

ESTATE SECTION - IITM

Rules for allotment of Quarters

1. These Rules will apply in the matter of allotment / occupation of quarters to the Employees of the Institute.
2. The Director of the Institute or his nominee exercise power of allotment / occupation under these rules.
3. In these rules unless the context otherwise requires, 'Allottee' means employee of the Institute who has been allotted a quarter.
4. Normal license fee means flat rate based on plinth area as per Govt. of India rules.
5. Norms for allotment of quarters will be based on scales of pay as detailed in the Annexure-I
6. The allotment will be made on announcement and registration for a particular quarters. In every case, the allottee all be deemed to be a licensee and not a tenant. In no case, an employee who is eligible for a particular class of accommodation shall be allotted a higher class of accommodation even if such accommodation is available.
7. An employee shall not be allotted any quarters, if the employee's wife or husband, as the case may be, has already been allotted a quarters, unless that quarters is surrendered.
8. If two employee who are in occupation of two separate quarters marry each other, they shall surrender one of the two quarters within one month of the marriage.
9. If one of the two quarters occupied by a husband or wife is not surrendered as provided in Clause (8) the allotment of the quarters with lower living area shall be withdrawn on the expiry of the aforesaid period of one month. Provided that where both the quarters have the same living area, the allotment of such one of them, as the Director may specify shall be withdrawn.
10. Nothing in this sub-rule shall apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by the court.
11. **Debarring Clause:** As and when the eligible quarters are announced, the announcement will have a closing date for registration followed by a period of two working days for withdrawals / cancellations. All withdrawals / cancellations of registration and declining of allotments after the withdrawal deadline, irrespective of whether allotment order has been issued or not, will result in debarring from quarters allotment / registration for **one year from the date of closing date of the particular announcement / from the date of issue of allotment order.**

12. Retention of quarters:

If a staff member is permitted to take relief from the Institute services while on long leave or at the end of such long leave without rejoining the Institute and the relief is effected retrospectively (from the original date of relief from the Institute), only normal HRA will be charged for the duration of the leave availed.

If an allottee proceeds on long leave or deputation he/she will be permitted to retain his/her accommodation subject to the following conditions:

- a) If the staff member is granted leave / leave at credit / extra-ordinary leave, he may be permitted to retain the quarters on normal licence fee for maximum of 12 month period of leave, under a caretaker. The care-taker should be a dependent to the employee as per Institute record or Institute staff member or Research Scholar / Research Associate or Project staff of the Institute or Visiting Faculty, Retired employees of the Institute or spouse of the deceased employee.
- b) If the staff member fails to rejoin the Institute at the end of leave sanctioned, he will be charged 4 times the normal licence fee for the entire period of retention of quarters (i.e.) from the date following the date of relief.
- c) If a staff member is permitted to take relief from the Institute services on voluntary retirement or resignation without rejoining the Institute, only normal HRA be charged. (BOG meeting No.149, 17.2.1995, Item No.17, Resolution No.13/95).

However, the retention for EOL / Deputation / Sabbatical leave may be considered on case to case basis viz.

1. EOL to Govt./Private Organization, the employee may be permitted to retain the quarters for maximum of 12 months on payment of HRA + Normal license fee and other standard charges only.
2. The request of the employees may be considered on case to case basis.

13. If an allottee resigns or is dismissed or removed from service, the allotment shall be cancelled with effect from one month after the date of his resignation, dismissal or removal or on the date on which the quarters is actually vacated, whichever is earlier and they will be charged under the licence fee last paid.

The staff members retiring from services on superannuation or voluntary retirement or after the deputation period at the Institute would be permitted to retain the quarters to a maximum period of **two** months under licence fee last paid. In the event of the death of a staff member, his family can retain the quarters to a maximum period of four months under licence fee last paid.

The Visiting faculty and INSPIRE Hosted faculty are considered as the resigned employees for retention of quarters and they may be permitted to retain the quarters for one month from date of relief. (84th HAC, dt.6.12.2019).

14. However, the retention of quarters beyond the permissible period indicated above (superannuation or voluntary retirement or after the deputation period), will be subjected to levy of normal licence fee last paid for a period of two months (3rd & 4th month) and for subsequent two months (5th and 6th month) at Rs.12/- per sq. ft. *and for the subsequent months damages rent as per Gol norms, subject to the approval of the Competent authority.* (82nd HAC, 11.10.2019).

In the event of the death of a staff member, his family can retain the quarters to a maximum period of twelve months under licence fee last paid and for a further period of twelve months on normal licence fee provided the deceased or missing allottee or any member of the family does not own a house at the place of occupation of accommodation, **subject to the approval of Competent Authority.**

The amount of Rs. 50,000/- for quarters upto D type and Rs. 1,00,000/- for quarters C2 type and above should be withheld towards estate recovery during retirement / resignation. (82nd HAC, 11.10.2019)

For resignation an amount of Rs. 25,000/- for quarters upto D type and Rs. 50,000/- for quarters C2 type and above should be withheld towards estate recovery. (84th HAC, 06.12.2019)

15. Licence fee free accommodation:

In the case of staff members given licence fee free accommodation.

Observation of rules by the allottees:

16. No employee shall sublet or transfer a quarters allotted to him or any portion thereof or any of the servant quarters. If, however, an employee sublets or transfers a quarters allotted to him or any portion thereof or any of the servant quarters besides eviction, the licensee shall be charged the 4 times the standard licence fee of the quarters for the entire period of subletting or transferring the quarters.

17. The allottee should not entertain guests in his quarters for more than three months under intimation to Competent Authority. If, however, the period is likely to exceed 3 months, specific prior approval of the Director shall be obtained. This restriction will not apply in the case of domestic help.

18. The employee to whom a quarters has been allotted shall be personally responsible for the licence fee thereof and for any damage beyond fair wear and tear caused there to or to services provided therein during the period for which the quarters has been and remains allotted to him.

19. The employee to whom a quarters has been allotted shall be required both at the time of occupation and vacation of the quarters, to sign an inventory of the fittings and fixtures

20. Furniture, if available, may be provided on payment of hire charges as per rules.

21. An employee to whom a quarters has been allotted shall not use the same for any purpose except for quarters with his family, and shall maintain the premises and the compound, if any, attached thereto in a clean and hygienic condition.

22. An employee to whom a quarters has been allotted should not cut down trees or shrubs in the premises except with the consent of the Director.

23. An allottee shall comply with any orders of the Director in respect of the campus appurtenant to the quarters.

24. Shifting of quarters:

Parallel Shifting: An employee is permitted to apply for parallel shifting in same type of quarters after 7 years from date of occupation of present quarters subject to the approval of competent authority and allotted as per the seniority.

Horizontal Shifting: An employee is permitted to shifting from one quarters to another of the same type. This is permissible under the following conditions and subject to approval of the Director:

When the staff member who is eligible for higher type applies on medical grounds either in respect of the licensee or spouse or a dependent father or dependent mother or child of the licensee, specific recommendation from the Institute Chief Medical Officer is required for this purpose."

Horizontal / parallel shifting when permitted will not to be treated as fresh allotment. It will be allowed only once in the entire service at the Institute.

Shifting /moving to the lower type quarter is subject to the approval of the HAC.

25. Allotment of quarters to married research scholars (MRS):

a. In respect of allotment of quarters to married research scholars, the applicants will be required to submit their request through workflow.

b) The applicants would be required to upload adequate proof for the date of marriage, at the time of request for allotment of quarters.

c) The seniority will be considered as mentioned below:

In the case of students who were not married on the date of joining the programme but married subsequently, they may be placed in the seniority list of the semester in which they married, not semester in which they joined the programme.

The seniority will be on the Date of Marriage or Date of Joining the programme whichever is later in a particular semester (Jan – June and July – Dec.).

The Seniority list will be finalized and uploaded in the drive during Feb and August every year.

d) The allotment of quarters to the married scholars / students in the ratio of 1: 1 for Regular: QIP.

e). The scholars / students under the category of External, Part time are not eligible for quarters accommodation.

f). Married research scholars are being allotted Lower type quarters (F type and G type (G1- G4)) and higher type quarters (new G type (G5, G6, G7 & G8 quarters) at IIT Madras based on seniority and eligibility. Two different seniority lists will be maintained and allotment will be issued as per seniority and eligibility.

g) MRS shall retain the quarters for the period mentioned against each:

i) Regular Ph.D./ Direct Ph.D. - 5 years from the date of joining

ii) Upgraded Ph.D. (MS to Ph.D) - 5 years from the date of joining

iii) MS / Ph.D (QIP) - 3 years from the date of joining.

For QIP Scholar on submission of Leave sanction letter from their parent organization and approved by the Chairman CCE, the period may be extended further administratively.

iv). Apart from the above, the eligibility period of the scholars' stay may be extended for Maternity Leave period.

h) The Post Doctoral Fellow / Young Scientist are not eligible for quarters accommodation. (Dean's Committee Dt.2.8.2018 / 69th HAC).

i) The Scholar will be allotted Quarters on out of turn basis on nursing mother category to take care of her child from the date of rejoining from the Maternity leave till the child attain the age of 1 ½ yrs. on adhoc allotment (Dean's Committee Dt.2.8.2018 / 69th HAC).

j) The scholar has submitted the thesis within the 5 years of the program, may be retain the quarters till the date of Viva voce exam or till the date of relief from the program or 3 months from date of submission of thesis whichever is earlier. Same may be reviewed every month by Estate Section and HAC to be considered after 3 months.

k) The scholar completed the program and awarded pre doctoral fellow they may be permitted to retain the quarters till their Date of Expiry of Eligibility (i.e. 5 year tenure).
The scholar completed the program and offered for any Project Assoc. they may not be permitted to retain the quarters.

l) The scholars who are all staying beyond their eligible period may be charged the damage rate as per GPRA norms.

The seniority will be based on the Date of Marriage during the particular Academic year.

26. The allotment of quarters is further subject to –

a) The applicants who have been considered for allotment shall accept the offer within 10 days from the date of issue of allotment order.

b) The selected / allotted candidates shall deposit a sum of Rs.5000/- / Rs.50000/- under A account towards refundable caution deposit.

c) In case the applicants selected for allotment do not accept the offer, a penalty of Rs.50/- would be imposed for non-acceptance of the offer, besides debarring him/her for a period of one year.

Notice period for vacating the quarters:

27. An allottee shall, before vacating the quarters, give not less than 7 days notice in writing to the Registrar.

Date of effect of Licence fee

28. The liability for licence fee shall commence from the date of occupation of the quarters or 10th day from the date of receipt of allotment order whichever is earlier.

29. When a staff member of the Institute is already a licensee in the Campus and if allotted a new quarters, he may be allowed a maximum of 10 days time to vacate the lower type of quarters under his possession and to take possession of the higher type of quarters allotted to him. The licence fee payable by such a staff member may be regulated as under:

- a. Normal licence fee from the actual date of taking possession of the new quarters or from 11th day from the date of allotment of the quarters, whichever is earlier.

- b. Normal licence fee for the old quarters upto the date of vacation provided, the date of vacation of the old quarters takes place before 10 days from the date of allotment of the new quarters. In the event of any staff member retaining the old quarters even beyond the 10th day from the date of allotment of new quarters he will be charged 4 times the standard licence fee from the 11th day after allotment of the new quarters upto the date of vacation of the old quarters.

29.a. An acceptance letter to be submitted to Estate Section, within 8 days from the receipt of allotment order. He / She is not the present licensee of Quarters in the campus, he / she is allowed a maximum 5 working days to occupy the quarters, from the date of acceptance of the allotment order. If the allottee fails to adhere to the above conditions *he / she will not be eligible for a fresh allotment under Estate rules for a period of one year from the date of allotment order and the allotment letter issued will be cancelled.* Allotted quarters will be deemed to be cancelled if the quarter is not occupied within the stipulated time limit.

Committing breach of rule:

30. If any applicant furnished false information at the time of registration for allotment of quarters he is liable to be made ineligible for that particular allotment.

An employee who commits any breach of these rules or the terms and conditions of the allotment or uses the quarters or permits the quarters or premises to be used, for any purpose which the Director considers to be improper, or conducts himself in a manner which in the opinion of the Director is prejudicial to the maintenance of the harmonious relation with his neighbours, or of maintenance of peace or, sanitation in the campus, or if it is found that the employee has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the Director may without prejudice to any other disciplinary action that may- be taken against him:

- a. cancel the allotment of that quarters to him and
- b. declare him as ineligible for Institute accommodation.

31. For the purpose of this rule, 'Improper use' shall include.

- a. unauthorized addition to / or alteration of any rate of the quarters or premises.
- b. unauthorized extension from electricity and water supply systems and other service connections or tampering therewith.

Where, after the cancellation of an allotment, the quarters remains or has remained in the occupation or custody of an employee to whom it was allotted or of any one claiming through him, then without prejudice to any other action that may be taken against him

the 4 times normal licence fee may be charged for the period of such occupation or custody.

32. i) The allottee shall personally be responsible for theft or any damage to, beyond fair wear and tear, the building, fixtures, furniture, sanitary, fittings, electrical installations, fencing etc. provided therein, during the period of his occupation of the quarters.

ii) The Licensee should not make any additions or alterations to the Buildings or tamper with fittings or electrical installations, not to make any unauthorised constructions or extension to the electric or water supply lines without specific permission of the Director.

iii) No cattle should be kept in the premises or in the compound without previous permission of the Director.

iv) The Licensee should allow the Estate staff or the workers of authorized contractors to have access to the quarters at all reasonable hours to inspect the building, water supply, sanitary or electrical installation, fixtures and furniture's and to carryout such normal repairs thereto as the Estate Officer may consider necessary for the proper maintenance of the quarters.

v) The Licensee should see that no water is wasted by leakage in the water supply fittings or by careless or extravagant use by the occupants and should forthwith report to the Estate Officer any damage to or defect in the Building, fixtures and fittings, electrical installations or fencing and gates for necessary action.

vi) The household garbage should be deposited in a covered bin from which it will be removed by the OWZONE of the CWT /Institute. On no account such garbage should be thrown in the premises, on the streets or kept exposed to air.

vii) Any incidence of infectious disease in the quarters should immediately be reported to the Medical Officer of the Institute and all precautions taken to prevent the spread of infection.

viii) No inflammable materials should be stored in the quarters. In case of fire, Chief Security Officer should be immediately contacted.

Eligibility for re-allotment of quarters:

33. The staff member who vacate the quarters and move out of campus is ineligible for campus housing for two years.

But this rule is not to be applied to any staff member who has vacated the quarters and left the campus while he was residing in one or two types below of his eligible type of

quarters at that point of time and seeking his eligible type of quarters as and when announced.

34. The staff members vacate the quarters while proceeding on EOL / Sabbatical leave for outside assignment and they may be permitted to register for eligible quarters on rejoining the Institute as and when announcements are made and take the chance as per seniority.

Saving clause:

35. If the Director is satisfied that the operation of any of these Rules may cause undue hardship in a particular case, he may- dispense with or relax that rule to such extent and under such conditions as he may consider necessary, and report the same to the Board at their next meeting.

35 a. On any question of interpretation of these rules, the Director's decision shall be final.

Basis for allotment of quarters:

36. The allotment of quarters will be made based on seniority among the eligible group of members. The seniority in each case will be decided as per the rules given below:

a. Among the eligible group of members, one who enters first in Institute services will be the senior most for allotment of quarters for E1, E & D type. (17th Deans Committee meeting held on 11.07.2019).

- c. For C2 and above types, among the eligible group of members, one who enters first in any one of the scales of pay / GP / Level in the particular group will be allotted the respective type of quarters.
- d. In the event of a tie, the allotment will be made to the staff member who has longer service at the Institute.
- e. In case, the above guidelines do not resolve the tie, the following ultimate criteria will be used, namely the allotment will be made to the staff member whose date of superannuation is earlier.

37. i) **Quarters for Mess staff (MSQ)** : Mess Staff quarters are meant for allotment to Hostel mess staff irrespective of their designations. Allotment will be made under recommendations of the Chairman, Hostel Management based on seniority, date of joining as per the records of the hostel management. If no Hostel staff have come forward to occupy the quarters the vacant quarters may be announced for registration among Non-faculty with GP from Rs.1800/- to 2000/- (68th meeting of HAC held on 06.07.2018).

Presently, Mess staffs are not eligible for further quarters allotment as well as temp. allotment.

ii) Quarters for Security staff (SSQ): Security staff quarters are meant for allotment to Guards of the Security section. However the security staff got allotted security staff quarters not eligible for horizontal shifting to general pool quarters and vice versa Security

Two wheeler shed:

Allotment of Two wheeler shed has not been made for the past 5 yr.

38. Garage:

The vacant garages are notified for allotment to staff member possessing car registered in his / her name or on the name of his/her spouse. Allotment is made to the eligible occupant of concerned block where the shed is situated. If more than one staff member registered, the date of joining will be considered for allotment.

The garage shall be at possession of the allottee only as long as he/she possesses the car. A licence fee is charged for garage allotted independent of the regular accommodation.

39. Essential category:

The Board considered the revised list for essential category of staff in the institute and resolved to approve the same has given below, with licence fee free accommodation and one below their normal eligibility except the cases of Director, Registrar and Wardens of Hostels who are allotted earmarked quarters. (BOG meeting No.141, 24.2.1993, Item No.19, Resolution No.11/93)

The following are the essential category of licence fee free accommodation (Existing).

Category	No. of positions
1. Director	1
2. Registrar	1
3. All Deans	9
4. Wardens	24

Norms for Allotment of Temporary Accommodation

1. All permanent staff of Institute will be eligible for allotment of temporary accommodation.
2. Maximum number of days eligible for allotment of quarters is five days at any point of time.
3. Requisition for TA has to be submitted seven days in advance and not earlier and at least two days preceding the date of requirement.
4. Get the application forms filled before 03 working days.
5. If TA is 03 days or less and below C2 type quarters for 02 quarters – Approval from AR/DR
6. If TA is above 03 days and below C2 type quarters for any no. of quarters – Approval from Registrar
7. If TA is for C1 and above type quarters for any no. of quarters and for any no. of days– Approval from Registrar
8. Allotment order should be issued on previous working day.

Charges for Temporary Accommodation:

Qtrs. type	LF	Utility Charges	Total Per Day
B-19 to B-22	2613	120	2733
B / B-1 / BE / C	1460	120	1580
C1	1247	120	1367
WQ / C2	508	120	628
D	476	65	541
D1 / E / E1 / MOH	272	65	337
F / G	141	65	206
SSQ / MSQ	93	65	158

Eligibility criteria for allotment of quarters for various categories of staff members based on implementation of VII Pay Commission at this Institute:

Type of Quarters	Eligible category with Grade Pay	Eligible category with PAY LEVEL	Cycle / order	Remarks
B	Q1 – Q1 GP Rs.10,000 And above	Q1 – Q1 Level 14 And above	Q1	136 Nos.
C	Q1 & Q2 Q1 GP Rs.10,000 And above Q2 GP Rs. 8700 - And above	Q1 & Q2 Q1 Level 14 And above Q2 Level 13 And above	Q2 / Q1 Q2 / Q1 Q1 / Q2	C – 46 Nos. C1 – 72 Nos.
C	Q1 & Q2 Q1 GP Rs.10,000 And above Q2 GP Rs. 8700 - And above	Q1 & Q2 Q1 Level 14 And above Q2 Level 13 And above	Q2 / Q1 Q2 / Q1 Q1 / Q2	C – 46 Nos. C1 – 72 Nos.
C2	Q1, Q2 & Q3 Q1 GP Rs.10,000 And above Q2 GP Rs. 8700 - And above Q3 GP Rs. 5400 - And above	Q1, Q2 & Q3 Q1 Level 14 And above Q2 Level 13 And above Q3 Level 10 And above	Q3/Q2/Q1 Q1/Q2/Q3 Q3/Q1/Q2 Q2/Q1/Q3	Vacant quarters will be allotted to Faculty & Non-Faculty in 7:1 ratio Total = 132 Nos.
D	<u>For Faculty Q2 & Q3:</u> Q2 GP Rs. 8700 - And above Q3 GP Rs.5400 - And above	<u>For Faculty Q2 & Q3:</u> Q1 - Through Q1 list Prof. are not eligible for getting D type Quarters. Q2 Level 13 And above Q3 Level 10 And above	Q2/Q3 Q3/Q2 Q4/Q5	Allotment will be made to Faculty & Non-Faculty Members in such a manner that the ratio of occupancy is in 1:1 at any point of time (excluding the quarters reserved for Special Category - KV, VVMH, SBI, Canara Bank – 4 Nos.) Total = 210 Nos.
D	<u>For Non-Faculty Q4 & Q5:</u> Q4 GP Rs.4800 - And above Q5 GP Rs.4200 - And above	<u>For Non-Faculty Q4 & Q5:</u> Q4 Level 8 And above Q5 Level 6 And above	Q5/Q4 Q4/Q5	
D1	Q2 GP Rs.8700 - And above Q3 GP Rs.5400 - And above	Q2 Level 13 And above Q3 Level 10 And above	Q2/Q3 Q3/Q2	
D2	Q4 GP Rs.4800 - And above Q5 GP Rs.4200 - And above	Q4 Level 8 And above Q5 Level 6 And above	Q5/Q4 Q4/Q5	Allotted only to Non-Faculty Members - 36 Quarters

E	GP 4200 / 2800 / 2400	Level 6 / Level 5 / Level 4	Q6	Allotted only to Non-Faculty Members - 78 Quarters
E1	GP 2000 / 1900 / 1800	Level 3 / Level 2 / Level 1	Q7	Allotted only to Non-Faculty Members -132 Quarters
SSQ	GP 2000 / 1900 / 1800	Level 3 / Level 2 / Level 1	Q7	12 Nos.
MSQ	GP 2000 / 1900 / 1800	Level 3 / Level 2 / Level 1	Q7	24 Nos.

GPRA - RESIDENTIAL ACCOMMODATION DETAILS
(RULE – GIO, Rule 74 (1) and (2))

Type of Accommodation	Range of Living Area in Sq. Mtrs (GPRA)	Level in the Pay Matrix (GPRA)	Existing Flat Rates of Licence fee as per 2017 revision	Existing flat rates of LF from 01.07.2023 (GPRA)
1	2	3	4	5
I	Upto 30	1	180	210
II	26.5 to 50	2, 3, 4, 5	370	440
III	44 to 65	6, 7, 8	560	660
IV	59 to 91.5	9, 10, 11	750	880
IV Special	59 to 91.5	11	790	930
V A	Upto 106	12	1400	1650
V B	Beyond 106	13, 13-A	1490	1750
VI A	Up to 159.5	14	1840	2170
VI B	Beyond 159.5	15 (Index numbers 1 to 4 in the level)	2200	2590
VII	189 to 224.5	15 (Index Nos.5 to 8 in the level), 16	2580	3040
VIII	243 to 522	17, 18	4610	5430

GPRA – General Pool Residential Accommodation

Grade pay range of cycle:

- Q1 GP Rs.10,000 and above / Level 14 And above
- Q2 GP Rs.8700-9999 / Level 13 And above
- Q3 GP Rs.5400-8699 / Level 10 And above
- Q4 GP Rs.4800-5999 / Level 8 And above
- Q5 GP Rs.4200-4799 / Level 6 And above
- Q6 GP Rs.2400-4199 / Level 4 And above
- Q7 GP Rs.1800-2399 / Level 1 And above

1. C2 type quarters will be allotted to Faculty and Non-faculty members in the ratio of 7:1
2. D type quarters will be allotted to Faculty and Non-faculty members in the ratio of 1:1
3. D1 type quarters will be allotted to new Faculty Members viz. Assistant Professors/ Visiting Faculty. Same has been **confirmed that the D1 type quarters are to be allotted only to faculty members** (81st HAC, dt.6.9.2019)
4. The date of appointment as visiting faculty / on contract followed by regular appointment without break will be considered for seniority for allotment.
5. The seniority of allotment to faculty promoted as Associate Professor / Professor based on offer date. *Faculty promotees will all have uniform date of seniority for housing (in each batch of offers) for applicable Queue.* (26th Deans committee, dt 17.10.2019 / 83rd HAC, dt.8.11.2019)
6. The employees who are having less than 1 year of service (for superannuation) are not eligible for fresh allotment / shifting of any quarters. (84th HAC, dt.6.12.2019)
7. If the Director is satisfied that the operation of any of these rules may cause undue hardship in a particular case, he may dispense with or relax that rule to such extent and under such conditions as he may consider necessary. On any question of interpretation of these rules, the Director's decision shall be final.

The quarters will be allotted as per the cyclic order and seniority based on the date of appointment in the lowest eligible Grade pay of the cycle. In the event of tie, the allotment will be made to the faculty / staff members who has longer service at this Institute. In case, the above guidelines do not resolve the tie, the following ultimate criteria will be used, namely the allotment will be made to the staff member whose date of superannuation is earlier.

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