



**North Eastern India Gandhi Regional Institute of Health and Medical Sciences (NEIGRIHMS),
Shillong, Meghalaya - 793018**

Guidelines for allotment of Residential Quarters

1. Short Title commencement:

- (a) These Guidelines may be called “The North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences, Guidelines for Allotment of Residential Quarters 2026”, in supersession of all previous guidelines issued in this regard.
- (b) These Guidelines shall be applicable for allotment of all Quarters in the permanent campus at Mawdiangdiang, hired properties for Faculty members, Officers, Teaching and Non-Teaching Staff of College of Nursing, Technical/Paramedical/Hospital Staff, Nursing Personnel, Administrative Staff, Accounts Staff, Secretarial Staff, Drivers & Engineering/Maintenance Staff etc., and for allotment of residential quarters at the NEIGRIHMS satellite residential colonies that are proposed to be developed in due course.
- (c) These guidelines shall come into force immediately.

2. Definition: In these guidelines unless there is anything repugnant in the subject or context:

- (a) ***Institute:*** North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences henceforth referred to as NEIGRIHMS or Institute.
- (b) ***Allottee:*** An employee to whom Staff Quarter has been allotted under the rules.
- (c) ***Allotment:*** Grant of license to occupy a residential accommodation in accordance with the provisions of these rules.
- (d) ***Family:*** The spouse of the allottee, and children/step children/legally adopted children, parents, grandparents, siblings as ordinarily residing with and who are dependent on the allottee.
- (e) ***License Fee:*** Fee payable monthly in respect of the accommodation allotted under these rules.
- (f) ***Quarters:*** Residential accommodation constructed or hired by the Institute for the purpose of allotment to eligible employees of the Institute for their residence, and which are under the control of the Institute, including hired properties by the Institute.
- (g) ***Employee:*** A Full-time salaried employee of the Institute appointed against a sanctioned post including Teaching and Non-Teaching staff/employees.
- (h) ***Casual Guest:*** Any person who resides with permission from Competent authority for a continuous period not exceeding 7 (Seven) days with an allottee occupying a residence allotted under these guidelines.
- (i) ***Type:*** In relation to employees shall mean the type of quarter to which they are entitled.
- (j) ***Essential staff:*** The holder of the posts identified as such in **Annexure-I**.

3. Powers to make Allotment:

The allotment of quarters shall be made by the Director NEIGRIHMS, Shillong in accordance with the bye-laws of NEIGRIHMS and decisions of the Statutory and Standing Committees of NEIGRIHMS.

The **Quarter Allotment Committee (QAC) for allotment of Type 'A' and Type 'B' Quarters** for Faculty's and Group 'A' Officers shall constitute of the following:

1. Nominee of the Director	-	Chairman
2. Deputy Director (Administration)	-	Member
3. Superintending Engineer/Nominee	-	Member
4. Estate Officer or officiating i/c	-	Member
5. Assoc. Professor, HA/Asst. Professor, HA/DMS	-	Member
6. Representative of NFA	-	Member
7. Representative of NNA	-	Member
8. Representative of NSA	-	Member
9. Asst. Registrar/AAO/AO (ES-III)	-	Member Secretary

Further, in accordance with the Enhancement of Administrative & Financial Power of the Deputy Director (Administration), NEIGRIHMS as per approval of the 42nd Standing Finance Committee (SFC) held on 23rd August 2022, Deputy Director (Administration) has Full powers to allot Residential quarter of Group 'B' and 'C' staff.

The **Quarter Allotment Committee (QAC) for allotment of Type 'C' and Type 'D' Quarters** for Group 'B' and 'C' staff shall constitute of the following:

1. Nominee of the Deputy Director (Administration)	-	Chairman
2. Superintending Engineer/Nominee	-	Member
3. Estate Officer or officiating i/c	-	Member
4. Assoc. Professor, HA/Asst. Professor, HA/DMS	-	Member
5. Representative of NFA	-	Member
6. Representative of NNA	-	Member
7. Representative of NSA	-	Member
8. Asst. Registrar/AAO/AO (ES-III)	-	Member Secretary

The term of the members of the Quarter Allotment Committee shall be for a period of three (03) years from the date of constitution of the committee. Attendance by a total of 2/3rd members of the committee shall form the Quorum for a meeting.

The Functions of the Quarter Allotment Committee shall be to:

1. Decide about allotment of vacant quarters under the provisions of these rules i.e "The North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences, Guidelines for Allotment of Residential Quarters 2026."
2. Meet as and when necessary.
3. Ensure optimal utilization of the staff quarters.
4. Exercise powers of cancellation of allotment and/or take any other appropriate action/s against allottees for breach of rules for allotment of quarters.
5. Consider and decide all other matters relating to the quarters as may be referred to it from time to time by the authorities.

An appeal against a decision of the Quarters Allotment Committee may be submitted to the Director, NEIGRIHMS within seven days after confirmation of minutes by the Quarters Allotment Committee members. The Decision of the Director, NEIGRIHMS shall be final and binding.

4. **Classification of Quarters*:**

a. **Permanent Campus/Institute's Accommodation:**

Except and otherwise provided by or under these rules, quarters of the various classes specified below shall be allotted to the employees as shown in the Table below:

No.	Classification	Categories of employees (with eligible Pay levels)
1.	Director's Bungalow	Director
2.	Type – 'A'	2 (Two) nos. earmarked for DD(A) and FA as per Approval of the 27 th Standing Finance Committee dated 9 th June 2008, and the 11 th Governing Council dated 25th February 2012.
3.	Type – 'A'	Faculty members & Officers – Levels 14A & 14.
4.	Type – 'B' (3 bedrooms)	Faculty members & Officers – Levels 13A and 13.
5.	Type – 'B' (2 bedrooms)	Entry level Faculty & Officers – Levels 12 & 11.
6.	Type – 'C'	Officers and Staff – Levels 10, 9, 8, 7, & 6.
7.	Type – 'D'	Staff members/employees – Levels 5, 4, 3, 2, 1 or Equivalent.

* This classification applies to the existing residential NEIGRIHMS campus and shall be revised for the new proposed campus at Mawkasiang.

b. **Hired Buildings/Accommodation:**

No.	Classification of Quarters	Categories of employees
1.	6 (six) Quarters	SNOs. Level 8

5. **Allotment of quarters:**

Application for allotment of quarters: Every employee of NEIGRIHMS shall submit an application for accommodation, in such form and manner and by such date, as may be specified by the Institute Authorities. In case the employee is not in occupation of quarter, the Institute authorities shall invite applications in such form and manner and before such date as may be specified. Employees joining duty on first appointment or on deputation may submit their application to the Institute Authorities within a month of joining duty.

Eligibility: An applicant shall be eligible for allotment of quarter as per the level in Pay Matrix corresponding to the type of quarter; as given in the Classification of quarters above.

Priority date: In respect of Type C & D quarters, the date of joining NEIGRIHMS and eligibility for the type of quarter will be their pay level in the Pay Matrix. Applicants can request for one type lower than their entitlement/eligibility. The date of priority for Type A & B quarters shall be determined from the date the employee is continuously eligible as per the pay level in the pay matrix.

The *Inter se* seniority for Type A & B quarters shall be considered as:

1. If the date of priority of two or more applicants is same, applicant having higher level pay in the level will be considered senior.
2. If the date of priority and the pay in level of two or more applicants are same, date of joining will determine seniority.
3. If the date of priority, pay in level and date of joining of two or more applicants are same, date of retirement will determine seniority.
4. Personal pay, NPA, MSP or any other such component of pay shall not be considered for determining *Inter se* seniority.

In cases where a spouse has been allotted quarter: Quarter shall not be allotted to an employee whose spouse has been allotted a quarter. If two allottees residing in separate quarters marry each other, they shall, within a month of marriage, surrender one of the quarters.

Essential Staff: Essential staff may be allotted a quarter one grade below their entitlement, subject to availability, till a vacancy arises in the type of quarter they are entitled to.

Acceptance of allotment: Allottees will have to give an acceptance letter within 8 (eight) working days of issue of allotment offer and take the possession of the allotted accommodation within 15 (fifteen) working days from the date of issue of the allotment order. They will have to communicate their refusal to take the possession of the allotment within the period for consideration.

Non-acceptance of allotment or failure to occupy: The allotment shall be considered as cancelled in cases of non-acceptance of the quarter within 8 (eight) working days or failure to take possession within fifteen (15) working days of receipt of letter of allotment. The allottee will also be debarred from applying for a quarter for a period of two (2) years from the date of non-acceptance.

If an employee occupying a lower type of quarter refuses to accept an offer of the type of quarter to which s/he is eligible, s/he shall be permitted to continue in the previously allotted quarter unless exceptional circumstances require that s/he vacate the lower type quarter. S/he will also be debarred from allotment of the type of quarter s/he is eligible for, for a period of two (02) years.

Reconsideration: Request for reconsideration in cases of non-acceptance of allotment within the specified time shall be considered by the QAC if an application for reconsideration is made in the following cases:

1. Delay in forwarding of prescribed acceptance from the office concerned;
2. The allottee was on official tour during the acceptance period;
3. The allottee was on leave/vacation during the acceptance period;
4. Other valid reasons (health of self/family member) provided by the allottee;
5. Pending dues of the previous allottee relating to electricity or water, etc.

The decision of the QAC in this regard will be final and binding.

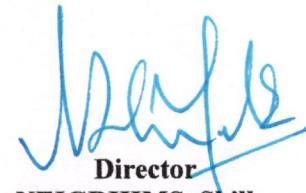
6. **House Rent Allowance (HRA):** HRA will not be admissible to employee who have been allotted quarters by the Institute or to those who are inoccupation of any Quarter provided by the State/Central Govt. HRA will not be paid to allottees from the date of possession of the quarter or from the eighth (8th) day of allotment, whichever is earlier. In cases where both spouses are employees of the Institute, HRA will be considered as per Government of India Rules.
7. **License Fee:** Monthly License fee for the quarter, applicable as per rules, shall automatically be deducted from the allottee's monthly salary.
8. **Electricity Charges:** Monthly Electricity consumption bill @ MeSEB domestic tariff will be deducted from the monthly pay bill of the allottee from the following month of the consumption.
9. **Out of Turn Allotment:** The Institute may allot quarter out of turn (5% reserved quota in Type 'B', Type 'C' & 'D' Quarters) on Medical grounds due to serious illness on the recommendation of NEIGRIHMS Medical Board, and on grounds of disability.
10. **Mutual Exchange of Quarter:** Employees to whom quarters of the same type have been allotted under these guidelines, may apply for permission to mutually exchange the quarter.

11. Retention of Quarter: Retention of allotted quarter on account of any reason shall be as per Government of India Rules specified for the same from time to time.

12. Unauthorized Constructions:

- a. No unauthorized construction by the allottees shall be permitted in and around the Quarters. All unauthorized construction/s, if any, shall be removed or demolished by the Engineering Section at the risk and cost of allottee/s concerned.
- b. In case any further unauthorized construction is found or reported in the accommodation of the same allottee/s, the accommodation provided to such allottee/s shall be cancelled from the date of inspection of the accommodation and they shall be debarred for allotment of accommodation for remaining period of service in future.

13. Interpretation of these Guidelines: Any problem arising as to the interpretation of these guidelines will be decided by the Director, NEIGRIHMS, Shillong, and the Director's decision shall be final and binding. For any clarification/s about allied matters, relevant rules of the Government of India may be referred to for guidance/decision making.



Director
NEIGRIHMS, Shillong

NEIGRIHMS Guidelines for allotment of Quarters

The following categories of employees shall be classified as “Essential” as indicated below:

(A) 100% (Hundred percent) to be treated as Essential:

1. Members of the Faculty.
2. Teaching Staff of College of Nursing.
3. Medical Superintendent.
4. Deputy Medical Superintendent.
5. Personal Staff of the Director/Dean/MS.
6. Chief Security Officer/ Security Officer.
7. Executive Engineer (C) & (E).
8. Asst. Engineer (E) / Junior Engineer (E).
9. Chief Nursing Officer/ Nursing Superintendent.
10. Registrar.
11. Medical Officer (Blood Bank).
12. Storekeeper/ Pharmacist (in-charge of Drugs).
13. Technical Staff of the Cardio Vascular Lab.
14. Technician Dialysis.
15. Gas Plant Technicians.
16. Gas Mechanic/ Gas Officer/ Manifold Operators.
17. Sanitary Inspector/ Sanitation Officer (Hospital).
18. Sister in charge of OT (1/OT) & Casualty.
19. Technical Staff 1 each in Electrical/ Fire/ Plumbing/Transport/ AC.

Accommodation shall be given to persons as long as they hold the “Essential Post” to enable them to make themselves available for duty at any time of the day or night as per requirement.

Note: Resident Doctors are to stay in the RMO Hostel ONLY.

(B) 50% (Fifty percent) of the sanctioned staff to be treated as Essential and Roster shall be prepared and followed to ensure availability of allotment to all cadres.

1. CMOs.
2. Staff Nurses (3 yrs completed regular services*).
3. Perfusionist.
4. OT/ICU Assistant/ Technical Staff.
5. Sr. Lab Technician (Blood Bank).
6. Jr. Lab Technician (Blood Bank).
7. Technical Staff of Echo & Cath Lab.
8. Technical Staff of Radiology.
9. Technical Staff of Radiotherapy.
10. Technical Laboratory Staff- Path/ Biochem/ Micro.
11. CSSD Technical Staff.
12. Pharmacist/ Suptd. Pharmacist (other[#])
13. Medical Records Department including Billing Section.
14. Dietary Staff (Limited number).
15. ENT Technician (Speech/ Audiometry)
16. Ophthalmic Technician.
17. Sr. Bio Medical Engineer/ Bio Medical Engineer.
18. Hoover Operator.
19. Security staff including Fire Service.
20. EPABX operator.
21. Sanitary Staff (Limited number)
22. MTS
23. Drivers
24. Washerman
25. Maintenance staff (Engg. section- limited number)
26. Orthopedic staff/ Technicians (Plaster/ Orthotic/ Occ. Therapy)
27. Staff of Medical Social Service.
28. Store and Procurement staff (Limited)
29. Physiotherapist.
30. Library Staff.
31. Administrative Staff including Receptionist.
32. Cashier/ Account Staff.
33. Stenographers.
34. Staff of Statistics.
35. Animal Care Taker.
36. Others**

* subject to availability

not posted as i/c Drugs.

** (BCG Technician, Boiler room Operator, Laundry staff, Legal, PT Instructor, Curator of Museum etc.)