

THE INSTITUTE OF MATHEMATICAL SCIENCES

CHENNAI 600 113

REVISED GUIDELINES FOR ALLOTMENT OF STAFF QUARTERS

- 1) Allotment and the Licence Fee (Rent) will be as per FR & SR of Government of India as amended from time to time.
- 2) The occupants will forego the house rent allowance for the period of their occupation.
- 3) The seniority in allotment will be fixed based on emoluments. Where the Emoluments of two or more officers are equal, the length of service will be the criteria and where both the emoluments and the length of service are equal, the officer in the higher scale of pay will get preference.
- 4) The House owning faculty will get only second priority subject to availability of accommodation.
- 5) The employees/families may be permitted to retain the quarters for the periods and the events quoted below, on payment of normal licence fee:
 - i) Resignation, dismissal or removal }
from service, termination of service } - 1 month
or unauthorized absence without }
permission }
 - ii) Retirement or Terminal leave - 2 months on the normal
licence fee and another
2 months on double the
normal licence fee.
 - iii) Death of allottee 2 years
 - iv) Leave preparatory to retirement for the full period of leave
on full average pay subject
a maximum 180 days in the
case of leave preparatory to
retirement inclusive of the
period permissible in the
case of retirement.

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- 5) v) Leave (other than leave preparatory } For the period of leave
to retirement, medical leave } but not exceeding four
maternity leave or study leave) } months.

Note: Any other ground for retention of staff quarters as per the conditions of FR & SR as amended from time to time.

- 6) The property tax and Sewerage Tax if any will be paid by the Institute whereas the payment of Electricity. Water charges etc. will be the responsibility of the occupants.
- 7) While the Institute will cover the major maintenance and emergency Contingencies, the residents will together maintain the premises in respect of regular upkeep (clearing the common areas, arrange for removal of garbage, regulate water supply etc.) and minor repairs (leaking faucets, minor electrical faults.)
- 8) The Institute will provide two/three security guards to take care of the property of the Institute.
- 9) The flat allotted to a faculty member shall be occupied by the staff member and his/her spouse and dependents only. No portion of the flat shall be sublet by the allottee to anyone else.
- 10) The occupants are not allowed to erect any unauthorized structure in any part of the residence.
11. The occupants shall take utmost care in the maintenance of the residence and damages, save normal wear and tear is liable to be charged and recovered.
- 12) In respect of any other matter not covered above, the decision of the Director shall be final and binding.