



Guidelines for Allotment of Residence Quarters in Rajiv Gandhi National Aviation University



July 2019

RAJIV GANDHI NATIONAL AVIATION UNIVERSITY (RGNAU)

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1. SHORT TITLE AND APPLICATION

- (1) These Guidelines will be called “**the Guidelines for Allotment of Residences Quarters in Rajiv Gandhi National Aviation University (RGNAU)**”.
- (2) They shall apply to the allotment of University residential quarters at the disposal of the RGNAU, FURSATGANJ, AMETHI to its officers and members of the staff.

2. DEFINITIONS:-

In these Guidelines, unless the context otherwise requires:-

- (a) “Allotment” means the grant of a licence to occupy a residence in accordance with the provisions of these Guidelines;
- (b) “Allotment year” means the year beginning on 1st January or such other period as may be notified by the Vice Chancellor, RGNAU;
- (c) “Competent authority” means the Vice Chancellor of Rajiv Gandhi National Aviation University (RGNAU), at whose disposal, residences have been placed for allotment.
- (d) “University” means Rajiv Gandhi National Aviation University (RGNAU), Ministry of Civil Aviation.
- (e) “Vice Chancellor” means the Vice Chancellor of Rajiv Gandhi National Aviation University (RGNAU).
- (f) “Emoluments” means the emoluments as defined in FR-9 (21) (a) (i).

EXPLANATION-In the case of an officer under suspension, the emoluments drawn by him on the first day of the allotment year in which he is placed under suspension, or, if he is placed under suspension on the first day of the allotment year, the emoluments drawn by him immediately before that date shall be taken as his emoluments.

- (g) “RGNAU” means Rajiv Gandhi National Aviation University located at Fursatganj, Amethi.
- (h) “Family” means the wife or husband, as the case may be, and children, step-children, legally adopted children, parents, brothers or sisters as ordinarily reside with and are dependent on the officer.
- (i) “General Pool Accommodation” means accommodation which is under the control of the Directorate of Estates, Government of India, for allotment to the employees of the various Central Government Offices situated in a place.
- (j) “Priority date” of an officer in relation to a type of residence to which he is eligible under the provisions of SR 317-8-5 of Government of India, means the earliest date from which he has been continuously drawing emoluments relevant to a particular type or a higher type in a post under the Rajiv Gandhi National Aviation University (RGNAU).

Provided further that in the case of an officer on his re-posting to RGNAU after his deputation on Foreign Service, the period shall be counted for determination of his priority date.

Provided that where the priority date of two or more officers is the same, seniority among them shall be determined by the emoluments, the officer in receipt of higher emoluments taking precedence over the officer in receipt of lower emoluments; where the emoluments are equal, by the length of service and where both the emoluments and length of service are equal, on the basis of the scale of pay of the officer, the officer working in a post having higher scale of pay taking precedence over the officer in receipt of lower scale of pay.

- (k) “licence fee” means the sum of money payable monthly in accordance with the provisions of the Fundamental Rules in respect of a residence allotted under these Guidelines.
- (l) “residence” means any residence for the time being under the administrative control of the RGNAU.
- (m) “subletting” includes sharing of accommodation by an allottee with another person

with or without payment of licence fee by such other person.

EXPLANATION- Any sharing of accommodation by an allottee with immediate relations shall not be deemed to be sub-letting.

- (n) 'Type' in relation to an officer means the type of residence to which he is eligible under SR- 317-B-5 of Government of India.
- (o) "Immediate Relations" mean such relations as grandfather, grandmother, grandsons, granddaughters, father-in-law, mother-in-law, son-in-law, daughter-in-law and such other relation established by legal adoption to the allottee.
- (p) "Guest" means a casual visitor for temporary stay with the allottee.

3. ALLOTTMENT TO HUSBAND AND WIFE, ELIGIBILITY IN CASE OF OFFICERS WHO ARE MARRIED TO EACH OTHER

(1) No officer shall be allotted a residence under these Guidelines if the wife or the husband as the case may be, of the officer has already been allotted a residence unless such residence is surrendered.

"Provided that this sub-rule shall not apply where the wife and husband are residing separately in pursuance of-

- i. an order of judicial separation made by any Court; or
- ii. an order to proceed to frame and record the issues for settlement of the proceedings by any Court in which a petition filed by the wife or husband, as the case may be, for dissolution of marriage by a decree of divorce is pending and the wife or husband, as the case may be, has furnished an undertaking that she or he will surrender the residence allotted to her or him forthwith in case of revival of conjugal rights with her or his spouse."

(2) Where two officers in occupation of separate residence allotted under these Guidelines marry each other, they shall within one month of marriage, surrender one of the residences.

(3) If a residence is not surrendered, as required by sub-rule (2), the allotment of the

residence of the lower type shall be deemed to have been cancelled on the expiry of such period and if the residences are of the same type, the allotment of such one of them, as the Rajiv Gandhi National Aviation University (RGNAU), Ministry of Civil Aviation may decide, shall be deemed to have been cancelled on the expiry of such period.

- (4) Where both husband and wife are employed under RGNAU, the title of each of them to allotment of a residence under these Guidelines shall be considered independently.
- (5) Notwithstanding anything contained in sub-Guidelines (1) to (4),
- (a) If a wife or husband, as the case may be, who is an allottee of a residence under these Guidelines, is subsequently allotted, a residential accommodation at the same station from a pool to which these Guidelines do not apply, she or he, as the case may be, shall surrender any one of the residences within one month of such allotment. Provided that this clause shall not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by any Court.
- (b) Where two officers, in occupation of separate residences at the same station, one allotted under these Guidelines and another from a pool to which these Guidelines do not apply, marry each other, any one of them shall surrender anyone of the residences within one month of such marriage.
- (c) If a residence is not surrendered as required under clause (a) or clause (b) the allotment of the residence in the general pool shall be deemed to have been cancelled on the expiry of such period.
- (6) HRA will not be admissible to both husband and wife if they are allotted an accommodation at RGNAU.

4. CLASSIFICATION OF RESIDENCE

Save as otherwise provided by these Guidelines, an officer shall be eligible for allotment of a residence of the Type appropriate to his emoluments according to the entitlements laid down from time to time for the University pool accommodation by the Rajiv Gandhi

National Aviation University (RGNAU), Ministry of Civil Aviation.

The Residential Complex consisting of different type accommodations are as given below,

| Type | Covered Area | No of Units | Authorised type and area as per GPRA Allotment Rule | Eligibility(Grade Pay) | Licence Fee |
|--------------------------|--------------|-------------|--|--|-------------|
| Junior Faculty Housing | 60.5 Sq. M. | 56 | Type-III (Area from 56-65 Sq. M.) | Rs. 4200, 4600, 4800 & 5400 (Administrative Grade Pay) Below Rs. 7000 (Academic Grade Pay) | Rs. 470.00 |
| Senior Faculty Housing | 90.5 Sq. M. | 32 | Type-IV Spl. (Area from 76-91.5 Sq. M.) | Rs. 6600 & above (Administrative Grade Pay) Rs. 7000 & above (Academic Grade Pay) | Rs. 680.00 |
| Senior Executive Housing | 120 Sq. M. | 03 | Type-VI for Registrar and Finance Officer (160 Sq. M.) Type-VII for Vice Chancellor (Area 225 Sq. M.) | Rs. 10000 & above (earmarked for Head of the Organisation and Senior Executives i.e. Vice Chancellor, Registrar and Finance Officer) | Rs. 1270.00 |

Note: The Licence Fee applicable will be subject to change as per GOI orders in this regard from time to time.

Allotment:

The aforesaid quarters may be allotted to officials working in the Rajiv Gandhi National Aviation University (RGNAU), Ministry of Civil Aviation on seniority basis.

Applications of such officials who have Govt. accommodations allotted in their /or spouse names at the same station may not be entertained for allotment.

4 nos. of Junior Faculty Housing and 2 nos. of Senior Faculty Housing may be kept reserved for visitors, rest may be allotted to the officials of RGNAU and their contractual staff etc. With approval of Vice Chancellor, however, these four (4) units may also be allotted to eligible employees of Rajiv Gandhi National Aviation University (RGNAU).

5. APPLICATION FOR ALLOTMENT

(1) The competent authority shall maintain a waiting list of officers separately for each Type of accommodation in the order of priority for allotment as and when a residence falls vacant. For this purpose applications from eligible officers shall be called for by him periodically.

(2) An Officer who seeks allotment under these Guidelines shall submit his application when such applications are invited by the competent authority under sub-rule (1) or immediately on reporting for duty at Rajiv Gandhi National Aviation University (RGNAU).

An Officer may, if he so desires, apply for the allotment of a residence of a Type next below the Type to which he is entitled under S.R. 317-B-5, the application submitted in accordance with the provisions of sub-rule (2).

(3) The Competent Authority may at his discretion may allot a residence of a type higher than that to what an applicant is eligible under SR 317B-5, provided that there is no waiting list for the higher type.

6. ALLOTMENT OF RESIDENCES AND OFFERS

(1) Save as otherwise provided in these Guidelines, a residence falling vacant will be allotted by the competent authority preferably to an applicant desiring a change of

accommodation in that type under the provisions of SR 317-B-15 and if not required for that purpose, to an applicant without accommodation in that type, having the earliest priority date for that type of residence.

Provided that, if in the opinion of the competent authority, the stay in the residence of a particular applicant is more essential in the interest of office work, that authority may allot a vacant residence to such an applicant in preference to others having earlier priority dates. In such cases, full particulars thereof together with reasons for such allotment shall be communicated to the Vice Chancellor for prior approval.

(2) The Rajiv Gandhi National Aviation University (RGNAU), Ministry of Civil Aviation may cancel the existing allotment of an officer and allot to him an alternate residence of the same type or in emergent circumstances an alternative residence of the type next below the type of residence in occupation of the officer if the residence in occupation of the officer is required to be vacated.

(3) Allotment of a next below type residence:-

Where sufficient number of residences of an appropriate type are not available for allotment, an officer may be allotted a residence, next lower in Type than that to which he is eligible. The position shall, however, be regularized by making a reshuffling as soon as a residence of the appropriate Type becomes available. If RGNAU officers eligible to a particular type of residence are not available at Fursatganj, it may be allotted to an officer eligible for a lower type.

7. ALLOTTMENT TO EMPLOYEES RECRUITED ON CONTRACT BASIS

(1) The competent authority may, on functional grounds, allot a vacant residence to any officer out of turn as a temporary measure. But the period of such temporary allotment shall not in any case exceed one year.

(2) For the purpose of allotment of accommodation from RGNAU to officers recruited

on contract basis, who are brought in RGNAU service from outside but not as member of any organized service and for a limited period or specialized assignment on a fixed tenure basis, may be considered for allotment of departmental residential accommodation on adhoc basis. As per existing rules, such allotment will be made at payment of nine (9) times the licence fees applicable for that particular type of quarter.

(3) The applicable licence fee for Jr. Faculty housing having area of 60 sqm is Rs. 470/-. Accordingly, the monthly rental which can be collected from the allottees for ad-hoc allotment of above units work out to be Rs.470x9=Rs.4230. The electricity charges will be collected separately as per the consumption made by allottee.

(4) The University may allow one unit to be shared by two employees if they are single or living without families. The above ad-hoc allotment shall be co-terminus to the tenure of the contractual employees. The rules will not be applicable for categories like housekeeping, watch and ward and other maintenance staff.

8. NON-ACCEPTANCE OF ALLOTMENT OR OFFER OR FAILURE TO OCCUPY THE ALLOTTED RESIDENCE AFTER ACCEPTANCE

If an officer fails to accept the allotment of a residence made to him under these Guidelines within eight days, or fails to take possession of that residence within thirty days from the date of receipt of the letter of allotment, he shall not be eligible for another allotment for the period of one year from the date of the allotment letter and the residence shall be allotted to the next eligible officer.

9. PERIOD FOR WHICH ALLOTMENT SUBSISTS AND THE CONCESSIONAL PERIOD FOR FURTHER RETENTION

- (1) An allotment shall be effective from the date on which it is accepted by the officer concerned and shall continue until-
- (a) the expiry of the concessional period permissible under sub-clause (2) after the officer ceases to be on duty at Rajiv Gandhi National Aviation University (RGNAU)

- (b) it is cancelled by the Rajiv Gandhi National Aviation University (RGNAU), Ministry of Civil Aviation or is deemed to have been cancelled under any provisions in these Guidelines.
- (c) it is surrendered by the officer, or
- (d) The officer ceases to occupy the residence.

(2) A residence allotted to an officer may, subject to sub-rule (3), be retained on the happening of any of the events specified in column(1) of the Table below for the period specified in the corresponding entry in column (2) thereof provided that the residence is required for the bona-fide use of the officer or members of his family:

| | Events | Permissible period for retention of the residence |
|-------|--|--|
| | 1 | 2 |
| i. | Resignation, dismissal, removal from service, termination of service or unauthorized absence without permission | 1 month |
| ii. | Retirement or terminal leave | 2 months on normal licence fee and another 2 months on double the normal licence fee |
| iii. | Death of the allottee | 12 months |
| iv. | Transfer to a place outside Fursatganj, Amethi | 2months |
| v. | Transfer to an ineligible office in Fursatganj, Amethi | 2 months |
| vi. | On proceeding on foreign service in India | 2months |
| vii. | Temporary Transfer in India or transfer to a place outside India | 4 months |
| viii. | Leave (other than leave preparatory to retirement, refused leave, terminal leave, medical leave (maternity leave or study leave) | For the period of leave but not exceeding four months. For the period of maternity leave plus leave granted in continuation subject to a maximum of five months |

| | | |
|-------|--|---|
| ix. | Leave preparatory to retirement or refused leave granted under F.R. 86 or Earned leave granted to Govt. servant who retired under FR 56(j) | For the full period of leave on full average pay subject to a maximum 180 days in the case of leave preparatory to retirement and four months in other cases, inclusive of the period permissible in the case of retirement. |
| x. | Study Leave in or outside India | (a) In case the officer is in occupation accommodation below his entitlement, for the entire period of study leave (b) In case the officer is in occupation of his entitled type accommodation, for the period of study leave but not exceeding one year, he may be allotted alternative accommodation, one type below his entitlement, on the expiry of one year from the date of commencement of the study leave if he so desires. |
| xi. | Deputation outside India | For the period of deputation but not exceeding six months |
| xii. | Leave on medical grounds | Full period of leave |
| xiii. | On proceeding on training | For full period of training |

EXPLANATION:-I Wherever an officer on transfer or foreign service in India is sanctioned leave and avails of it before joining duty at the new office he may be permitted to retain the residence for the period mentioned against items(iv), (v), (vi) and (vii) or for the period of leave, whichever is more.

EXPLANATION: - II Where an order of transfer or Foreign Service in India is issued to an officer while he is already on leave, the period permissible under EXPLANATION-I shall count from the date of issue of such order.

(3) Where a residence is retained under sub-rule (2), the allotment shall be deemed to be cancelled on the expiry of the admissible concessional period unless immediately on the expiry thereof the officer resumes duty in an eligible office at Fursatganj.

(3A) Where an officer is on medical leave without pay and allowances, he may retain his residence by virtue of the concession under item (xii) of the table below sub

Guidelines (2) provided he remits the licence fee for such residence in cash every month and where he fails to remit such licence fee for more than two months, the allotment shall stand cancelled.

- (4) An officer who has retained the residence by virtue of the concession under item(i) or item (ii) of the table below sub rule(2) shall on re-employment in an eligible office, within the period specified in the said table, be entitled to retain that residence under these Guidelines.

Provided that if the emoluments of the officer on such re-employment do not entitle him to the type of the residence occupied by him, he shall be allotted a lower type of residence.

- (5) Notwithstanding anything contained in sub rule(2) or sub rule(3) or sub rule(4) when an officer is dismissed or removed from service or when his services have been terminated and the Head of the Department in respect of the office in which such officer was employed immediately before such dismissal, removal or termination is satisfied that it is necessary of expedient in the public interest to do so he may require the Vice Chancellor, Rajiv Gandhi National Aviation University (RGNAU), Ministry of Civil Aviation to cancel the allotment of the residence made to such officer either forthwith or with effect from such date prior to the expiry of the period of one month referred in item (i) of the table below sub rule (2) as he may specify the Rajiv Gandhi National Aviation University (RGNAU), Ministry of Civil Aviation shall act accordingly.

10. PROVISIONS RELATED TO LICENCE FEE

- (1) Where an allotment of accommodation or alternative accommodation has been accepted, the liability for licence fee shall be commence from the date of occupation or the eighth day from the date of receipt of the allotment letter whichever is earlier.

An officer, who, after acceptance, fails to take possession of that accommodation within eight days from the date of issue of the allotment letter, shall be charged licence fee from such date up to a period of one month or up to the date of re-allotment of that

particular accommodation whichever is earlier.

- (2) Where an officer, who is in occupation of a residence, is allotted another residence and he occupies new residence, the allotment of former residence shall be deemed to be cancelled from the date of occupation of the new residence. After such date of occupation, he may, however, retain the former residence on payment of normal licence fee therefore, for a period of 15 days for shifting to the allotted accommodation in change.

Provided that if the former residence is not vacated within 15 days, the officer shall be liable to pay damages for use and occupation of said residence, furniture and garden charges as may be determined by Government from time to time with effect from 16th day from the date of occupation of the new residence.

The rates of licence fee applicable for the residential accommodation are given under SR-317-B-5, however, the same will be subject to change as per GOI orders from time to time in this regard.

11. PERSONAL LIABILITY OF THE OFFICER FOR PAYMENT OF LICENCE FEE TILL THE RESIDENCE IS VACATED AND FURNISHING OF SURETY BY TEMPORARY OFFICERS

- (1) The officer to whom a residence has been allotted shall be personally liable for the licence fee and for any damage beyond fair, wear and tear caused thereto or to the furniture, fixture or fittings or services provided therein by government during the period for which the residence has been and remains allotted to him, or where the allotment has been cancelled under any of the provisions in these Guidelines, until the residence along with the out-houses appurtenant thereto have been vacated and full vacant possession thereof has been restored to RGNAU.
- (2) Where the officer to whom a residence has been allotted is neither a permanent nor a quasi- permanent RGNAU servant, he shall execute a surety bond in the form prescribed in this behalf by RGNAU with a surety who shall be a permanent RGNAU servant serving under RGNAU for due payment of licence fee and other charges due

from him in respect of such residence and any other residence provided in lieu. Provided that Senior Executive like Vice Chancellor, Registrar, Finance Officer, Comptroller of Examination, Librarian recruited for a fixed contract period like 3-5 years will not be required to furnish such a bond.

- (3) If the surety ceases to be in RGNAU service or becomes insolvent or ceases to be available for any other reasons the officer 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 residence to him shall, unless otherwise decided by the competent authority (Vice Chancellor, Rajiv Gandhi National Aviation University (RGNAU) and/or Registrar, Rajiv Gandhi National Aviation University (RGNAU))be deemed to have been cancelled with effect from that date of that event.

12. SURRENDER OF AN ALLOTMENT AND PERIOD OF NOTICE

- (1) An officer may at any time surrender an allotment by giving intimation so as to reach the Rajiv Gandhi National Aviation University (RGNAU), Ministry of Civil Aviation at least two days before the date of vacation of the residence. The allotment of the residence shall be deemed to have been cancelled with effect from the eleventh day after the day on which the letter is received by Rajiv Gandhi National Aviation University. (RGNAU), Ministry of Civil Aviation or the date specified in the letter whichever is later. If he fails to give due notice he shall be responsible for payment of licence fee for ten days or the number of days by which the notice given by him falls short of ten days, provided that the Rajiv Gandhi National Aviation University (RGNAU), Ministry of Civil Aviation may accept a notice for a short period.
- (2) An officer who surrenders the residence under sub-rule (1) shall not be considered again for allotment of RGNAU accommodation at the same station for a period of one year from the date of such surrender.

13. CHANGE OF RESIDENCE

- (1) An officer to whom a residence has been allotted under these Guidelines may apply for a change to another residence of the same type or a residence of the type to which he is eligible under SR-317 B-5, whichever is lower. Not more than one change shall be allowed in respect of one type of residence allotted to the officer.
- (2) An officer, who intends to change the accommodation already allotted to him shall make an application in the prescribed form to the Rajiv Gandhi National Aviation University (RGNAU), Ministry of Civil Aviation, and thereafter, the name of such officer shall be included in the waiting list concerned and inter se position of such officer in such waiting list.
- (3) Change shall be offered in order of seniority determined in accordance with sub rule (2) and having regard to the officer's preference as far as possible.

Provided that no change of residence shall be allowed during a period of six months immediately preceding the date of superannuation.

- (4) If an officer fails to accept a change of residence offered to him within five days of the issue of such offer or allotment, he shall not be considered again for a change of residence of that type.
- (5) An officer who, after accepting a change of residence fails to take possession of the same, shall be charged licence fees for such residence in accordance with the provisions of sub-rule of SR 317 8-12 in addition to the normal licence fee under FR-45-A for the residence already in his possession the allotment of which shall continue to subsist.

14. CHANGE OF RESIDENCES IN THE EVENT OF DEATH OF A MEMBER OF THE FAMILY

Notwithstanding anything contained in SR-317-B-15 an officer may be allowed a change of residence on the death of any member of his family if he applies for a change within three months of such occurrence, provided that the change will be given in the same type of residence and on the same floor as the residence already allotted to the officer.

15. MUTUAL EXCHANGE OF RESIDENCES

Officers to whom residences of the same type have been allotted under these Guidelines may apply for permission to mutually exchange their residences. Permission for mutual exchanges may be granted if both the officers are reasonably expected to be on duty in Rajiv Gandhi National Aviation University (RGNAU) and to reside in their mutually exchanged residence for at least six months from the date of approval of such exchange.

16. MAINTENANCE OF RESIDENCES

The officer to whom a residence has been allotted shall maintain the residence and premises in a clean condition and shall comply with all orders issued by the RGNAU in this regard from time to time.

17. SUBLETTING AND SHARING OF RESIDENCE

(1) No officer shall share the residence allotted to him or any of the out-houses, garages and stables appurtenant thereto except with the employees of the RGNAU eligible for allotment of residence under these Guidelines. The servants quarters, out-houses, garages and stable may be used only for the bonafide purposes including residence of the servants of the allottee or for such other purposes as may be permitted by the Rajiv Gandhi National Aviation University (RGNAU), Ministry of Civil Aviation.

Provided that the officer shall send prior intimation to the Rajiv Gandhi National Aviation University (RGNAU), Ministry of Civil Aviation in such form as may be prescribed by the Rajiv Gandhi National Aviation University (RGNAU) intimating full particulars of the officer and his family residing in the quarter and full particulars of the sharer and his family.

(2) No officer shall sublet the whole of his residence. Provided that an officer proceeding on leave may accommodate, in the residence any other officer eligible to share the accommodation, as a caretaker, for the period specified in SR 317-8-11(2), but not exceeding six months.

(3) Any officer who shares or sublets his residence shall do so at his own risk and responsibility and shall remain personally responsible for any licence fee payable in respect of the residence and for any damages caused to the residence or its precincts or grounds or services provided therein by Department beyond the fair wear and tear.

18. CONSEQUENCES OF BREACH OF GUIDELINES AND CONDITIONS

(1) If an officer to whom a residence has been allotted, unauthorised sublets the residence or charges (licence fee) from the sharer at a rate which the Rajiv Gandhi National Aviation University (RGNAU), Ministry of Civil Aviation consider excessive, or erects any unauthorised structure in any part of the residence or uses the residence, or any portion thereof for any purposes other than that for which it is meant or tampers with the electric or water connection, or commits any other breach of the Guidelines in this Division or of the terms and conditions of the allotment or uses the residences or premises or permits or suffers the residence or premises to be used for any purpose which the Rajiv Gandhi National Aviation University (RGNAU), Ministry of Civil Aviation considers to be improper, or conducts himself in a manner which in his opinion is prejudicial to the maintenance of the harmonious relations with the neighbours or has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the Rajiv Gandhi National Aviation University (RGNAU), Ministry of Civil Aviation may without prejudice to any other disciplinary action that may be taken against him, cancel the allotment of the residence.

EXPLANATION: In this sub-rule the expression 'Officer' includes unless the context otherwise requires, a member of his family and any person claiming through the officer.

(2) If an officer sublets a residence allotted to him or any portion thereof or any of the out-houses, garages or stable appurtenant thereto, in contravention of these Guidelines, he may without prejudice to any other action that may be taken against him, be charged such damages from the date of cancellation of allotment as may be fixed by RGNAU from time to time in this respect.

- (3) Where action to cancel the allotment is taken on account of unauthorised subletting of the premises, the allotment shall be cancelled with effect from the date of issue of the orders for the cancellation to the allotment.
- (4) Where the allotment of a residence is cancelled for conduct prejudicial to the maintenance of harmonious relation with neighbours, the officer at the discretion of the Rajiv Gandhi National Aviation University (RGNAU), Ministry of Civil Aviation may be allotted another residence in the same class at any other place.
- (5) The Rajiv Gandhi National Aviation University (RGNAU), Ministry of Civil Aviation shall be competent to:-
 - a) take all or any of the actions provided under sub-Guidelines-1 to 4 above;
 - b) declare the officer to be ineligible for allotment of residential accommodation for the remaining period of his service;
 - c) Intimate to the Ministry or Department of the officer for initiating disciplinary proceedings for major penalty under the relevant Guidelines.”
- (6) Where any penalty under this rule is imposed by Registrar, Rajiv Gandhi National Aviation University (RGNAU), Ministry of Civil Aviation, the aggrieved person may within thirty days of the receipt of the orders by him or his employer imposing the penalty , prefer an appeal to the Vice Chancellor, Rajiv Gandhi National Aviation University (RGNAU), Ministry of Civil Aviation or to the and such person shall be heard in person on the date intimated by Vice Chancellor, Rajiv Gandhi National Aviation University (RGNAU), Ministry of Civil Aviation.
- (7) The original order imposing the penalty shall stand unless it is modified or rescinded as result of the representation.

Note: The rate of damages for unauthorised occupation or for subletting of the accommodation will be as per the orders issued by the GOI in this regard from time to time.

19. OVERSTAYAL IN RESIDENCE AFTER CANCELLATION OF ALLOTMENT

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

Provided that an officer, in special cases, except in case of death, may be allowed by Rajiv Gandhi National Aviation University (RGNAU), Ministry of Civil Aviation to retain a residence for a period not exceeding 6 months beyond the period permitted under SR 317-8-11(2), on payment of twice the flat rate of licence fee or twice the licence fee he was paying, whichever is higher;

Provided further that in the event of retirement or terminal leave, the allottee shall be eligible to retain the RGNAU accommodation for a further period of two months on payment of four times of the normal licence fee and subsequent two months on payment of six times of the normal licence fee for special reasons involving medical/educational grounds, subject to appropriate certification by the authorities concerned;

Provided further that in the event of death of the allottee, his/her family shall be eligible to retain the Government accommodation for a further period of one year on payment of normal licence fee. The extended period of retention shall not be allowed in cases where the deceased officer or his/her dependents owns a house at the place of posting.

20. RELAXATION OF GUIDELINES

The Vice Chancellor, Rajiv Gandhi National Aviation University (RGNAU), Ministry of Civil Aviation may, with the approval of the Executive Council for reasons to be recorded in writing, relax all or any of the provisions of these Guidelines in the case of any officer or residence or class of officers or type of the residences.

In respect of reservation in allotment, the rules/orders as laid down under S. R. 317-B2S, Government Decisions (i), Relaxation of allotment for SC/ST employees will be followed.

Further all Govt. of India OMs issued by the Directorate of Estates from time to time will be followed.

21. OTHER GUIDELINES TO APPLY

- i. For the provisions relating to the University accommodation not covered in the these Guidelines, reference shall be made to the relevant F.R. and S.R. s and the orders and instructions issued by Directorate of Estates, Ministry of Urban Development, Govt. of India from time to time.
- ii. If any question arises as to the interpretation of the Guidelines, it shall be decided by the Registrar, Rajiv Gandhi National Aviation University (RGNAU) in consultation with the Ministry of Civil Aviation.

REGISTRAR