committee perused the specimen format as produced before it and approved the same for use of the employees of the University for considering allotment/change of University Accommodation.

**IV. To consider the request dated 10.07.2019 of Dr. Meena S. Panickar, Law Centre -I for change of accommodation from Type III to Type IV due to health related problem of his son resulting to emotional impulsion**

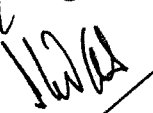
The Committee considered the request dated 10.07.2019 of Dr. Meena S. Panickar, Law Centre -I for change of accommodation from Type III to Type IV and after a length of discussion and after taking into consideration the health related problem of his son which resulted to emotional impulsion was of the unanimous view to accede to the request of Dr. Meena S. Panickar in allotting him Flat No.38/21, Ground Floor, Probyn Road; subject to the vacation and fitness to be received from the University Engineer.


The meeting ended with a vote of thanks to the Chair.

  
(Dr. Naresh Kumar)  
Assistant Registrar (Estate)

  
(G.K. Singh)  
DR (Estab.NT)

  
(Anupam Srivastava)  
University Engineer

  
(Prof. Tarun K. Das)  
Registrar

  
(Prof. J.P. Khurana)  
Chairman