

INDIAN INSTITUTE OF TECHNOLOGY INDORE

IITI/Admin/Circular/2017/2707

March 10, 2017

CIRCULAR

Sub: - Revised Accommodation Policy of IIT Indore.

1. Please refer order no. IITI/RO/48/2014/16 dated March 20, 2014.
2. Following policy will be applicable for the units (flat/house) at Studio Apartments in Simrol campus and units taken on lease by IIT Indore at Silver Springs Township.

I. Individual Apartments

1. Individual units will be allotted only to essential officials.
2. Following definition will be applicable for essential service official:
“An essential service official is one who is required to stay in the hostel campus area”, i.e. Wardens including Associate/Assistant, Medical Officers, Security Officer and Students' Counsellor and other employees to be essential as per Institute authorities. Prior approval of Director will be required to include any official in this category.
3. Individual flats can be allotted to such employee subject to availability of units.
4. HRA will NOT be paid to such employee, irrespective of the house/unit rent.
5. Maintenance charges at actual will be deducted from the salary of such employee.
6. No furniture or any other facilities will be provided in these flats.
7. The allotted flat has to be well-maintained and kept in good condition.
8. No major alterations are permitted in the allotted flat.
9. The competent authority reserves the right to have the allotted flat vacated with a one month's notice.

II. Visitors Unit at Studio Apartment

1. **The 24 Executive Suites (Room No. 101-120, 201-204) at Studio Apartment will be used only for official visitors invited by the Institute for academic and administrative work, newly recruited faculty or Group-A staff members. The four Non-Executive Suites (Room No. 007, 009, 010, 019) at Studio Apartment will be used for visitors visiting for individual purpose.**



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2. Prior permission for reservation is required from the following authority:

Category of visitor	Eligibility	Authority	Amount in INR (Per Room, meals excluded)	Payment Mode
A	Visitor invited by the Institute for academic, administrative work, Individual visiting Institute in connection with scheme, project, consultancy, short term courses, seminar, conferences, workshop, GIAN, research collaboration work, campus interview, JEE / GATE	Director / Registrar / Dean / HOS / HOD / PI (Faculty) Faculty in-charge-Placement Office.	Per Night (up to 10 days): 2, 000 + Tax (per GOI rules)	Project / Respective Coordinator / Visitor/Respective Department / Section
B	Employee, Students, Parents / Guardians and Alumni guests / Visitors from other academic Institutes / Govt. or Public Sector Organization visiting for individual purpose	Faculty, Officers (Registrar/O SD /DR /AR/Security Officer/Medical Officer/Sports Officer)	Executive Suite Charges: Per Night (up to 10 days): 3, 000 + Tax (per GOI rules) Per Month (if beyond 10 days): 30, 000 + Tax (per GOI rules) Non-Executive Suite Charges: Per Night (up to 10 days): 1, 500 + Tax (per GOI rules) Per Month (if beyond 10 days): 20,000 + Tax (per GOI rules)	By the individual before checking out. If charges are not paid by visitor, then the corresponding authority is requested to clear the bill.

Note: No cash transactions are permitted. All payment must be made by credit/debit card, bank transfer, etc. At the time of check-in, credit card guarantee is to be taken. Rates are valid till December 31, 2017.

A. Arkan
15/3/17

Guidelines for Accommodation at Visitors Unit of Studio Apartment

The Institute faculty, officials and visitors are requested to observe the following terms and conditions for accommodation in the visitors unit.

1. Accommodation under different categories of visitors and the respective individuals authorized to make such reservation is given in the above table. Request for reservation can be sent by email to guesthouse@iiti.ac.in.
2. **Newly recruited faculty and Group A staff members** will be provided with accommodation in Executive Suite for a **maximum period of 21 days**. A token amount of Rs. 2, 500 will either be paid by the occupant or be deducted from his/her HRA towards accommodation charges for this 21 day duration. In case the extension of duration is requested, accommodation may be provided on payment basis subject to availability. During this extended period, the occupant will fall into **Category B**, i.e. accommodation charges to be paid by the occupant as per the amount listed in the above table.
The same policy is also applicable to newly appointed visiting faculty of the institute.
3. Students requiring accommodation for their parents / guardians are required to get their requisition forwarded through Wardens and Dean of Students Affairs.
4. Not more than two adults will be allowed in each suite.
5. First priority will be given to visitors in **Category A**.

III. External Visitor's Apartment at Silver Springs

The Apartment No. A-333 and D-312 will continue to be used in this category. Policy will be as per the order no. IITI/RO/48/2014/16 dated March 20, 2014.

IV. Accommodation for staff members assisting essential officials

Policy will be as per the order no. IITI/RO/48/2014/16 dated March 20, 2014.

V. Hostel Accommodation for External Candidates

Policy will be as per the order no. IITI/RO/48/2014/16 dated March 20, 2014.

3. This revised policy shall be effective from March 10, 2017 until further notice. **Rates will be valid till December 31, 2017.**



OSD (Admin)

To,

- a) All Deans (Faculty Affairs, Academic Affairs, R&D, Planning, Student Affairs).
- b) All Heads of Schools (Engineering, Science, HSS)
- c) All HoD's of Disciplines / Canter's (CE, CSE, EE, ME, MEMS, Chemistry, Physics, Mathematics, BSBE, Astronomy)
- d) All Faculty Members
- e) All Sections (Admin, F&A, MM, Academic, R&D, Estate)
- f) All Labs, Library, Hostel office, Health Canter.

Copy to:

PS to Director for information.


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