



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला
National Institute of Technology
Rourkela

Prof. Sunil Kr Sarangi
Director

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To
All residents of NIT Quarters

Sub: Maintenance of premises of quarters.

Dear Colleagues,

A residential quarter in an institute of higher learning is a privilege. But the privilege comes with some obligations. It is our sacred duty to maintain its lawns, gardens, hedges and fencings in a standard compatible with other aspects of our life.

Unfortunately some of us do not take this responsibility seriously. A little bit of compulsion, a little bit of administrative assistance, is not a bad thing. The following scheme, I hope, will solve much of the problem.

1. Single family houses: It is the sole responsibility of the licensee to maintain his premises. If, in the opinion of the L & G committee, a family neglects its duty, the institute will take over the job and charge the resident (from salary bill) the estimated expenses + supervision charges.
2. Flats: It is the responsibility of the residents to create a small committee, who in turn will choose their captain, to look after the maintenance. If the residents do not come forward with their committee, the administration will create one. The Institute will deduct a fixed sum from every resident and pass it on to the committee to spend.
3. If multiple residents share a house, the total fee will be split among residents.
4. If a house is unoccupied, the institute will contribute dues for that house.
5. Units of deduction will be on "per month basis", a full month's fee being charged for any partial occupancy.
6. The fee payable is fixed in terms of minimum wage for unskilled worker, so that it gets updated every time the minimum wage is refixed by the Government.
7. The obligations of the committee shall be:
 - a) Routine sweeping of concrete/brick surfaces and removing fallen leaves from lawns,
 - b) Routine cutting of grass, removing weeds, eliminating dry patches,
 - c) Routine watering of the lawns & gardens,
 - d) Cutting of hedges,
 - e) Cleaning of gates and boundary fences,
 - f) Removing plants growing on buildings,
 - g) Planting & maintaining season flowers to the extent possible,
 - h) Planting and maintaining trees with permission of institute L & G committee,

- i) Spending on soil, manures, fertilisers, tools and tackles,
- j) Daily sweepings of stair cases from ground upto the roof and any other built up open space in the buildings.
- k) Maintaining stare case and portico lighting, replacing bulbs, tubes etc.,
- l) Reporting common maintenance issues to Estate office.
- m) Any other work relevant to the context.

8. The following shall be the contribution of the residents.

Example:

Type of House	Monthly contribution	Monthly contribution in December 2014* (inclusive of service charge except for flats)
	Min. Daily wage	
A & B types	5	Rs.1100/-
C & D types	3	Rs.660/-
E type	2	Rs.440/-
F & G side quarters	2	Rs.440/-
F & G middle quarters	1	Rs.220/-
Flat (each flat)	1.5	Rs.330/-

* Note: Minimum wage is expected to be modified from October 1, 2014

- 9. Contribution of flat residents is compulsory and contains no service charge.
- 10. Contribution of bungalow residents is applicable only for those who do not do proper maintenance themselves. It contains a service charge, approximately equal to one third of the contribution.

The institute administration will strive to spend two thirds of the money collected on maintenance of a house. But it will be under no obligation to show the accounts to the resident.
- 11. The Institute L & G committee shall be the final authority to decide whether or not to take over the maintenance of a house. Once taken over, the minimum duration of deduction shall be 3 months.
- 12. Maintenance of Lawns & hedges will be done by the L & G committee when a house is not occupied or under repair. The cost will be borne by the institute.
- 13. The above will take effect from December 01, 2014. The structure of the committees will be announced shortly. Deduction for flat residents will be made from November salary.
- 14. All residents of single family houses are requested to immediately bring their premises to good condition. The L & G committee will make its first visit during the last week of November and recommend houses for institute maintenance.
- 15. The following will be composition of the committees to look after maintenance of the premises of flats.
 - 1) FR flats: 6 members, one from each block
 - 2) DF flats (D 21-44): 6 member, one from each block
 - 3) DF flats (D45-64): 5 members, one from each block
 - 4) BF flats: 6 members, one from each block
 - 5) EF flats: 6 members: two from each block
 - 6) TF flats : 6 members: two from each block

In all cases the members will choose a President of the maintenance committee who will take final decision on each matter and will handle the money.

To start with, the L & G committee will identify a pro-tem President, who will initiate the process among the flat residents.

16. If the flat committees are unable to work in a cooperative manner, the institute administration will completely take over the maintenance and charge a service fee equal to the amount normally paid by the residents. Thus the monthly contribution of every resident will be doubled.
17. Outsiders, temporary employees or any other person occupying a house shall be obliged to follow the same rules and pay the same dues as institute employees.

All are heartily requested to cooperate.


Sunil Kr Sarangi

To

All faculty, officers & Staff by email

All HODs (Paper copy for display on notice boards)

Copy to:

1. Registrar for records
2. Prof. B. Majhi for display on institute web site
3. All members of L & G committee
4. Prof.(Mrs.) Abanti Sahoo, CH with a request to (i) suggest pro-tem president, and (ii) Identify single family houses to be maintained by the institute.
5. AR (Es) with a request to give a list of residents to Prof. Abanti Sahoo, including vacant houses and houses under maintenance.
6. DR (F&A) with a request to transfer money every month (at the beginning of the month) to the account of identified functionaries.