



राष्ट्रीय प्रौद्योगिकी संस्थान गोवा

कुनकोलिम, जिला दक्षिण गोवा, गोवा, पिन-403703

NATIONAL INSTITUTE OF TECHNOLOGY GOA

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Amendments to HAC Policy

1. Advance Notice for Vacation

To facilitate a smoother transition and allow for proper planning and inspection of quarters, residents intending to vacate their allotted accommodation must provide **a minimum of 15 days' advance written notice to the Housing Allotment Committee (HAC)**. This notice is crucial for scheduling the necessary procedures, including inspections and the subsequent re-allotment process. Furthermore, for the convenience of all parties and to align with administrative working hours, the physical handover of keys must occur exclusively on working days between Monday and Friday only to the Estate Office staff.

2. Allotment Order and No Objection Certificate (NOC) Procedure

The issuance of an official allotment order by the HAC will now be contingent upon the prior receipt of two critical documents:

- **Inspection Report from the Estate Office:** Before any allotment order is prepared, the Estate section must conduct a thorough inspection of the quarter and furnish a comprehensive report to the HAC. This ensures that the accommodation meets the required standards and is ready for occupation. Also, after the employee vacates the allotted quarter, the Estate Office will verify the vacated quarter and produce an Inspection Report to the HAC.
- **No Objection Certificate (NOC):** After receiving the Inspection Report from the Estate Office, a **No Objection Certificate (NOC)** must be issued by the HAC confirming that the employee has cleared all obligations pertaining to the quarter and forward the same to the Accounts Section for necessary action.

Both the Inspection Report and the NOC are mandatory prerequisites to ensure a seamless and problem-free transfer of occupancy.

3. Procedure During Key Handover

The process of handing over the keys to the vacated quarter has been formalized to ensure accountability and proper record-keeping:

- **Covering Letter:** When submitting the keys, residents must attach a covering letter detailing their name, quarter number, and the date of vacation. This letter serves as a formal record of the handover.
- **Quarter Condition:** It is imperative that the quarter is **thoroughly cleared and completely vacated** of all personal belongings. Residents are responsible for ensuring the quarter is in a **clean and empty condition** prior to handover.
- **Acceptance of Keys:** The keys will only be officially accepted by the designated authority after a physical verification confirms that the quarter is indeed clean, empty, and free from any damages beyond normal wear and tear. This step is critical to prevent future disputes and facilitate immediate re-allotment.

4. House Rent Allowance (HRA) Consideration

The effective date for claiming House Rent Allowance (HRA) by the vacating resident will now be directly linked to the successful completion of the vacation process. HRA will be considered applicable **from the date of successful key handover and confirmed vacation of the quarter**. This amendment ensures that HRA claims accurately reflect the actual period of non-occupancy of institutional accommodation.

5. General Amendment Clause

To maintain flexibility while upholding policy integrity, **any deviation from the processes outlined above, or any exceptional cases** that do not fit neatly within these established guidelines, will require **explicit written approval from the competent authority**. This clause ensures that while processes are streamlined, there is still a mechanism to address unique circumstances under appropriate oversight.

These amendments are effective immediately and are designed to enhance efficiency, transparency, and fairness in the housing administration at NIT Goa. For any clarifications or further details, please contact the HAC office.