



NATIONAL INSTITUTE OF IMMUNOLOGY  
NEW DELHI

04 JAN 2022

No. Policy/6.3.1/2963

04<sup>th</sup> January, 2022

**OFFICE ORDER**

The Institutional Strategies and Working Group (ISWG), after reviewing the various practices / guidelines, hitherto being followed for allotment of accommodation to personnel belonging to non-core categories, has recommended modifications in these guidelines to align with present day requirements and consolidation thereof.

Director, NII has approved the recommendations of the ISWG and accordingly a copy of the revised and consolidated guidelines is circulated as Annexure to this Office Order for information / implementation. These guidelines shall come into force with immediate effect.

This issues with the approval of the Director, NII.

*Anju Sarkar*  
04/01/2022  
(Anju Sarkar)  
Manager (A&E)  
Institute's Policy Cell

**Encl: As above**

**Distribution:**

1. All Faculty Members/ Senior Manager/ HoDs
2. Warden
3. SO(MPS)/ Sh. Pau
4. Director's Secretariat
5. Computer Centre
6. Notice Board (s)
7. Ms. Nisha, Hindi Translator- for translator in Hindi

## POLICY FOR ALLOTMENT OF ACCOMMODATION TO PERSONNEL BELONGING TO NON-CORE CATEGORIES

The Institute has a limited number of residences and hostel accommodation to cater to its requirements according to the priorities. Over a period of time, the numbers of the projects as well as collaborations have increased considerably which has led to increase in the number of requests received for accommodating personnel engaged in extramurally funded projects, collaborators of the Institute's Principal Investigators (PIs), as well as from externally registered Ph.D. students (not affiliated to JNU-NII Ph.D Programme):

Due to paucity of accommodation, various practices which have evolved in this regard need to be streamlined in order to derive optimum benefits from the limited number of residences. Accordingly the following guidelines have been formulated:

### I. Project Personnel in extramurally funded Projects:

- i. Subject to availability, shared accommodation may be provided to **only one Project personnel**, preferably to women, at a given point of time, working under each Principal Investigator (PI) on the latter's recommendation.
- ii. The PIs shall have the discretion to decide the project personnel whose stay on the campus may be considered as 'Essential' and who shall be required to be available on call duty at all hours. The request of only such a project personnel whose stay on campus is required has to be forwarded by the concerned PI.
- iii. The permissible stay at a time shall be for a **period of one year or the duration of the project**, whichever is earlier. Further extension of stay for another year or for the duration of the project, whichever is earlier, may be allowed, subject to extension of the tenure of the project and subject to availability of accommodation.
- iv. In case of change from one project to another, processes for fresh allotment of accommodation shall have to be initiated.
- v. The allotment shall automatically stand cancelled on expiry of the project tenure/period of allotment, as the case may be, unless extended.
- vi. During the period of stay, the concerned project personnel shall not be eligible to draw HRA and shall be required to pay licence fee and other applicable charges.

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- vii. The concerned Project personnel shall be responsible for proper maintenance and security of fittings and fixtures and liable to pay for damages /shortfall, if any, other than normal wear and tear and have to abide by the discipline and norms of living in the campus as applicable to the residents/students. The allotment can be cancelled any time in case rules are violated.

## II. Collaborators of the Institute's Principal Investigator (PI):

- i. Subject to availability, shared accommodation may be provided for a very limited period to group members of the collaborators of the Institute's PIs, whose stay in the campus may be considered essential. At a given point of time, **only one such researcher of each PI of NII shall be accommodated.**
- ii. The Director shall decide if the request made by the PI for the stay of the guest researchers in the campus is 'essential' in the interests of the collaborative work.
- iii. The permissible stay shall be for a **maximum period of 6 (six) weeks at a stretch**, except in circumstances requiring special dispensation. Request from the same collaborator shall not be entertained on more than two occasions in a year. The allotment shall stand automatically cancelled on expiry of the period of allotment.
- iv. During the period of stay at NII campus, the researchers shall be required to pay room rent, establishment charges etc. as applicable.

## III. Externally registered Ph.D. students (not affiliated to JNU-NII Ph.D Programme):

- i. Accommodation will not be provided to the externally registered Ph.D. students. However, in cases where it becomes necessary for the student to stay in NII campus for completion of certain experiments, shared hostel accommodation may be provided for a very limited period of time on merit of each case and subject to availability.
- ii. Separate request has to be forwarded with appropriate justification by the NII faculty for providing accommodation in such cases.
- iii. **The permissible period of stay at NII shall not exceed 6 months, extendable by another 3 months during the entire period of studentship.** The allotment shall stand automatically cancelled on expiry of the period of allotment.

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- iv. The student shall be required to pay room rent, establishment charges etc. as applicable to the regular Ph.D. students of NII.
- v. The students availing hostel accommodation shall not be eligible to draw HRA from their parent Institute during the period of their stay at NII, and should keep the Institute informed about the same. An undertaking to this effect duly certified by the supervisor / guide and Dean / Registrar of the external Institute / University shall have to be provided along with an assurance that all due payments for the allotted accommodation shall be deposited in advance.
- vi. The concerned student shall be responsible for proper maintenance and security of fittings and fixtures and liable to pay for damages / shortfall, if any, other than normal wear and tear and have to abide by the discipline and norms of living in the campus as applicable to the residents / students. The allotment can be cancelled any time in case rules are violated.

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**NOTE:**

- (i) All future cases will be dealt in terms of these guidelines.
- (ii) Any issue not covered here shall be decided by the Director, NII, in consultation with the Academic Committee of the Institute.
- (iii) No request for extending the duration of stay, beyond the period stipulated in these guidelines, shall be entertained.

अंजु सरकार  
04/01/2022

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