

वित्त समिति
की छप्पनवीं बैठक का कार्यवृत्त

**MINUTES OF THE 56th MEETING OF THE
FINANCE COMMITTEE**

26 जुलाई 2024
26th JULY 2024



भारतीय प्रौद्योगिकी संस्थान रुड़की
रुड़की – 247 667 (भारत)
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE-247 667 (INDIA)

भारतीय प्रौद्योगिकी संस्थान रुड़की
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
रुड़की-247 667 / ROORKEE - 247 667



56th MEETING OF THE FINANCE COMMITTEE

DAY & DATE: FRIDAY, THE 26th JULY 2024

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भारतीय प्रौद्योगिकी संस्थान रुड़की
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
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भारतीय प्रौद्योगिकी संस्थान रुड़की की वित्त समिति की दिनांक 26 जुलाई 2024 को अपरान्ह 4.00 बजे संस्थान के परिशद् कक्ष में आहूत 56^{वीं} बैठक का कार्यवृत्त।

Minutes of the 56th Finance Committee meeting of the Indian Institute of Technology Roorkee held on 26 July 2024 at 4.00 P.M. in the Board Room.

उपस्थित / PRESENT:

- | | | |
|----|---|-------------|
| 1. | Shri B.V.R. Mohan Reddy | Chairperson |
| 2. | Prof. K.K. Pant
Director, IIT Roorkee | Member |
| 3. | Mr. Mukesh Kumar
Director, IFD
(on behalf of JS & FA, MoE)
Through Video Conferencing | Member |
| 4. | Dr. Renu
Deputy Director (Technical Education)
(on behalf of Principal Secretary, Govt. of Haryana)
Through Video Conferencing | Member |
| 5. | Prof. U.P. Singh, IIT Roorkee | Member |
| 6. | Prof. Deepak Khare, IIT Roorkee | Member |
| 7. | Sri Prashant Garg
Registrar | Secretary |

At the outset, the Chairman welcomed the members into the 56th meeting of the Finance Committee.

Comments received from the Integrated Finance Division, Ministry of Education, Department of Higher Education, New Delhi vide letter F.No.1-25/2010-IFD dated 25th July 2024 were considered during the deliberations on the items.

The agenda was then taken up.

Item No. 56.1: To confirm the minutes of the 55th meeting of the Finance Committee held on 09.04.2024.

Since no comments were received, the circulated minutes of the 55th meeting of the Finance Committee were confirmed.

Item No. 56.2: Actions taken report on the Minutes of the 55th Meeting of the Finance Committee held on 09.04.2024.

The Finance Committee noted the actions taken on the minutes of the 55th meeting of the Finance Committee.

Item No.56.3: To consider the report of the committee constituted to review the existing Faculty Initiation Grant (FIG) scheme of IIT Roorkee.

The Finance Committee considered the item and recommended the following changes into the existing guidelines on the Faculty Initiation Grant (FIG) to the Board for approval:

- i. Maximum of Rs.20 Lakhs to new faculty members joining the position of Assistant Professor (all levels).
- ii. Amount of additional Rs. 2 lakhs for travel, equipment, laptop, printer, furniture, consumables, software which can be procured within the assigned limit for all new faculty members.
- iii. The funding ceiling can be expanded based on number of participating faculty members, with each additional member contributing to an augmentation of Rs. 20 lakhs.
- iv. In fostering collaborative endeavours with the industry, the institute may consider the possibility of raising the budget cap upto Rs. 25 lakhs, provided the PI expresses the intent to submit a proposal with the potential for establishing present or future collaborations.

Further, the Finance Committee recommended that some kind of partnership and collaboration with industry for financial contributions parallelly be explored.

Item No.56.4: To consider the status on three major audit observations regarding tax compliance concerned with IITR employees, arisen out by not treating them at par with Central Government employees.

The Finance Committee considered the status on the three major audit observations on tax compliance which primarily arisen out of 'non-parity' of the IIT employees to Government employees, and recommended to the Board to pursue the matter with the Ministry in fresh and raised the same before the IIT Council.

Further, the Finance Committee advised to follow up this matter periodically with CAG to settle the observations.

Item No.56.5: To report and consider the status on the construction of the Mehta Family School of Data Sciences & Artificial Intelligence (MFSDSAI), and approval accorded by the Chairman, B&WC w.r.t. assigning the balance work to the NBCC Ltd. as a PMC.

The Finance Committee noted the status on the construction of the Mehta Family School of Data Sciences & Artificial Intelligence (MFSDSAI) and recommended the proposal to the Board for approval to assign the balance work to NBCC Ltd. as a PMC.

Item No.56.6: To consider the proposal for revised location and preliminary estimated cost of Research and Development Park at IIT Roorkee.

The Finance Committee considered the proposal and informed that some Alumni & Industries in NCR hub, shown their interest with GNEC location. Considered the strong justification for this change and taken note of some of the already existing facilities like Green hydrogen and sustainability center here, the Finance Committee recommended the change of the R&D Park location to GNEC Campus with the revised estimate cost of Rs.195.55, to the Board for approval.

Further, the Finance Committee to address the issue of far-off location of faculty at Roorkee, suggested to place residential Post-Docs at GNEC.

Item No.56.7: To consider a proposal for the reimbursement of newspapers purchased/ supplied to faculty and officers members at their residence.

The Finance Committee considered the reimbursement proposal to the expenditure incurred on purchase of the newspapers by faculty members and officers at their residence and recommended the same to the Board for approval with ceiling as given below:

S. No.	Level /Designation	Monthly reimbursement ceiling (in Rs.)
1.	Director, IIT Roorkee	As per actuals
2.	Level, 15 (HAG)	Rs. 1100/-
3.	Level 14A and Level 14	Rs. 850/-
4.	Level 13 A2, Level 13 A1, Level 13A, Level 13, Level 12, Level 11 and Level 10	Rs. 500/-

Further, the Finance Committee recommended that the reimbursement claim of newspaper be furnished on half yearly basis in the format given at **Appendix-A**.

This will be effective from 1st August 2024.

Item No.56.8: To consider the proposal for revision in reimbursement of residential telephone/mobile phone/internet bills.

The Finance Committee considered the proposal and recommended the same to the Board for approval with ceiling as given below:

Designation/Level	Re-imbursement of monthly revised ceiling (in Rs.)
Director, IIT Roorkee (PL-17)	Rs.4200/-
Professor in HAG Scale (PL-15)	Rs.3000/-
Professors and equivalent Officers (PL-14 and 14A)	Rs.2700/-
Associate Professors/Assistant Professors and equivalent Officers (PL-12 to 13A2)	Rs. 2250/-
Other Entitled Group 'A' Officers (PL-10 and 11)	Rs. 1200/-

Group 'A' (on contract)	Rs. 1100/-
Group 'B' (on essential duties)	Rs. 1100/-
Group 'C' (on essential duties)	Rs. 900/-

Further, the Finance Committee recommended the reimbursement claim of residential telephone/mobile phone/ internet bills be furnished on half yearly basis in the notified format given at **Appendix-B**.

This will be effective from 1st August 2024.

Item No.56.9: To consider a proposal for revision in the House Building Advance rules of the Institute.

The Finance Committee considered the recommendations of the committee **Appendix-C** and on taken note of the strength of faculty and non-teaching employees, recommended to the Board to revise the House Building Advances rules with a ceiling on HBA advance at Rs.20 (twenty) lakhs for construction/purchase of new house/ flat to meet the requirement of a larger group.

Item No.56.10: To consider the proposal for revision in Pay Level of Staff Nurses from Pay Level 06 to Pay Level 07.

The Finance Committee considered the item and recommended to the Board to revise the entry pay level at recruitment of Staff Nurses to PL-7 w.e.f. 01.01.2006 subjected to following minimum qualifications:

1. (i) B.Sc. (Hons.) Nursing/B.Sc. Nursing from an Indian Nursing Council recognized Institute or University.

OR

B.Sc. (Post-certificate)/ Post Basic B.Sc. Nursing from an Indian Nursing Council recognized Institute or University.

- (ii) Registered as Nurses & Midwife in State/Indian Nursing Council.

OR

2. (i) Diploma in General Nursing Midwifery from and Indian Nursing Council recognized Institute/Board or Council.


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- (ii) Registered as Nurses & Midwife in State/Indian Nursing Council.
- (iii) Two years' experience in minimum 50 bedded Hospital after acquiring the educational qualification mentioned above.

The meeting ended with a vote of thanks to the Chair.


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Appendix 'A'
Item No. FC/56.7

NEWSPAPER REIMBURSEMENT CLAIM

Employee No. :
Name of Employee :
Designation :
Pay Level & Basic Pay (Rs.) :
Mobile No. :
Bank details for reimbursement
(i) Bank Name and Address :
(ii) Bank A/C No. :
(iii) IFSC Code :
Newspaper purchase Details :

Purchase of newspapers on half yearly for period (March-August/Sept.-February)	From to
Newspaper(s) amount Bill payment receipt should invariable have GST no./Tax-Invoice/e-transaction ID in case of online payment.	Rs.
Total Amount	Rs.

Dated:

Signature of the Employee

Forwarded by


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Appendix 'B'
Item No. FC/56.8

Ref: Office memo No. Estt(A)/361/E-4874 dated 13th October 2011, Corrigendum No. Estt(A)/396/E-4874 dated 14th November 2011, Notification No. Estt(A)/89/E-4874 dated 5th March 2012 & Notification No. Estt(A)/942/E-4874 dated 20th February, 2013.

Name:	Tel. No. (R) (O)
Employee No.	Mobile:
Designation:	Claim Period: F.Y. :
Department / office	i. March to August
Grade Pay	ii. September to February

CLAIM DETAIL			
S.No.	Particulars (#)	Date of Receipt	Amount Rs.
		Total	
Amount in words:			

(#) Bill claim receipts should invariable have GST no./Tax-Invoice/e-transaction ID in case of online payments

Name

For Department / Office Verified and passed for payment of Amount (in words)..... GRANT CODE : Head of Department./office (Seal) SPACE FOR CHEQUE STICKER	For Finance & Accounts Office Pay Amount (in words)..... To..... DEBIT TO GRANT CODE : MHRO2-70-200-312 Supdt. A.R.(A&A) D.R.(A&A) Dean (F&P) 1. Use multiple proforma/ Annexure for more space/ detail. 2. Enclose original verified receipts. 3. Telephone & its Cash Memos / receipt shall only be in the name of employee
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INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

Dated: 05.06.2024

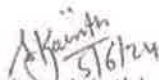
Subject: Minutes of the meeting of Committee to consider revisions in existing IIT Roorkee HBA Rules-2002.

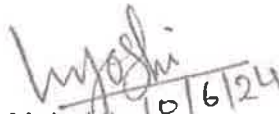
The following Committee duly constituted for considering revision, if any, in the existing House Building Advance (HBA) Rules-2002 of the Institute held on 27.03.2024, wherein the following members were present:

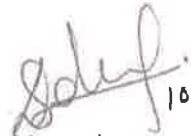
1. Dean, Administration	:	Chairperson
2. Dean, Finance & Planning	:	Member
3. Dean, Infrastructure	:	Member
4. Registrar	:	Special Invitee
5. President, Officers' Forum, IITR	:	Member
6. President, Employees' Union, IITR	:	Member
7. Joint Registrar, Legal & Gen. Admn.	:	Member Secretary

The Committee was informed that HBA to regular employees of the Institute was extended by the Board vide its resolution BG/16/2002, taken in its 1st meeting held on 30.03.2002. The existing HBA Rules-2002 of the Institute along with the revised HBA Rules-2017 and its amendments notified by the Govt. of India were presented in tabular form. These were deliberated and considered by the Committee. The changes as recommended are presented in the table and the same is appended.

The recommended revised HBA Rules-2024 may be considered to be placed before the Board for approval.

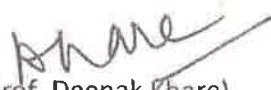

(Sanjeev Jainth)
Joint Registrar
(Legal & Gen. Admn.)

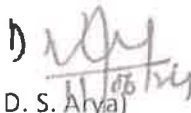

(C. M. Joshi)
Rep. of President, IITREU


(D. C. Meena)
President, Officers' Forum


(Prashant Garg)
Registrar
05/6/24


(Prof. Umesh Kr. Sharma)
Dean, Infrastructure


(Prof. Deepak Khare)
Dean, Finance & Planning


(Prof. D. S. Arya)
Dean, Administration


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**House Building Advance (HBA) Rules of IIT Roorkee recommended by the
House Building Advance Committee in its meeting held on 27-03-2024**

Sl. No.	IITR HBA Rules - 2002	GoI HBA Rules-2017	Revised HBA Rules Recommended by the Committee *
1.	OBJECTIVES	PURPOSE	PURPOSE
		House Building Advance (HBA) is admissible to an employee for only one of the following purposes:-	House Building Advance (HBA) is admissible to an employee for only one of the following purposes:-
a.	Constructing a new house on the plot already owned by the official or jointly with his/her spouse.	i. Constructing a new house on the plot owned by the employee or spouse, either jointly or individually.	i. Constructing a new house on the plot owned by the employee or by the employee and the employee's wife/husband jointly, with the clear title of the plot.
b.	Acquiring a plot and constructing a house thereon.	ii. Purchasing a plot and constructing a house thereon.	ii. Purchasing a plot and constructing a house thereon.
c.	Getting a plot under Co-operative Schemes and building a house, where title will vest in the official after the house is built.	iii. Purchasing a plot under co-operative Schemes and constructing a house/ flat thereon or acquiring a house through membership of Cooperative Group Housing Societies.	iii. Purchasing a plot under co-operative Schemes and constructing a house/ flat thereon or acquiring a house through membership of Cooperative Group Housing Societies.
d.	Enlarging living accommodation in an existing house owned by the official or jointly with spouse. The total cost of the existing structure (excluding cost of land) and the proposed additions should not exceed the prescribed cost ceiling.	iv. Expansion of living accommodation of an existing house owned by the employee or jointly with spouse. The total cost of the existing structure (excluding cost of land) and the proposed additions should not exceed the prescribed cost ceiling under these rules.	iv. Expansion of living accommodation of an existing house owned by the employee or jointly with spouse. The total cost of the existing structure (excluding cost of land) and the proposed additions should not exceed the prescribed cost ceiling under these rules.
e.	Conversion of hire-purchase into outright purchase of house/flat from State Housing Boards or similar Government-controlled Bodies, and outright purchase of new ready built house or flat from Government, semi-Government or Local Bodies, Housing Boards, Development Authorities, etc. and from private parties, i.e. registered builders, architects, house building societies, etc. and <i>not private individuals</i> .	v. Outright purchase of a new ready-built house/ flat from Housing Boards, Development Authorities and other statutory or semi-Government bodies and from registered private builders, architects, house building societies, etc., <i>but not from private individuals</i> .	v. Outright purchase of a new ready-built house/ flat from Housing Boards, Development Authorities and other statutory or semi-Government bodies and from registered builders i.e., registered private builders, architects, house building societies, etc., <i>but not from private individuals</i> , irrespective of its being urban or rural areas.
f.	Purchase of house/flat under 'Self-Financing Housing Schemes' and 'Co-operative Group Housing Societies'.	vi. Purchase/construction of house under the self-financing schemes of Delhi, Bangalore, UP, Lucknow etc.	vi. Purchase/construction of house under the self-financing schemes of Delhi, Bangalore, UP, Lucknow etc.
g.	Repayment of a loan taken from Govt./private source or from HUDCO for house construction, even if the construction has already commenced, but only if the official had applied for HBA before availing such loan.	vii. Repayment of loan or advance taken from a Government or HUDCO or private sources even if the construction has commenced, subject to certain conditions.	vii. Repayment of loan or advance taken from a Government or HUDCO or private sources even if the construction has commenced, subject to certain conditions.

*Incorporated the changes from GoI HBA Rules - 2017 and its amendments.

	viii. Existing employees who have already taken Home Loans from Banks and other financial institutions are allowed to migrate to this scheme, subject to fulfillment of extant conditions.	viii. Existing employees who have already taken Home Loans from Banks and other financial institutions are allowed to migrate to this scheme, subject to fulfillment of following conditions as notified by MoHUA, GoI vide OM No.17011/11(4)/2016-H.III dated 31.01.2018: a. Before applying House Building Advance, the employee; i) should satisfy himself that the home loans were taken entirely for purpose of construction/ purchase of new house/ flat. ii) should ensure that the House Building Advance sanctioned is limited to the amount of loan still due to be repaid by him. b. House Building Advance can be availed towards repayment of bank loan taken for the purpose of construction/ purchase of new house/ flat. c. Employee shall be eligible for grant of House Building Advance on the date he/ she obtained loans from banks and other financial institutions, irrespective of whether they applied for House Building Advance before raising the loan. d. House Building Advance for repayment of loans shall be granted to the eligible employees in one lump sum. However, the Government employee shall produce the HBA Utilization Certificate within one month from the date of release of HBA. e. Employee has to satisfy the other provisions of the House Building Advance Rules.
ix. Constructing only residential portion of the building on a plot earmarked for a shop-cum-residential plot, in a residential colony, subject to prescribed cost ceiling.	ix. Constructing only residential portion of the building on a plot earmarked for a shop-cum-residential plot, in a residential colony, subject to prescribed cost ceiling.	ix. Constructing only residential portion of the building on a plot earmarked for a shop-cum-residential plot, in a residential colony, subject to prescribed cost ceiling.
h. Constructing the residential portion alone of the building on a plot, which is earmarked as a shop-cum-residential plot in a residential colony. i. For purchase of house/flat from private parties, i.e., registered builders, architects, house building societies, etc. but <i>not from private individuals</i> 2. ELIGIBILITY a) All permanent officials of the Institute.	ELIGIBILITY i. All permanent government employees.	ELIGIBILITY i. All permanent employees of the Institute.

*Incorporated the changes from GoI HBA Rules – 2017 and its amendments.

b) Officials with at least 10 years' continuous service. Past military service of reemployed Ex-Servicemen will be reckoned for counting the minimum period of 10 years. The sanctioning authority should be satisfied about the official's likely retention in service till the house is completely built and mortgaged to the Director.	ii. All other employees with at least 5 years of continuous service, provided they do not hold permanent appointment under a State Government and the sanctioning authority is satisfied about their likely retention in service till the house is built and mortgaged.	ii. Y-pool staff with at least 20 years of continuous service in the institute and sanctioning authority is satisfied about their likely retention in service till the house is built and mortgaged.
c) If both husband and wife are Government servants, advance is admissible to only one of them.	iii. Members of All India Services deputed for service under the Central Government/Company/ Association/Body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government or an International Organization, and autonomous body not controlled by Government or Private Body.	N.A.
	iv. Employees of Union Territories and North East Frontier Agency.	N.A.
	v. Staff/ Artistes of the All India Radio who fulfil the condition prescribed at (ii) above and have been appointed in long term contracts extending to the age as per extant rules.	N.A.
	vi. Central government employees governed by The Payment of Wages Act, 1936.	N.A.
	vii. Central government employees on deputation to another Department or on Foreign Service. Such cases to be processed by the Head of the Office of the Parent Department.	
	viii. Extant rules for eligibility conditions of Ex-servicemen and of central government employees under suspension remains unchanged.	
	Note: In cases where both the spouses are central government employees and are both eligible for grant of House Building Advance, the advance will be admissible to both of them jointly/separately.	iii. In cases where both the spouses are Institute employees and are both eligible for grant of House Building Advance, the advance will be admissible to both of them jointly/separately.
3. CONDITIONS		CONDITIONS
a. The official should not have availed of any loan or advance for the purpose from any other Government source, Housing Board, other semi-Government or Local Bodies, Development Authorities, etc. Where such loan has been availed of, HBA can be granted if the Institute employee undertakes to repay the outstanding loan forthwith in one lumpsum.		i. The employee should not have availed of any loan or advance for the purpose from any other Government source, Housing Board, other semi-Government or Local Bodies, Development Authorities, etc. Where such loan has been availed of, HBA can be granted if the Institute employee undertakes to repay the outstanding loan forthwith in one lumpsum.

*Incorporated the changes from Gol HBA Rules - 2017 and its amendments.

	b. The officials or spouse or minor child should not already own a house in the town/urban agglomeration where the house is proposed to be constructed or acquired. c. If the official is a member of HUF, which owns a house at the same place, he may be granted advance restricted to 60% of the normal entitlement. d. The title to the land should be clear. e. Advance for ready-built house or flat is admissible for outright purchase only. f. House/Flat constructed/acquired with the help of HBA to be used for residential purpose only. g. Only one advance is admissible during the entire service.		ii. The employee or spouse or minor child should not already own a house in the town/urban agglomeration where the house is proposed to be constructed or acquired. iii. If the employee is a member of HUF, which owns a house at the same place, he may be granted advance restricted to 60% of the normal entitlement. iv. The title to the land should be clear. v. Advance for ready-built house or flat is admissible for outright purchase only. vi. House/Flat constructed/acquired with the help of HBA to be used for residential purpose only. vii. Only one advance is admissible during the entire service.
4	COST CEILING a. Cost of the house (excluding cost of land) should not exceed 200 times of the (basic pay + NPA + Stagnation increment) of the Institute employees, subject to a minimum of Rs.7.5 lakhs and a maximum of Rs.18 lakhs. This may be subject to revision by the Board from time to time taken into account the revisions effected by the Govt. of India for its own employees.	(i) Cost of the house to be built/purchased (excluding only. the cost of plot) should not exceed 139 times of the basic pay of the employee subject to a maximum of 1 crore (one crore) only. In individual cases, if the Administrative Ministry is satisfied on the merits of the case, the cost ceiling may be relaxed up to a maximum of 25% by the Head of the Department.	COST CEILING CONDITIONS. (i) Cost of the house to be built/purchased (excluding only. the cost of plot) should not exceed 139 times of the basic pay of the employee subject to a maximum of 1 crore (one crore) only.
NOTE: (i) If both husband and wife are employed in Central/State Government, Public Undertaking, Semi-Government Institutions or Local Bodies, the pay of both of them will be taken into consideration for calculating the cost ceiling. (ii) The cost ceiling may be relaxed upto 25% in individual cases based on merit by the Board of Governors. (iii) In the case of self-financing housing scheme (SFSH) as notified by the different Development Authorities, e.g. Haridwar Development Authority, etc., the cost ceiling should be taken as inclusive of land and development charges.			(ii) If both husband and wife are employed in Central/State Government, Public Undertaking, Semi-Government Institutions or Local Bodies, the pay of both of them will be taken into consideration for calculating the cost ceiling. (iii) The cost ceiling may be relaxed upto 25% in individual cases based on merit by the Board of Governors. N.A.

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b.	Minimum cost ceiling need not be insisted upon.		(iv)	Minimum cost ceiling need not be insisted upon.
c.	In the case of enlargement to existing accommodation, the total cost of the existing structure and the cost of enlargement should not exceed the limit as above.		(v)	In the case of enlargement to existing accommodation, the total cost of the existing structure and the cost of enlargement should not exceed the limit as above.
d.	If GPF withdrawal is also taken for house building, the total amount of GPF withdrawal and the House Building Advance should not exceed the cost-ceiling limit as above.		(vi)	If GPF withdrawal is also taken for house building, the total amount of GPF withdrawal and the House Building Advance should not exceed the cost-ceiling limit as above.
e.	If the advance is for constructing residential part of the building on a shop-cum-residential plot situated in a residential colony-		(vii)	If the advance is for constructing residential part of the building on a shop-cum-residential plot situated in a residential colony-
(a)	The cost of land and the cost of superstructures of the proposed residential portion and shop(s) should not exceed the ceiling limit.		(a)	The cost of land and the cost of superstructures of the proposed residential portion and shop(s) should not exceed the ceiling limit.
(b)	The entire property including the shop(s) and the residential portion should be mortgaged.		(b)	The entire property including the shop(s) and the residential portion should be mortgaged.
(c)	The entire building including the shop(s) should be insured against fire, lightning, floods, etc.		(c)	The entire building including the shop(s) should be insured against fire, lightning, floods, etc.
			viii.	No enhancement of HBA in case of subsequent revision of DCRG limits.
5.	<u>AMOUNT OF ADVANCE</u>	<u>AMOUNT OF ADVANCE</u>	<u>AMOUNT OF ADVANCE</u>	
(i)	For construction of a new house on an existing plot/purchasing of a plot and constructing a house thereon/purchasing of a ready-built house or flat :	i. Only one advance shall be sanctioned to the government servant during his/her entire service.	i.	Only one advance shall be sanctioned to the Institute employee during his/her entire service.
•	50 times of the (basic pay + NPA + Stagnation increment) of the Institute employee subject to a maximum of Rs.7.5 lakhs, or cost of the house or repaying capacity whichever is the least.	ii. The maximum amount of advance shall be:	ii.	The maximum amount of advance shall be:
		a) 34 months basic pay subject to a maximum of Rs. 25.00 lakhs only (Rs. Twenty five lakhs), or cost of the house/flat, or the amount according to repaying capacity, whichever is the least for construction/purchase of new house/flat.	(a)	34 months basic pay subject to a maximum of ₹ 25.00 lakhs only (₹ Twenty five lakhs), or cost of the house/flat, or the amount according to repaying capacity, whichever is the least for construction/purchase of new house/flat.

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(ii) For enlargement of living accommodation in an existing house: 50 times of the (basic pay + NPA + Stagnation increment) of the Institute employee, subject to a maximum of Rs.1.80 lakhs, or repaying capacity whichever is the least.	b) For expansion of existing house, the amount of HBA will be limited to 34 months basic pay subject to maximum of Rs.10.00 lakhs only (Rs. Ten lakhs), or the cost of the expansion, or the amount according to repaying capacity, whichever is the least.	b) For expansion of existing house, the amount of HBA will be limited to 34 months basic pay subject to maximum of ₹10.00 lakhs only (₹ Ten lakhs), or the cost of the expansion, or the amount according to repaying capacity, whichever is the least.
(iii) In case of construction of a house in a rural area, the advance sanctioned will be the least of 80% of cost or 50 times of (basic pay + NPA + Stagnation Increment) or Rs.7.50 lakhs. For enlarging the existing living accommodation in a rural area, the ceiling will be the least of 80% of cost or 50 times of (basic pay + NPA + Stagnation increment) or Rs.1.80 lakhs.	c) The amount of the advance shall be restricted to 80% of true cost of the land and construction of house or cost of expansion of accommodation in the case of construction in rural areas. This can be relaxed and 100% can be sanctioned if the Head of the Department certifies that the concerned rural area falls within the periphery of town or city.	(c) The amount of the advance shall be restricted to 80% of true cost of the land and construction of house or cost of expansion of living accommodation in the case of construction in rural areas. This can be relaxed and 100% can be sanctioned if the concerned rural area falls within the periphery of town or city.
(iv) The advance will be limited to the estimated cost of construction.		→ Already covered above.
(v) Family pension at normal rates drawn by the Institute employees will be clubbed with basic pay for computing amount of advance as well as cost ceiling.		iii. Family pension at normal rates drawn by the Institute employees will be clubbed with basic pay for computing amount of advance as well as cost ceiling.
(vi) The amount of advance shall be restricted to the repaying capacity of the employee.		iv. The amount of advance shall be restricted to the repaying capacity of the employee.
(vii) The amount of advance sanctioned can be reduced at the request of the Institute employee to avail of the reduced rate of interest, if the entire advance has not been drawn. NOTE:- Amount of advance will be decided by the Institute separately in individual cases depending on the availability of funds for the purpose.		v. The amount of advance sanctioned can be reduced at the request of the Institute employee to avail of the reduced rate of interest, if the entire advance has not been drawn. NOTE:- Amount of advance will be decided by the Institute separately in individual cases depending on the availability of funds for the purpose.
6. REPAYING CAPACITY The repaying capacity of the Institute employee will be computed on the following basis:- Length of remaining service Repaying capacity	REPAYING CAPACITY For the purpose of calculating the admissible loan amount, the repayment capacity of the central government employee shall be calculated as below:	REPAYING CAPACITY For the purpose of calculating the admissible loan amount, the repayment capacity of the Institute employee shall be calculated as below:

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Employees retiring after 20 years : 40% of (basic pay + NPA + Stagnation increment) Employees retiring after 10 years but not later than 20 years: 40% of (basic pay + NPA + Stagnation increment), 65% of Retirement Gratuity may also be adjusted. Employees retiring within 10 years: 50% of (basic pay + NPA + Stagnation increment), 75% of Retirement Gratuity may also be adjusted.	a) In cases of employee retiring after 20 years: 40% of basic pay. b) In cases of employee retiring after 10 years but not later than 20 years: Up to 40% of basic pay. 65% of DCR Gratuity may also be adjusted. c) In cases of employee retiring within 10 years: Up to 50% of basic pay DCR Gratuity upto 75% can be adjusted.	a) In cases of employee retiring after 20 years: 40% of basic pay. b) In cases of employee retiring after 10 years but not later than 20 years: Up to 40% of basic pay. 65% of DCR Gratuity may also be adjusted. c) In cases of employee retiring within 10 years: Up to 50% of basic pay DCR Gratuity upto 75% can be adjusted.
DISBURSEMENT OF ADVANCE a. For enlargement/construction:- Single/Double storied. - 50% on execution of the mortgage deed in all cases. Balance 50% on the construction reaching plinth level for enlargement of ground floor/construction reaching roof level for enlargement in upper floor. b. For purchase of land and construction:- Single-storied house.- 40% or the actual cost of the plot for purchase of plot on execution of agreement in Form HBA-III and	DISBURSEMENT i. Advance for purchase of ready built house can be paid in one lump sum as soon as the applicant executes an agreement in the prescribed form. The employee should ensure that the house is purchased and mortgaged to the Government within 3 months of drawl of the advances. ii. Advance for purchase/ construction of new flat may be paid either in one lump sum or in convenient instalments at the discretion of the Head of Department. The employee should execute the agreement in prescribed form before the advance/ first instalment of advance is paid to him/her. The amount drawn by the employee should be utilized for the purchase/ construction of the flat within one month. iii. Advance for construction/ expansion of living accommodation, etc., shall be payable in two instalments of 50% each. The first instalment will be paid after the plot and proposed house/ existing house is mortgaged and the balance on the construction-reaching plinth level. iv. Advance for expansion to be carried out on the upper storey of the house will be disbursed in two instalments, first instalment on executing the mortgage deed and the second instalment on the construction reaching roof-level. v. In the case of advance for purchase of plot and construction of house, the advance will be disbursed as below:	DISBURSEMENT OF ADVANCE i. Advance for purchase of ready built house can be paid in one lump sum as soon as the applicant executes an agreement in the prescribed form. The employee should ensure that the house is purchased and mortgaged to the Registrar within 3 months of drawl of the advances. ii. Advance for purchase/ construction of new flat may be paid either in one lump sum or in convenient instalments. The employee should execute the agreement in prescribed form before the advance/ first instalment of advance is paid to him/her. The amount drawn by the employee should be utilized for the purchase/ construction of the flat within one month. iii. Advance for construction/ expansion of living accommodation, etc., shall be payable in two instalments of 50% each. The first instalment will be paid after the plot and proposed house/ existing house is mortgaged and the balance on the construction-reaching plinth level. iv. Advance for expansion to be carried out on the upper storey of the house will be disbursed in two instalments, first instalment on executing the mortgage deed and the second instalment on the construction reaching roof-level. v. In the case of advance for purchase of plot and construction of house, the advance will be disbursed as below:

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production of Surety Bond (HBA-IV), 50% of the balance on execution of the mortgage deed (HBA-V) and the balance on the construction reaching plinth level. c. For purchase of land and construction:- Double-storied house:- 30% or the actual cost of plot on executing the agreement, 50% of the balance on execution of the mortgage deed and the balance on the construction reaching plinth level. d. For purchase /construction of flat or purchase of a house:- In one lumpsum.	a) Single Storeyed House: After agreement in prescribed form is executed on production of surety bond, 40% of the advance or actual cost will be disbursed for purchase of plot. The balance amount will be disbursed in two equal instalments, first after the mortgage is executed and second on the construction reaching plinth level. b) Double Storeyed House: 30% of advance for cost of plot will be disbursed on executing the agreement. The balance amount will be disbursed in two equal instalments, the first on executing the mortgage deed and the second on construction reaching plinth level.	a) Single Storeyed House: After agreement in prescribed form is executed on production of surety bond, 40% of the advance or actual cost will be disbursed for purchase of plot. The balance amount will be disbursed in two equal instalments, first after the mortgage is executed and second on the construction reaching plinth level. b) Double Storeyed House: 30% of advance for cost of plot will be disbursed on executing the agreement. The balance amount will be disbursed in two equal instalments, the first on executing the mortgage deed and the second on construction reaching plinth level.
e. For purchase of house/flat from Co-operative Group Housing Societies:- 30% on execution of mortgage deed and the balance in suitable instalments on receipt of demand. 8. TIME LIMIT FOR UTILIZATION OF ADVANCE a. Purchase of land:- Should be completed and the Sale deed produced within two months, failing which the advances should be refunded in lump sum. b. Purchase of house:- Acquisition and mortgage to the Director be completed within three months. The Director may grant extension of time limit. c. Purchase/construction of new flat:- Should be utilized within one month, unless extension of time limit is granted. d. The construction should be completed within 18 months of the date on which the first instalment is drawn. Extension of time limit is permissible up to one year by the Director and for a longer period by the Board of Governors if the work is delayed due to circumstances beyond the Institute employee's control.	Already covered in (ii) above.	vi. For purchase of house/flat from Co-operative Group Housing Societies:- 30% on execution of mortgage deed and the balance in suitable instalments on receipt of demand. TIME LIMIT FOR UTILIZATION OF ADVANCE i. Purchase of land:- Should be completed and the Sale deed produced within two months, failing which the advances should be refunded in lump sum. ii. Purchase of house:- Acquisition and mortgage to the Director be completed within three months. The Director may grant extension of time limit. iii. Purchase/construction of new flat:- Should be utilized within one month, unless extension of time limit is granted. iv. The construction should be completed within 18 months of the date on which the first instalment is drawn. Extension of time limit is permissible up to one year by the Director and for a longer period by the Board of Governors if the work is delayed due to circumstances beyond the Institute employee's control.

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e.	The construction should be exactly according to the approved plan and specifications as the basis of which the advance was sanctioned. Prior concurrence of the Director is necessary for any deviation.		v. The construction should be exactly according to the approved plan and specifications as the basis of which the advance was sanctioned. Prior concurrence of the Director is necessary for any deviation.
9.	<u>SURETY IN CERTAIN CASES</u> In addition to execution of mortgage/agreement, the surety of a permanent employee of the Institute is necessary before releasing the sanctioned advance or any part thereof to- a. Officials who are not permanent. b. Officials due to retire from service within 18 months following the date of application for advance. c. Permanent officials [not covered by (b) above] requiring the advance for the purchase of a ready-built house.		<u>SURETY IN CERTAIN CASES</u> In addition to execution of mortgage/agreement, the surety of a permanent Institute employee is necessary before releasing the sanctioned advance or any part thereof to- i. employees who are not permanent. ii. employees who are due to retire from service within a period of 18 months following the date of application for advance. iii. Permanent employees [not covered by (ii) above] requiring the advance for the purchase of a ready-built house.
10.	<u>INSURANCE</u> On completion of construction/purchase, the house should be insured by the Institute employee at his cost against fire, flood and lightning for the full value of the house. The Insurance policy should be deposited with the Institute and the premium receipts should be produced for inspection. The insurance should be kept alive till liquidation of advance. Separate insurance of flats/ houses acquired through membership of Co-operative Group Housing Societies is not necessary.	<u>INSURANCE</u> a) Immediately on completion of construction/purchase of house/flat, the employee shall insure the house with the recognized institutions as approved by Insurance Regulatory and Development Authority (IRDA), for not less than the amount of advance and shall keep it so insured against damage by fire, flood and lightning till the advance together with interest thereon is repaid in full and deposit the policy documents with the Head of the Department (HoD). Renewal of insurance will be done every year and premium receipts produced for inspection of the HoD regularly.	<u>INSURANCE</u> i. Immediately on completion of construction/purchase of house/flat, the employee shall insure the house with the recognized institutions as approved by Insurance Regulatory and Development Authority (IRDA), for not less than the amount of advance and shall keep it so insured against damage by fire, flood and lightning till the advance together with interest thereon is repaid in full and deposit the policy documents with the Registrar. Renewal of insurance will be done every year.
		b) Penal interest of 2% over and above existing rate of interest will be recovered from the employee for those periods which are not covered by insurance of the house.	-
11.	<u>MAINTENANCE</u> The house should be maintained in good condition at owner's cost and kept free from all encumbrances. The employee	<u>MAINTENANCE</u> The house should be maintained in good condition at owner's cost and kept free from all encumbrances. The employee should pay all	<u>MAINTENANCE</u> The house should be maintained in good condition at owner's cost and kept free from all encumbrances. The employee should pay all

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should pay all taxes regularly and furnish a certificate annually to that effect to the Institute. The Institute may carry out annual inspection for checking up the maintenance.	<u>MORTGAGE AND CREATION OF SECOND CHARGE</u> a) House shall be mortgaged on the behalf of President of India. However, the employee, if he wishes to take a second charge to meet the balance cost of the house/ plot or flat from recognized financial institutions, then he/she may declare the same and apply for NOC at the time of the applying for HBA. NOC for second charge will be given along with sanction order of HBA. The total loan form HBA and from all other sources cannot be beyond ceiling cost of the house as defined under para 4 above.	taxes regularly and furnish a certificate annually to that effect to the Institute. The Institute may carry out annual inspection for checking up the maintenance. <u>MORTGAGE AND CREATION OF SECOND CHARGE</u> i. House shall be mortgaged on the behalf of Board of Governors of Institute. ii. However, the employee, if he wishes to take a second charge to meet the balance cost of the house/ plot or flat from recognized financial institutions, then he/she may declare the same and apply for NOC at the time of the applying for HBA. NOC for second charge will be given along with sanction order of HBA. The total loan from HBA and from all other sources cannot be beyond ceiling cost of the house as defined under para 4 above.
	b) In case if HBA is availed by both husband/ wife jointly, i) HBA Mortgage paper, insurance paper and other papers regarding property shall be submitted to one of the loan sanctioning authorities of their choice. ii) A No Objection Certificate may be obtained from the 2nd loan sanctioning authority. iii) The property mortgaged to behalf of President of India, shall be reconvened on the prescribed form to the central government employee concerned (or their successors in interest, as the case may be), after the advance together with interest thereon, has been repaid to Government in full and after obtaining No Demand Certificate in respect of HBA loan sanctioned by the 2nd loan sanctioning authority.	iii. In case if HBA is availed by both husband/ wife jointly, a. HBA Mortgage paper, insurance paper and other papers regarding property shall be submitted to one of the loan sanctioning authorities of their choice b. A No Objection Certificate may be obtained from the 2nd loan sanctioning authority. c. The property mortgaged to behalf of President of India, shall be reconvened on the prescribed form to the Institute employee concerned (or their successors in interest, as the case may be), after the advance together with interest thereon, has been repaid to Institute in full and after obtaining No Demand Certificate in respect of HBA loan sanctioned by the 2nd loan sanctioning authority.
<u>SECOND MORTGAGE</u> If an employee wants to avail of a further loan (in addition to the HBA) from any financial institution, he may create a second charge on the property, with the prior permission of the Director, subject to the following conditions:-		Already covered in (ii) above

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a. Loan to be obtained should be from recognized financial institutions like Banks, Govt. Financial Corporations, co-operative Housing Finance Institutions, Public Companies formed and registered in India with the specific purpose of financing housing like Housing Development Finance Corporation Limited.		iv. Loan to be obtained should be from recognized financial institutions like Banks, Govt. Financial Corporations, co-operative Housing Finance Institutions, Public Companies formed and registered in India with the specific purpose of financing housing like Housing Development Finance Corporation Limited.
b. The total HBA taken plus the amount of loan now raised should not exceed the prescribed cost ceiling.		v. The total HBA taken plus the amount of loan now raised should not exceed the prescribed cost ceiling.
c. Second charge can be created in respect of loan for meeting the balance cost of the house/flat.		vi. Second charge can be created in respect of loan for meeting the balance cost of the house/flat.
d. Second charge can be created also for enlargement of living accommodation in the house constructed/ acquired with HBA, if two years have elapsed after completion of the house constructed with HBA.		vii. Second charge can be created also for enlargement of living accommodation in the house constructed/ acquired with HBA, if two years have elapsed after completion of the house constructed with HBA.
		viii. The second charge created with one financial institution can be transferred to another financial institution, provided the first charge remains with the President of India.
		ix. There should be only one second charge at a time.
INTEREST	APPLICABLE RATE OF INTEREST AND METHODOLOGY OF RECOVERY OF HOUSE BUILDING ADVANCE	INTEREST
a. The House Building Advance carry simple interest from the date of payment of the first instalment and is calculated on the balance outstanding on the last day of each month.		i. The House Building Advance carry simple interest from the date of payment of the first instalment and is calculated on the balance outstanding on the last day of each month.
b. No interest is chargeable beyond the date of retirement/death of the Institute employees.		ii. No interest is chargeable beyond the date of retirement/death of the Institute employees.
	i. The Interest on Housing Building Advance for the financial year 2017-18 onwards shall be 8.5%. This shall be reviewed every three years to be notified in consultation with Ministry of Finance	Added under column 14. RATES OF INTEREST (i)
	ii. The methodology of recovery of HBA shall continue as per the existing pattern of recovery of principal first in the first fifteen years in not more than 180 monthly instalments and interest thereafter in next five years in not more than 60 monthly instalments. The advance carries simple interest from the date of payment of first instalment.	Added under column 16. REPAYMENT OF ADVANCE & 17. COMMENCEMENT OF RECOVERY
	iii. All cases of subsequent tranches/ instalments of HBA being	Added under column 14. RATES OF INTEREST (ii)

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	taken by the employee in different financial years shall be governed by the applicable rate of interest in the year in which the HBA was sanctioned, in the event of change in the rate of interest. Note: The clause of adding a higher rate of interest at 2.5% (two point five percent) above the prescribed rate during sanction of House Building Advance, as reproduced below, stands withdrawn. <i>"Sanction should stipulate the interest 2.5% over and above the scheduled rates with the stipulation that, if conditions attached to the sanction including those relating to the recovery of amount are fulfilled completely to the satisfaction of competent authority, a rebate of interest of the extent of 2.5% will be allowed".</i>	N.A.	
14. RATES OF INTEREST Interest will be charged as per Govt. orders received from time to time. Present rate of interest effective from 1st April 2001 are given below:- Upto Rs. 50,000 : 5% Rs. 50,001 to Rs. 1,50,000 : 6.5 % Rs. 1,50,001 to Rs. 5,00,000 : 8.5 % Rs. 5,00,001 to Rs. 7,50,000 : 9.5 % * The rates of interest as revised by the Central Government from time to time and as prevailing on the date of sanction of advance shall be levied.		RATES OF INTEREST i. Interest will be charged as applicable on the date of sanction of advance as notified by the Govt. of India from time to time. ii. All cases of subsequent tranches/ installments of HBA being taken by the employee in different financial years shall be governed by the applicable rate of interest in the year in which the HBA was sanctioned, in the event of change in the rate of interest.	
15. CONCESSIONAL INTEREST TO EMPLOYEES FOR PROMOTING SMALL FAMILY NORM The rate of interest will be half- percent less for an employee who undergoes sterilization:- a. If the employee is male, he is not over 50 years of age and his wife is between 20 and 45 years of age. If the employee is female, she must not be above 45 years and her husband must not be over 50 years of age. b. Has one to three living children.		Old IITR Rule to be removed as not recommended by 7th CPC	

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c. Has had the sterilization operation in an recommended hospital/clinic. NOTE 1.- The sterilization operation can be undergone by the Institute employee or his/her spouse. NOTE 2.- The rebate is admissible only in cases where the sterilization is done on or after 1.9.1979 irrespective of date of release of the first instalment of the advance but before final instalment is drawn.	16. <u>REPAYMENT OF ADVANCE</u> a. The entire amount of advance together with interest is repayable in 20 years, 180 monthly instalments for principal and 60 instalments for interest. b. The employee may elect to repay in a shorter period than that agreed to. c. The amount of recovery will be fixed in whole rupees. d. Recovery will be effected through monthly pay/leave salary or subsistence allowance bills. Recovery cannot be postponed without the prior approval of the Board of Governors.	<u>REPAYMENT OF ADVANCE:</u> i. The entire amount of advance together with interest is repayable in 20 years, 180 monthly instalments for principal and 60 instalments for interest ii. The advance may be repaid in a shorter period also if the employee so desires.
17. <u>COMMENCEMENT OF RECOVERY</u> a. In the case of construction of new house or enlarging living accommodation, recovery will commence from the pay of the month following the completion of the house or the pay for the 18th month after the date of payment of the first instalment, whichever is earlier. b. In the case of HBA taken partly for purchase of land and partly for construction, recovery will commence from the pay of the month following the completion of the house or the pay for the 24th month after the date on which the instalment for purchase of land was drawn by the employee, whichever is earlier. c. In the case of ready-built house or flat, recovery will commence from the pay of the month following that in which the advance is taken.	<u>COMMENCEMENT OF RECOVERY</u> i. In the case of construction of new house or enlarging living accommodation, recovery will commence from the pay of the month following the completion of the house or the pay for the 18th month after the date of payment of the first instalment, whichever is earlier. ii. In the case of HBA taken partly for purchase of land and partly for construction, recovery will commence from the pay of the month following the completion of the house or the pay for the 24th month after the date on which the instalment for purchase of land was drawn by the employee, whichever is earlier. iii. In the case of ready-built house or flat, recovery will commence from the pay of the month following that in which the advance is taken.	<u>COMMENCEMENT OF RECOVERY</u> i. In the case of construction of new house or enlarging living accommodation, recovery will commence from the pay of the month following the completion of the house or the pay for the 18th month after the date of payment of the first instalment, whichever is earlier. ii. In the case of HBA taken partly for purchase of land and partly for construction, recovery will commence from the pay of the month following the completion of the house or the pay for the 24th month after the date on which the instalment for purchase of land was drawn by the employee, whichever is earlier. iii. In the case of ready-built house or flat, recovery will commence from the pay of the month following that in which the advance is taken.

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		iv. The amount of recovery will be fixed in whole rupees. v. Recovery will be affected through monthly pay bills/leave salary bills/subsistence allowance bills, as the case may be.	
18.	ADJUSTMENT OF A PORTION FROM RETIREMENT/DEATH GRATUITY In the case of employees retiring within 20 years, a portion of the HBA and/or interest may be left to be adjusted from the retirement/death gratuity if a suitable clause to that effect is inserted in the mortgage deed.	ADJUSTMENT OF A PORTION FROM RETIREMENT/DEATH GRATUITY In the case of employees due to retire within 20 years of the grant of advance, the employees may be permitted to repay a part of the advance in convenient monthly instalments till date of retirement and pay the balance from out of his DCR Gratuity. In such cases, specific provision to this effect should be incorporated in the Agreement/ Mortgage Deed. The amount of instalment worked out should not be less than that worked out on the basis of repaying within 20 years.	
19.	FAILURE TO REPAY If the employees fail to repay the balance of the HBA on or before the date of retirement, Institute may enforce recovery from retirement/death gratuity or by sale of the house or in any other manner, as may be decided by the Board of Governors.	FAILURE TO REPAY If the employees fail to repay the balance of the HBA on or before the date of retirement, Institute may enforce recovery from retirement/death gratuity or by sale of the house or in any other manner, as may be decided by the Board of Governors.	
20.	DEBITABLE HEAD The amount of advance will be debitable to the funds allotted for the purpose under the head 'HOUSE BUILDING ADVANCE'.	DEBITABLE HEAD The amount of advance will be debitable to the funds allotted for the purpose under the head 'HOUSE BUILDING ADVANCE'.	

*Incorporated the changes from GoI HBA Rules – 2017 and its amendments.

21. PROCEDURE TO APPLY Prescribed application forms for the purpose of taking the House Building Advance may be obtained from the General Section of the Registry. (IITR FORM HBA-I to V).	RECONVEYANCE OF PROPERTY i. The property mortgaged to Institute should be reconveyed to the Institute employee in the prescribed form after the advance together with interest has been repaid to Institute in full. ii. Reconveyance Deed should be executed by the Registrar on behalf of the President of India. iii. The Deed should be got registered. iv. The expenses in connection with the execution/registration should be borne by the loanee unless the execution/registration of the deed by the Central Government is exempt. v. After the reconveyance deed has been executed and registered, it shall be made over to the employee along with the mortgage deed, original sale deed and other documents deposited by the employee. A receipt therefore shall be taken from the employee and kept on record along with a copy of the reconveyance deed. vi. In case Institute Employee dies intestate and the advance is recovered from gratuity or otherwise, reconveyance may be made to the legal heir. If there are more than one legal heir, the reconveyance can be done in favour of one of them after obtaining a 'no objection' affidavit from others PROCEDURE TO APPLY Prescribed application forms for the purpose of taking the House Building Advance may be obtained from the General Administration Office of the Institute.
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28 AUG 2021

*Incorporated the changes from Gol HBA Rules – 2017 and its amendments.