



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), गुवाहाटी
All India Institute of Medical Sciences, Guwahati
स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक स्वायत्त निकाय
(An autonomous body under Ministry of Health and Family Welfare, GoI)
चांगसारी, गुवाहाटी, असम - 781101
Changsari, Guwahati, Assam - 781101

File No.: 2-69/2022-23/AIIMS/GHY/GB/PT-I/593

Date : 29.05.2026

OFFICE ORDER

Subject: Adoption of Revised AIIMS Guwahati Residential Accommodation Rules, 2026.

In pursuance of the approval accorded by the Governing Body of AIIMS Guwahati in its 10th Governing Body Meeting held on 29.04.2026, the **AIIMS Guwahati Residential Accommodation Rules, 2026** have been adopted and implemented for allocation of quarters at AIIMS Guwahati.

2. The revised **AIIMS Guwahati Residential Accommodation Rules, 2026**, as approved by the Governing Body, is enclosed herewith as **Annexure – I** for information and necessary compliance by all concerned. The same will also be uploaded on the Institute website.

3. This issues with the approval of the Competent Authority, AIIMS Guwahati and shall come into force with immediate effect.

Sd/-

प्रशांत पुरकायस्थ / Proshanta Purkayastha
प्रशासनिक अधिकारी / Administrative Officer
एम्स गुवाहाटी / AIIMS Guwahati

Copy to:

- 1) PS to Executive Director, AIIMS Guwahati – for kind information.
- 2) PA to DD(A), AIIMS Guwahati – for kind information.
- 3) Dean (Academics/ Research/ Examination), AIIMS Guwahati - for kind information.
- 4) Dr. Vineet Mahajan, Professor & Head, CTVS, Medical Superintendent, AIIMS Guwahati – for kind information.
- 5) Chairperson, Residential Accommodation Committee, AIIMS Guwahati - for kind information.
- 6) All HoD/ HoD In-charge, AIIMS Guwahati – for kind information.
- 7) Dr. Unmona Borgohain Saikia, Professor cum Principal, CON, AIIMS Guwahati – for kind information.
- 8) Office copy.



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), गुवाहाटी All India Institute of Medical Sciences, Guwahati

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AIIMS Guwahati Residential Accommodation Rules, 2026

PART I

GENERAL

1. Short title and commencement:

These rules shall be called the **AIIMS Guwahati Residential Accommodation Rules-2026**. They have been framed in partial modification of the **AIIMS Guwahati Residential Accommodation Rules, 2022**, which were originally prepared in conformity with the **Central Government General Pool Residential Accommodation Rules, 2017**. Only the relevant provisions have been retained, and necessary modifications have been incorporated to suit the local requirements of AIIMS Guwahati. These rules shall come into force with immediate effect.

2. Definitions: - In these rules, unless the context otherwise requires:

- a. **"Institute"** means AIIMS Guwahati & these rules will apply in the matter of allotment/occupation of quarters to the permanent employees of the institute.
- b. **"Authority"** means AIIMS Guwahati & the Executive Director/CEO of AIIMS Guwahati or his nominee to exercise the power of allotment/occupation under these rules.
- c. **"Accommodation"** means the Residential Accommodation of AIIMS Guwahati under the control of the Executive Director of AIIMS Guwahati.
- d. **"Allotment"** means the grant of a license to occupy a residential accommodation in accordance with the provisions of these rules & 'allottee' means an employee of the Institute who has been allotted a quarter.
- e. **"Damages"** means compensation to be levied in multiples of the license fee in the event of unauthorized occupation or subletting, or misuse of whole or any part of the accommodation.
- f. **"Eligible type of accommodation"** in relation to an officer means the type of accommodation to which he or she is eligible under these rules.
- g. **"Family"** means the wife or husband of an allottee, as the case may be, and children, stepchildren, legally adopted children, parents, brothers or sisters, as ordinarily reside with and are dependent on the allottee.
- h. **"Guest"** means a casual visitor staying temporarily with the allottee.
- i. **"Own house"** means a building or part thereof meant for residential purposes and owned by the allottee or by any member of his family.
- j. **"Immediate relations"** means relationships such as Grandfather, Grandmother, Grandsons, Granddaughters, Father-in-law, Mother-in-law, Son-in-law, Daughter-in-law, and includes relationships established by legal adoption.
- k. **"License fee"** means a fee payable on a monthly basis in respect of the accommodation allotted under these rules.

- l. **"misuse"**, in relation to an allotment, means an accommodation or a servant quarter or a garage being used by the allottee himself or by his family members or immediate relations staying with him/her for any purpose other than the purposes for which it is provided under these rules.
- m. **"Residential accommodation"** means a covered structure or part thereof, whether permanent, semi-permanent, or temporary, which has at least a living room, a lavatory with or without a kitchen.
- n. **"Special license fee"** means a license fee charged from allottees for a short period or temporary allotment of accommodation or charged from other ineligible offices or organizations for allotment of accommodation on special purposes.
- o. **"Subletting"** means letting out of a residential accommodation partly or wholly by an allottee to any person outside the allottee's family and immediate relations.
- p. **"Surrender of accommodation"** means vacating accommodation after physical occupation of the accommodation by the allottee on his own volition/discretion during the allotment period.

3. Classification of accommodation at AIIMS Guwahati

The classified types of accommodations available at AIIMS Guwahati are Type II, Type III, Type IV & Type V.

4. Entitlement for types of accommodation:

- I. An applicant shall be eligible for allotment of residence of the type as shown in column (1) as per the level in the pay matrix specified in the corresponding column (2), in the table below:—

Type of Residence	Eligibility as per levels in the pay matrix
II	1,2,3,4,5
III	6,7,8,9,10,11
IV	12
V	13 and above

- II. The calculation of the date of priority and preparation of waiting lists for different types of accommodations shall be as under:
 - a. The date of priority in respect of Type II to Type V accommodation shall be on the basis of the date of joining of the employee at AIIMS Guwahati at a particular post/level of pay, and the eligibility for the type of accommodation shall be decided as per the level pay matrix of the applicant.
 - b. Provided that an applicant under a particular category shall be allowed to bid for one type lower accommodation than the type of accommodation he/she is eligible for such.
 - c. If any employee could not be provided with the Type of eligible accommodation as per their level in the pay matrix, he/she will get priority in the one type lower accommodation, subject to availability of the same.
 - d. The inter-se seniority for the Type II and above accommodation shall be considered on the basis of the following factors: —
 - Where the priority date of two or more applicants is the same, the applicant having a higher level pay in the level shall be senior in the waiting list;

- Where the date of priority and the pay in the level of two or more applicants are the same, the applicant who has joined the Central Government service earlier shall be senior in the waiting list; and
- Where the date of priority, pay in the level, and the date of joining the Central Government service of two or more applicants are the same, the applicant retiring early may be accorded priority over the applicant retiring later.

Note* - Allotment of quarters shall be considered only for those applicants who have applied in the prescribed application form through the proper channel within the stipulated cut-off date.

5. Special provision and reservation for type-II to type-V quarters.

- I. Five percent (5%) or a minimum of one (01) quarter, whichever is more, of each type of quarters shall be reserved for out-of-turn allotment on medical grounds, for persons with disabilities, and for essential services, at the discretion of the Competent Authority, to ensure the smooth functioning of the Institute.
- II. Dedicated and furnished quarter for each officer of Project Cell posts who are appointed on deputation basis shall be earmarked. Meanwhile (pending construction of adequate number of quarters), the officers shall be considered for priority allotment without considering them at par with other regular staff.
- III. Allotment of all type of quarters to eligible officers by downgrading to one level lower accommodation shall be restricted to a maximum of 30% of the total quarter strength, excluding the reservation specified above.

6. Reservation in allotment to Scheduled Castes (SC) and Scheduled Tribe (ST) employees

- I. The reservation in allotment of accommodation to SC and ST employees shall be five per cent in Type II accommodation and ten per cent in Type III and IV accommodation.
- II. The allotment from Type I to IV shall be made in the ratio of 2:1 vacancy to the Scheduled Castes and Scheduled Tribe employees, respectively.
- III. Separate unified waiting lists for Type I to IV accommodation shall be prepared for the Scheduled Castes and the Scheduled Tribe employees.
- IV. In case, there is no Scheduled Tribe applicant in the unified waiting list; the quota reserved for the Scheduled Tribe may be allotted to a Scheduled Caste applicant.
- V. In respect of Type II accommodation, there will be a 60 point roster system and the vacancies at points number 10, 20, 40 and 50 shall be allotted to Scheduled Caste applicants and the Vacancies at point number 30 and 60 shall be allotted to scheduled tribe applicants.
- VI. In respect of Type III and IV accommodation, there will be a 60 point roster system, and the vacancies at point numbers 20 and 40 shall be allotted to Scheduled Caste applicants, and the vacancy at point number 60 shall be allotted to Scheduled Tribe applicants.

- VII. The Scheduled Caste and Scheduled Tribe applicants shall mention the fact that as to whether they belong to the Scheduled Caste and Scheduled Tribe in their application for allotment of accommodation supplemented by certificate issued by the competent authority, which shall be verified by the office of the applicants from their records at the time of acceptance of allotment of the accommodation by the engineering department of AIIMS Guwahati.

7. Allotment to Single women employees—

The reservation in allotment of accommodation to Single women employees shall be five per cent in Type II accommodation and ten per cent in Type III and above accommodation. The inter-se-seniority of the single women employees eligible for allotment of accommodation under this rule shall be determined as per rule 4 of Part I.

8. Allotment to Persons with disabilities-

Persons with disabilities will be given preference for allotment in ground floor of any type of accommodation for which he/she is eligible as per rule 4 of Part I.

PART II

ALLOTMENT PROCEDURE

1. Application for accommodation

Every employee of AIIMS, Guwahati on joining duty within stipulated time shall make an application to the Executive Director of AIIMS Guwahati for allotment of accommodation to which he is eligible under these rules and the entitled type of accommodation shall be offered as per the priority in accordance with these rules having regard to the allottee's preference:

Provided that no application shall be entertained for accommodation within six months of the date of superannuation.

2. Preparation of waiting lists for various types of accommodation. —

- I. A waiting list shall be prepared for each type of accommodation except for Type VII, which is reserved for the Executive Director of AIMS Guwahati.
- II. The waiting list shall have names of the applicants applied for initial, as well as for change of accommodation and shall be prepared as per the entitlement for a type of accommodation. The names of applicants entitled to Type V and above accommodation shall be included in the waiting lists of lower types of accommodation for which they are eligible and applied for.
- III. The names of applicants entitled for Types III and IV (accommodation shall be included in the waiting lists of one type below the accommodation for which they are eligible.

3. Deletion of names of non-serious applicants from the waiting lists-

The names of applicants who have neither updated their personal data nor opted for any Accommodation during the last year shall be automatically deleted from the waiting list. Provided that the applicant whose name is deleted may get his name activated again by filing the prescribed form and such applicant shall be considered in the waiting list of the respective type of accommodation.

4. Offer of allotment of accommodation:

- I. Save as otherwise provided in these rules, accommodation falling vacant in all types will be allotted to the applicant applying for initial allotment or for change of accommodation from the waiting list for that type of accommodation under these rules.
- II. The Executive Director of AIIMS Guwahati may, in emergent circumstances where the accommodation in occupation of the allottee is required to be vacated, allot him an alternate accommodation of the same type or the next lower type of accommodation in occupation of the allottee, subject to availability.

5. Period for which allotment subsists:

An allotment shall be effective from the date on which it is accepted by the allottee and shall continue till in service at AIIMS Guwahati or in force until:

- I. The expiry of the concessional period permissible under these rules after the allottee ceases to be on duty in an eligible office;
- II. It is cancelled by the Executive Director or is deemed to have been cancelled under any provisions in these rules,
- III. It is surrendered by the allottee;
- IV. The allottee ceases to occupy the accommodation.

6. Acceptance of allotment:

- I. An offer of allotment of an accommodation shall be accepted by the allottee within 5 working days from the date of allotment of the accommodation.
- II. The allottee may accept the allotment of the accommodation by himself or through an authorized representative before the next bidding cycle.

7. Process after acceptance:

- I. After acceptance of the allotted accommodation, the allottee shall take physical possession of the accommodation within 15 working days from the date of acceptance, and then the Engineering Department of AIIMS Guwahati shall hand over the allotted accommodation to the allottee.
- II. In case the allotted accommodation is not ready for immediate occupation, the Engineering Department of AIIMS Guwahati shall issue a Technical Occupation Report to the allottee on receipt of authority letter from the office of the Executive Director of AIIMS Guwahati.
- III. The Engineering Department of AIIMS Guwahati shall issue a Physical Occupation Report to the allottee once the accommodation is ready for occupation and after handing over the accommodation to the allottee in habitable condition.

8. Non-acceptance of allotment or offer or failure to occupy the allotted accommodation after acceptance:

- I. If any allottee fails to accept the allotment of a residential accommodation within 5 working days from the date of allotment of the said accommodation, or fails to take possession of that accommodation within 15 working days from the date of

acceptance, he shall be debarred to apply for accommodation for a period of one year from the date of non-acceptance of allotment subject to payment of one month's normal license fee for that type of accommodation.

- II. The date of non-acceptance of allotment shall be calculated from the date of allotment.
- III. If an allottee occupying a lower type of accommodation refuses to accept the offer of an accommodation of the type for which he is eligible under these rules, he shall be permitted to continue in the previously allotted accommodation. Provided that such allottee shall not be eligible for another allotment for a period of six months from the date of non-acceptance of such allotment.

9. Reconsideration:

Request for reconsideration in cases of non-acceptance of allotment within the specified time shall be considered by the Executive Director of AIIMS Guwahati if an application for reconsideration is made before the next bidding cycle, in the following cases:

- I. Delay in forwarding of the prescribed acceptance form the office concerned;
- II. The allottee on official tour during the acceptance period;
- III. Other valid reasons provided by the allottee;
- IV. The allotted accommodation is occupied by another allottee;
- V. The allottee is unwilling to pay the pending dues of the previous occupants relating to electricity or water etc.

10. Allotment to an allottee under suspension:

The allotment of accommodation to an allottee under suspension shall be made as if suspension had not taken place.

11. Declaration by an applicant owning a house at the place of posting:

- I. An employee owning a house either in his own name or in the name of any member of his family at the place of his duty, shall inform the fact to the authority at the time of applying for accommodation; provided that where an employee or any member of his family become owner of a house at the place of his duty after an accommodation is allotted to him under these rules. The allottee shall inform the fact to the authority within a period of one month from the date of possession of the house.
- II. The License fee may be hiked, as specified by the authority from time to time, and shall be applicable to the allottees under this rule.

12. Eligibility of allottees married to each other:

- I. No employee of AIIMS Guwahati shall be allotted an accommodation under these rules if the spouse of such employee has already been allotted an accommodation, unless such accommodation is surrendered, provided that this sub-rule shall not apply where the wife and husband are residing separately in pursuance of —
 - a. an order of judicial separation made by any Court; or
 - b. an order to proceed to frame and record the issues for settlement of the proceedings by any Court in which a petition filed by either spouse for dissolution of marriage by a decree of divorce is pending and either of them has furnished an undertaking to surrender the accommodation allotted to her or him forthwith in case of revival of conjugal rights with her or his spouse.

- II. Where two allottees in occupation of separate accommodation allotted under these rules marry each other, they shall, within one month of marriage, surrender one of the accommodations.
- III. If one of the accommodations is not surrendered within the stipulated period, as required by sub-rule (2), the allotment of the accommodation of the lower type shall be deemed to have been cancelled on the expiry of such period, and if the accommodations are of the same type, the allotment of such one of them as the authority may decide, shall be deemed to have been cancelled on the expiry of such period.

13. Allotment to temporary status employees:

- I. Allotment of accommodation may be considered for temporary status employees working in eligible offices who have been awarded temporary status under the provisions of the "Casual Laborers (Grant of Temporary Status and Regularization) Scheme of the Government of India, 1993" provided that such a temporary status employee must have rendered service as temporary status for at least three years and is in receipt of House Rent Allowance as per the relevant rules eligible for accommodation.
- II. The date of priority of temporary status employees shall be the date on which they have completed three years of service as a temporary status employee.

14. Temporary allotment of accommodation for marriage or social functions. —

The temporary allotment of accommodation for marriage or social purposes shall be governed by the Guidelines issued by the office of the Executive Director, AIIMS Guwahati, from time to time.

15. Debarring Clause:

As and when the eligible quarters are announced, the announcement will have a closing date for registration followed by a period of two working days for withdrawals/cancellations. All withdrawals/cancellations of registration and declines of allotments after the withdrawal deadline, irrespective of whether the allotment order has been issued or not, it will result in the debarring from quarters allotment / registration for one year from the date of the closing date of the particular announcement.

PART III

RETENTION OF ACCOMMODATION

1. Confessional period of retention. —

- I. Subject to the conditions laid down in these rules, the allottee may be permitted to retain the accommodation on the occurrence of any of the events specified in column (2) of the table below, for the period specified in the corresponding entry in column (3) thereof, provided that the accommodation is required for the Bonafide use of the allottee or members of his family:

Sl. No.	Events	Permissible retention period for accommodation
(1)	(2)	(3)

(i)	Resignation, Dismissal or removal from service. Termination of service or unauthorized absence without permission, compulsory retirement [under the CCS (CCA) Rules, 1965] and for non-regular Government servants.	One month on the normal license fee
(ii)	Retirement, voluntary retirement, retirement on medical grounds, terminal leave or compulsory retirement [under FR 56(j)], retirement on deputation from ineligible organizations during the initial constitution of such organization, technical resignation, death of allottee on re-employment (irrespective of retention availed on Retirement) and death of an allottee who is not a regular Government servant or deputation outside India.	Six months on normal license fee
(iii)	To eligible spouse or ward in case of the death of the allottee or in case of missing persons (from the date on which the police authority has certified the employee is missing)	Twelve months on normal license fee and for a further period of twelve months on normal license fee, provided the deceased or missing allottee or any member of the family does not own a house at the place of occupation of accommodation
(iv)	Study Leave	The actual period of leave or two years. Whichever is earlier
(v)	On transfer or deputation to Public Sector Undertakings, Statutory and Autonomous bodies on their initial constitution	Sixty months on the normal license fee plus, House Rent Allowance drawn by the allottee from the organization

- II. The license fee free allottees of residential accommodation shall be allowed to retain the accommodation for a period of one month on retirement. Provided that on expiry of one month period, the allottee shall pay the license fee for retention of accommodation as prescribed in these rules. All allottees of the residential accommodation shall furnish a self-certificate to the Executive Director, AIIMS Guwahati in case they are on leave for more than six months and retention of accommodation is required for the family.
- III. As per rule 15, irrespective of the Pay matrix, HRA will not be admissible for the allottee upon occupying the accommodation.

PART IV

CHANGE OF ACCOMMODATION

1. Change in the same type or to an entitled higher type of accommodation:

- I. An allottee to whom an accommodation has been allotted under these rules may apply for a change to another accommodation of the same type only after taking physical possession of the accommodation allotted under the initial allotment.
- II. Only one change shall be allowed in the same type of accommodation to the allottee.
- III. An allottee, who intends to change the accommodation already allotted to him, shall make an application in the form specified by the Executive Director, AIIMS

- Guwahati and thereafter, the name of such allottee shall be included in the concerned type waiting list.
- IV. The date of priority or the inter-se seniority of the allottees in the waiting list for change of accommodation in respect of Type II to Type VI shall be as applicable to the initial allotment.
- V. The change of the same type of accommodation shall be offered as per the priority in accordance with these rules and having regard to the allottee's preference. Provided that no change, the same type of accommodation shall be allowed to an allottee within six months of the date of superannuation.
- VI. If an allottee fails to accept a change of accommodation offered to him in writing within eight days from the date of issue of such offer or allotment, he shall not be considered again for a change of accommodation for that type of accommodation.
- VII. An allottee who, after accepting a change of accommodation, fails to take possession of the same, shall be charged for one month of license fee for such accommodation in accordance with the provisions of these rules in addition to the normal license fee for the accommodation already in his possession the allotment of which shall continue to subsist. Provided that if the Engineering Department of AIIMS Guwahati fails to make the accommodation offered on change habitable within the prescribed time period, a certificate from the concerned Superintending Engineer, AIIMS Guwahati shall be furnished in this regard, and allottees will be exempted from payment of the license fee for the intervening period in such cases.
- VIII. Where an allottee, who is in occupation of an accommodation, is allotted another accommodation and he occupies the new accommodation, the allotment of the former accommodation shall be deemed to have been cancelled from the date of physical occupation of the new accommodation provided that
- On such date of occupation, the allottee may retain the former accommodation on payment of the normal license fee for a period of thirty days for shifting to the newly allotted accommodation.
 - If the previous accommodation is not vacated within a period of thirty days, the allottee shall be liable to pay of damages for use and occupation of the previous accommodation, furniture and garden charges as may be determined by the Engineering Department of AIIMS Guwahati from time to time with effect from the 31st day from the date of physical occupation of the new accommodation and the accommodation slotted in the change shall be deemed to have been cancelled under these rules.
- IX. The allottee shall ensure, before applying for a change of accommodation that he continues to be entitled to that type of accommodation on the basis of revised entitlement as well as other conditions governing such change of accommodation and the respective allotment authority shall verify this fact before accepting the prescribed acceptance form of the applicant.
- X. No change of accommodation shall be allowed to an allottee under this rule if an enquiry is under Progress against the allottee on the charge of subletting.

2. Change of accommodation on medical grounds:

- I. Change on medical grounds shall be given only if the allottee concerned has already availed of one change in the same type of accommodation admissible under these rules. Provided that if the allottee has not already availed one change, the application for change on medical grounds shall be referred to the Committee constituted for the purpose.

- II. Requests for change on medical grounds may be entertained only in such cases where the allottee or a member of his/her family or dependent-in-laws living with him, after the allotment of the accommodation in change has developed such diseases as may be specified by the Committee constituted for the purpose by the Executive Director, AIIMS Guwahati. Provided that a medical certificate from a board constituted for the purpose by AIIMS Guwahati indicating the nature and extent of physical handicap or disease and recommending such a change, is furnished.
- III. Change from one floor to another in the same type of Quarter may be allowed, if the request is supported by the medical certificate from a board constituted for the purpose by AIIMS Guwahati.

3. Change of accommodation in the event of the death of a member of the family:

Notwithstanding anything contained in these rules, an allottee may be allowed a change of accommodation on the death of any member of his family if he or she applies for a change within six months of such occurrence, provided that the change will be given in the same type of accommodation, on the same floor as the accommodation already allotted to the allottee.

4. Shifting of allottees in case of a quarrel between neighbors:

- I. Any complaint relating to the quarrels between neighbors shall be examined in detail by the Engineering Department of AIMS Guwahati who shall make his recommendations to the Executive Director of AIIMS Guwahati.
- II. The allottee found guilty under this rule shall be shifted to another accommodation in the same locality but at a distance from the accommodation of the allottee with whom he had picked up quarrel, or to another nearby or remote locality, depending upon the nature of the offence or situation and subject to the availability of the same type of unit for allotment.
- III. If the allottee so shifted to another place again picks up a quarrel with his neighbors, his allotment shall be cancelled and he shall be debarred from allotment of accommodation for a period varying from one year to two years depending upon the nature of the offence. Provided that if the allottee who is debarred under this sub-rule, on subsequent allotment again picks up a quarrel with his neighbors and is found guilty, he shall be declared ineligible for further allotment of accommodation permanently and such declaration shall be made with the approval of Executive Director, AIIMS Guwahati.

PART V

SURRENDER OF ALLOTMENT OF ACCOMMODATION

- I. An allottee may surrender an allotment of accommodation at any time during/after the allotment period. The application of surrender should be submitted to the Executive Director, AIIMS Guwahati at least 10 days in advance of the proposed date of surrender.
- II. An allottee who surrenders the accommodation shall not be considered again for allotment of accommodation at the same station for a period of one year from the date of such surrender.

PART VI

MAINTENANCE OF ACCOMMODATION

1. Maintenance of accommodation by the allottee:

- I. The allottee to whom a residential accommodation has been allotted should maintain the accommodation and premises in a clean/ hygienic condition and such allottee shall not grow any tree, shrubs or plants contrary to the instructions issued by the authority nor cut or lop off any existing tree or shrubs in any garden, courtyard or compound attached to the accommodation save with the prior permission in writing of the authority.
- II. Trees, plantation or vegetation grown in contravention of this rule may be caused to be removed by the authority at the risk and cost of the allottee concerned.

2. Cooperation with the Engineering Department, AIIMS Guwahati by the allottees to carry out repair works:

- I. All allottees of accommodation will cooperate with the Engineering Department of AIIMS Guwahati of residential accommodation in carrying out all kinds of repair or renovation works.
- II. In case a complaint for non-corporation is received from the Engineering Department of AIIMS Guwahati against any allottee, strict action shall be taken against him/her as per these rules and the instructions issued by the office of the Executive Director, AIIMS Guwahati from time to time.

3. Misuse of accommodation for trade or business or any other unauthorized activity:

- I. The accommodation shall be used for residential purposes only by the allottee and other authorized persons as per these rules.
- II. Action shall be taken against the allottee for unauthorized use of the allotted accommodation as per these rules and instructions issued by the authority in this regard from time to time.

4. Payment of requisite charge or fee to public utility services:

- I. The allottees of accommodation shall timely pay the charges and fees to all utility services such as electricity, water, gas etc., regularly on receipt of the bill for such payment.
- II. In case an allottee is not paying the dues to the public utility authorities before vacation or surrender of the accommodation, vacation or surrender of the accommodation shall not be accepted by the Engineering Department, AIIMS Guwahati.

5. Unauthorized constructions in Government colonies:

- I. No unauthorized construction shall be allowed in Government residential colonies, and the unauthorized constructions, if any, shall be removed or demolished by the Engineering Department, AIIMS Guwahati, notified under the Public Premises (Eviction of unauthorized occupants) Act, 1971 (40 of 1971), as the case may be in accordance with the provisions of that Act.
- II. In case any further unauthorized construction is found in the accommodation of the same allottee, the accommodation provided to such allottee shall be cancelled from the date of inspection of the accommodation and he shall be debarred from allotment of accommodation for the remaining period of service in the future.
- III. The procedure for dealing with cases relating to unauthorized construction or encroachment in accommodation or public premises and the responsibilities of

respective maintenance agencies shall be specified by the Central Government from time to time.

PART VII

UNAUTHORIZED OCCUPATION

1. Unauthorized occupation after cancellation of allotment:

Where, after an allotment of accommodation has been cancelled or is deemed to have been cancelled under any provisions of these rules, the accommodation remains or has remained in occupation of the allottee to whom it was allotted or of any person claiming through, such allottee shall be liable to pay damages for use and occupation of the accommodation, services, furniture and garden charges, as may be determined by the authority from time to time.

2. Issue of vacation notice and show cause notice to the allottees:

- I. The vacation notice shall be issued to all the allottees of accommodation or to their families at least fifteen days before the date of expiry of the permissible period of retention.
- II. In case the allottees have not vacated the quarters after expiry of the permissible retention period, the concerned authority will issue a show-cause notice to such unauthorized occupants under the Public Premises (Eviction of Unauthorized Occupants) Act, 1971(40 of 1971)

3. Disciplinary proceedings against persons who fail to vacate the temporary allotment of accommodation

- I. The temporary accommodation allotted for marriage and other social purposes shall be vacated on expiry of the allotment period.
- II. In case of failure to vacate the allotted accommodation, the matter shall be referred to the authority for appropriate disciplinary action against the occupant, and damages shall be charged for such unauthorized occupation.

PART VIII

SUBLETTING OF ACCOMMODATION

1. Persons to reside with the allottee:

- I. The allottee shall reside in the accommodation allotted to him/her with his/her family and immediate relations.
- II. In case any relationship ceases by any order of a court of law, such person in relation shall not reside with the allottee.
- III. The servant quarters, out-houses, and garages if any, may be used for Bonafide purposes only as permitted by the authority.
- IV. The allottee who shares the accommodation with his family or immediate relations shall furnish prior intimation to the authority in such form, as may be specified by the office of the Executive Director, AIIMS Guwahati, furnishing full particulars of his family members or immediate relations residing in the accommodation allotted to him. Provided that the details of the guests, if such a guest is likely to stay for more than fifteen days in the accommodation, the authority shall be informed in such form, as may be specified by the authority intimating full particulars of the individual or individuals.

2. Subletting of accommodation. -

- I. An allottee shall not sublet the whole or part of the accommodation, including the garage if any allotted to him provided that:

- an allottee proceeding on leave, he/she may accommodate any member of his family or immediate relations, as a caretaker, by submitting, along with his leave application. The details of such a member of his family or immediate relation, to the Executive Director, AIIMS Guwahati.
 - Provided further that the maximum period of such accommodation by a caretaker shall not be exceed six months.
- II. If an allottee to whom an accommodation has been allotted, unauthorizedly sublets the accommodation, the authority may without prejudice to any other disciplinary action that may be taken against him/her, cancel the allotment of the accommodation from the date of inspection.
- Explanation** —In this sub-rule, the term "allotted" includes, unless the context otherwise requires, a member of his family and any person claiming through the allottee.
- III. If an allottee sublets on accommodation allotted to him or any portion thereof or any of the out-houses or garages in contravention of these rules, he may without prejudice to any other action that may be taken against him, be charged such damages from the date of inspection by the authority, as may be determined by the authority.

PART IX

LICENSE FEE FOR ACCOMMODATION

1. Payment of the license fee for accommodation. —

- I. Where allotment of accommodation or alternative accommodation has been accepted, the liability for the license fee shall commence from the date of physical occupation of the accommodation.
- II. An allottee who, after acceptance, fails to take possession of that accommodation within eight days from the date of receipt of the authority letter, shall be charged one month's license fee from the date of allotment, provided that this provision shall not apply in case the Engineering Department, AIMS Guwahati does not hand over the accommodation in a habitable condition to the allottee within the prescribed period or the accommodation is not ready for physical occupation for any other reason.
- III. An allottee shall remain personally responsible for any license fee payable in respect of the accommodation and for any damages caused to the accommodation or its precincts or grounds or services provided therein by the Institute beyond fair wear and tear.
- IV. In case the license fee has not been received continuously for a period of four months from an allottee, the allotment of accommodation of the concerned allottee shall be cancelled.

2. Fixation or revision of the license fee. —

The following is the License fee of Quarters/accommodation as per the revised flat rates of license fee applicable for General Pool Residential Accommodation (GPRA) throughout the country from time to time.

I. Type of Residence	Level in the pay matrix in 7 th CPC	Revised rates of license fee (Rs.)
II	1,2,3,4,5	440
III	6,7,8,9,10,11	660
IV	12	930
V	13 & above	1750

- I. The above license fee for accommodation shall be revised as determined by the Central Government from time to time and shall be applicable to each type of accommodation.

3. Personal liability of the allottee for payment of the license fee till the accommodation is vacated:

The allottee to whom an accommodation has been allotted shall be personally liable for the payment of the license fee and for any damage beyond fair wear and tear caused thereto or to the furniture fixture of fittings or services provided therein by the institute during the period for which the accommodation has been and remains allotted to him, or where the allotment has been cancelled under any of the provisions of these rules, until the accommodation along with the out-houses appurtenant thereto, has been vacated and full vacant possession thereof has been restored to the Institute.

4. Rates of damages:

The rates of damages for unauthorized occupation or subletting or misuse of accommodation, servant quarter or garage, if any, shall be specified by the authority from time to time.

5. Payment of the license fee in advance for retention of accommodation.:

All the allottee of accommodation shall pay the requisite license fee in advance for retention of the accommodation allotted to him/her.

6. Furnishing of surety by temporary employee for license fee:

- I. Where the allottee to whom an accommodation has been allotted is not a permanent employee of AIIMS Guwahati, he shall execute a surety bond in the form prescribed on this behalf by the authority with a surety who shall be a permanent employee of AIIMS Guwahati for due payment of license Fee and other charges due from him in respect of such accommodation and any other accommodation provided in lieu.
- II. If the surety ceases to be an employee of AIMS Guwahati or becomes insolvent or ceases to be available for any other reasons, the allottee shall furnish a fresh bond executed by another surety within thirty days from the date of his acquiring knowledge of such event or fact; and if he fails to do so, the allotment of the

accommodation to him shall, unless otherwise decided by the authority, be deemed to have been cancelled with effect from the date of that event.

PART X

INTERPRETATION & RELAXATION OF RULES. -

If any question arises as to the interpretation of these rules, the decision/ interpretation of the Executive Director of AIIMS Guwahati shall be final & binding and he/she may for reasons to be recorded in writing, relax all or any of the provisions of these rules.

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