

ESTABLISHMENT – II

No. EST/ICD/2016-17/811

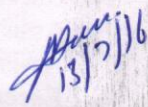
Mumbai – 400 032.

13th July, 2016.

CIRCULAR :-

The attention of the Directors / Heads of University Departments / Centres / Institutes, the I/c Principal, Sir J.J. College of Architecture, the I/c Librarian, University Library and the Officers-in-charge of the different Sections/Units of the Registrar's Office is hereby invited to this Office Circular No. Estab.II/110/2010 dated 31st May, 2010, prescribing the **revised** rules for grant of housing loan to the teaching and non-teaching employees of the University of Mumbai and hereby informed that the various matters i.e. charging interest on housing loan to the employees of the University and the ceiling of housing loan etc. were placed before the Management Council for its consideration at its meeting held on 23rd May 2016 vide item No.10. The Management Council accepted the said proposal and hence the University of Mumbai Employees' House Building Loan Rules, 2001 are amended accordingly.

The Directors / Heads of the University Departments / Centres / Institutes, the I/c Principal, Sir J.J. College of Architecture, the University Librarian(I/c) and the Officers-in-charge of the different Sections/Units of the Registrar's Office and other concerned are hereby requested to bring to the notice of the teaching and non-teaching employees of the University working under their control the revised rules relating to the grant of loan to the University employees securing housing accommodation.


13/7/16
REGISTRAR

To,

The Directors/Heads of the University Departments/Centres,
the I/c Principal, Sir J.J. College of Architecture,
the I/c Librarian, University Library,
the Offg. Controller of Examinations,
the Finance & Accounts Officer,
all the Deputy Registrars,
the Controller, Printing & Stationery,
the University Engineer,
all the Assistant Registrars and
the Officers in-charge of the different

(A) Copy forwarded for information and necessary action to:-

1. The Director, Jamnalal Bajaj Institute of Management Studies
2. The Director, Board of Colleges and University Development,
3. The Director, Department of Students' Welfare,
4. The Director of Physical Education & Sports,
5. The Director, Department of Lifelong Learning and Extension,
6. The I/c Director, Institute of Distance & Open Learning (IDOL),
7. The Director, Academic Staff College,
8. The I/c Director, Garware Institute of Career Education and Development,
9. The Director, Board of Extra Mural Studies,
10. The Director, Central Computing Facility,
11. The Director, Alkesh Dinesh Mody Institute for Financial Management Studies,
12. The Director, Academy for Administrative Careers, Vidyanagari,
13. The Director, Department of Theatre Arts, Vidyanagari,
14. The Professor, Gurudeo Tagore Chair of Comparative Literature,
15. The I/c Librarian, University Library, Mumbai - 400 032,
16. The Presiding Officer, University of Mumbai and College Tribunal,
17. The System Network Manager, University Computerisation Centre,
18. The Co-ordinator, Lok Kala Academy,
19. The Course Co-ordinator, Department of Communication and Journalism,
20. The Co-ordinator, Department of Information Technology,
21. The Co-ordinator, University Sub-Centre, Ratnagiri,
22. The Assistant Registrar, Balkum, Thane Sub-Centre, Thane,
23. The Co-ordinator, Dr. Ambedkar Centre for Social Justice,
24. The Chairperson, Women Development Cell,
25. The N.S.S. Programme Co-ordinator, N.S.S. Unit,
26. The Director, Western Regional Instrumentation Centre,
27. The Wardens, University Hostels.

(B) Copy for information to :-

1. The Finance and Accounts Officer,
2. The Offg. Controller of Examinations,
3. The Deputy Registrars,
4. The Deputy Registrar /the Chief Accountant (F. & A.),
5. The Controller of Printing and Stationery, University Press,
6. The University Engineer (Fort & Kalina Campus),
7. The Assistant Registrars/Assistant Registrars (F. & A.),
8. The Assistant Registrar, University Sub-Centre, Ratnagiri,
9. The Executive Secretary to the Vice-Chancellor,
10. The Hon. Legal Advisor,
11. The Security Officer,
12. The Assistant Security Officers,
13. The Superintendent (Tech.), Legal Cell,
14. The Persons in-charge of the different Sections/Units of the Registrar's Office,
15. The Secretary, University Employment Information and Guidance Bureau,
16. The Garden Superintendent
17. The Personal Assistants to (i) the Vice-Chancellor (ii) the Pro-Vice Chancellor (iii) the Registrar (iv) the Director B.C.U.D. (v) the Offg. Controller of Examinations and (vi) the Finance and Accounts Officer.

(C) Copy for information to :-

1. The Secretary, Mumbai University Officers Association,
2. The Secretary, University of Mumbai Employees' Union,

UNIVERSITY OF MUMBAI

Rules relating to the grant of loan to the University employees securing housing accommodation.

1. Short title and commencement:

- I) These rules may be called "The University Of Mumbai Employees' House Building Loan Rules, 2001."
- II) They shall come into force with effect from 31st October, 2001.

2. Extent of application :

These rules shall apply to the full-time permanent teaching, non-teaching permanent and quasi-permanent employees of the University.

3. Definition :

In these rules, unless the context otherwise requires,

- (i) "Act" means the Maharashtra Universities Act, 1994 (Mah.xxxv of 1994)
- (ii) Committee :- means the scrutiny committee constituted under Rule 7 of these rules.
- (iii) 'University employee' means the permanent, full-time, salaried employee teaching and non-teaching.
- (iv) 'Pay' means –

The amount drawn monthly by a teaching and non-teaching employee as –

- (a) the pay which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in the cadre and,

- (b) Personal pay, if any.
 - (c) Special pay, if any.
 - (d) Dearness pay, appropriate to pay, leave salary or subsistence allowance.
 - (e) Any other emoluments which may be specially classed as 'Pay' by Government/University.
- (v) 'Quasi-permanent' means the non-teaching full time salaried employee who has put in continuous service of minimum 5 years in the University.
- (vi) 'University' means the University of Mumbai.

The words and expressions used but not defined in these rules shall have the meaning respectively assigned to them in the Act.
Act means Maharashtra Universities Act, 1994.

4. **Purpose for which the loan may be granted:** The purpose for which loan may be granted shall be as follows :-

- (a) Purchasing on ownership basis a flat in Co-operative Housing Society registered under the Maharashtra Co-operative Societies Act, 1961 in Greater Mumbai and within the University jurisdiction

OR

A Development/renovation of own House at native place or within University jurisdiction to the Employee on condition that the Employee does not wish to purchase a house/flat in Greater Mumbai or as may be determined by the Management Council from time to time.

- (b) Purchasing an Apartment under the Maharashtra Apartment Ownership Act, 1970 in Greater Mumbai and/or within the University jurisdiction or as may be determined by the Management Council from time to time.
- (c) Repayment of loan or refundable advances from any source including Contributory Provident Fund or Gen-Contributory Provident Fund obtained for any of the purposes enumerated in clauses (a) and (b) above.

5. The amount of loan :

- * (i) The amount of loan admissible shall be Rs.50,00,000/- (Rupees Fifty Lakhs only) or 225 months pay of the University employee whichever is less and it shall not exceed 90% of the total cost of construction of the house together with the cost of land, if any, or of the purchase value of the House or of the Flat, as the case may be.
- * (ii) Hon. Vice-Chancellor may be authorised to sanction the initial amount of housing loan upto 05 lakhs or 25% of the cost of the flat/house within one month after registration of the flat in case of the delay in Housing Loan meeting.
- (iii) Further, it is also recommended that if the flat/house is under construction and the agreement has been made 40% of the cost of the flat/house may be sanctioned.

6. Conditions for grant of loan :

- (i) If the University employee applies for the loan for the purpose of clauses (a) and (b) of Rule 4 above, the land on which the building will be constructed or already constructed shall either be a free hold or lease hold land free from

all encumbrances with clear title. The land also shall be transferable. The unexpired portion of lease shall be not less than thirty years.

* (a) The employee shall be eligible for housing loan two times during his/her entire service. For sanctioning second time housing loan there shall be 3 years gap from the first loan sanctioned and his/her remaining service shall be 2 years. Out of the total fund available for the purpose a provision shall generally be made as under :-

- i) First applicants – 80%
- ii) Second applicants – 20%

* (b) The employee shall furnish surety of three permanent employees for the loan amount exceed than Rs. 30,00,000/- (Rupees Thirty Lakhs Only). If the employee is availing housing loan of Rs.30,00,000/- (Rupees Thirty Lakhs Only) or below he/she has to furnish surety of two permanent employees irrespective of the time he/she is going to avail housing loan.

(ii) No loan shall be admissible if the Society or the builder had obtained loan from any other source against the security of the land, house, flat and apartment or the building constructed or to be constructed thereon.

(iii) If the University employee applies for loan for the purpose of clause (C) of rule 4 above, the provisions of clauses (i) and (ii) of Rule 6 shall apply mutatis mutandis.

- (iv) Where the husband and wife happen to be University employees and eligible for grant of loan, the loan shall be admissible to only one of them.
- (v) Before the University employee draws any loan under these rules, he shall invest 10% of the cost of the house or of the flat, as the case may be, towards its construction or purchase and submit adequate proof thereof.
- (vi) The payment of loan when sanctioned by the Vice-Chancellor on the recommendation of the Committee shall be disbursed in lump sum or in such installments as the Registrar may decide from time to time in each case.
- (vii) The House shall be completed within a period of 3 years from the date of disbursement of the loan. In the case of purchase of flat on ownership basis in a co-operative housing society or an Apartment under the Maharashtra Apartment Ownership Act, 1970, the building shall be completed within a period of 3 years from the date of disbursement of the loan.

*(viii) The rate of interest on housing loan shall be as under :-

a)	Upto Rs.5,00,000/- (Principle amount)		8.5%
b)	Upto Rs.7,50,000/- (Principle amount)		9%
c)	Upto Rs.10,00,000/- (Principle amount)		9.5%
d)	Upto Rs.20,00,000/- (Principle amount)		10%
e)	Upto Rs.30,00,000/- (Principle amount)		10.5%
f)	Upto Rs.40,00,000/- (Principle amount)		11%
g)	Upto Rs.50,00,000/- (Principle amount)		11.5%

Further such rate of interest shall be determined by the Management Council on the basis of the State Government rate of interest from time to time.

- (ix) The building or flat for which loan is granted shall be used wholly and mainly for residential purpose of the employee. The employee shall not let or create any lease and license or transfer or part with possession of the house or apartment or flat on which loan is granted, till the entire amount of loan together with interest accrued thereon is fully repaid.
- (x) If the University employee has been allotted any University tenement, whether on a rental basis or free of rent, he/she shall have to vacate the same immediately on receipt of the building completion certificate or occupation certificate or on his/her occupation of the house, apartment or flat for which loan is granted, whichever is earlier.
- (xi) If loan granted under these rules is not utilized for the purpose for which it is granted within a period of six months or in the event of recovery of installments through pay-sheet being not possible or the University employee fails to pay three consecutive installments the University shall have the power to recall the entire amount of loan together with interest accrued thereon till the date repayment.
- (xii) The University employee shall pay legal charges incidental to mortgage etc. including stamp fees and registration charges as prescribed by the competent authority as soon as loan is sanctioned to him/her.
- (xiii) The University employee shall have to execute surety bonds, mortgage deeds, Comprehensive insurance either by society or by individual or other documents as may be considered by the Vice-Chancellor to create security against repayment of loan granted to the University employee and shall pay all the charges for the same.

- (xiv) The condition of Mortgage Deed Surety Bond or other documents required to be executed by the University employees as security for repayment of loan shall always be considered as a part of these rules.
- (xv) On repayment of entire amount of loan together with interest thereon, the University employee or his/her legal heirs, as the case may be, shall be discharged from the obligations arising out of surety bonds, mortgage deed or other documents executed by the University employee under these rules.
- (xvi) The University employee must insure his/her flat with the insurance company individually or through the registered society and submit Xerox copies of the documents to the University as proof thereof.

7. **Procedure for application for loan :-**

- (a) The application for loan shall be made in the form prescribed for the purpose in writing to the Registrar, University of Mumbai and shall be submitted through the Head of the Department/Section in which the employee is working. The application form will be given after appropriate payment.
- (b) Every application for loan shall be accompanied by attested copies of approved plans and estimates of the building proposed to be erected or in case of building already erected, the cost of purchase price prepared by a licensed Architect and supported by the Society. The University employee shall state the specific flat allotted to him or proposed to be purchased by him, together with area thereof with a certificate to that effect from the society. In case of application for loan for the purpose of clause (c) of the Rule 4, the University employee shall state the details of House or flat acquired by him together with its area, purchase price paid by him and the

source from which he/she had paid the price for the same together with copies of the title deed, mortgage etc.

- (c) The Registrar on verification of the plans and estimated cost of the house or flat or the price thereof paid by him/her shall certify the estimated cost of the house or flat as the reasonable price of the house or flat purchased by the University employee. The University employee shall also furnish other details in this regard as may be required by the Registrar.
- (d) There shall be a committee consisting of the following persons to scrutinize the applications received from full-time permanent teaching and non-teaching employees of the University for grant of loan for securing housing accommodation and to recommend the amount of loan to be sanctioned by the Vice-Chancellor.

1. The Pro-Vice-Chancellor (Chairman)
2. One member to be nominated by the Management Council from
amongst its members. Member
3. One member to be nominated by the Vice-Chancellor. Member
4. The Registrar.Member
5. The Finance and Accounts Officer.Member
6. Nominee of the University of Mumbai Employees' Union...Member
7. Deputy Registrar (Establishment)Member Secretary

- (e) The tenure of the members nominated on the committee shall be five years provided, however, that the member nominated by the Management Council shall vacate the office as soon as he ceases to be a member of the Management Council.

- (f) The Vice-Chancellor may sanction housing loan to the University employees on the recommendation of the committee.

8. Mode of recovery of the loan :-

- * (1) The principal amount of loan shall be repaid in not exceeding 144 monthly installments and interest on the diminishing amount of principal loan in monthly installments not exceeding 96 after the amount of principal loan is fully repaid so that the principal amount of loan together with interest thereon shall be repaid in monthly installments not exceeding 240. The repayment of installments shall be through monthly paysheet of the University employee, the first of such deduction being made as under :-
- (i) If the amount of loan is paid to the University employee on or before 15th of the any month, the first deduction shall be made from the salary payable after the amount of loan is paid.
- (ii) If the amount of loan is paid to the University employee after 15th of any month, the first deduction shall be made from the salary of the month following the month in which the amount of loan is paid.
- (2) As soon as the paysheet through which the recovery of installment is effected, Finance and Accounts Officer shall issue a slip to the University employee showing the recovery actually effected. No such slip shall be issued if the salary of the University employee is either withheld or marked "Not to be paid" for any reason. The date of effective recovery shall be the date of payment of salary of the particular month or the date of release of pay to the University employee whichever is later.

- (3) If no salary is due to the University employee for any reason whatsoever for any month or months or if it is not possible to recover these installments through paysheet for any reason whatsoever for any month or months, the University employee shall pay the installments of the month or months in cash.
- (4) If the University employee is sent on deputation and draws his/her pay from the office to which he/she is deputed, the University employee shall have to arrange to pay the installments in cash.
- (5) The payment of installments in cash under clause (3) and (4) of Rule 8 shall be made on or before the 10th of the month in which it is due.
- (6) If the University employee fails to pay the installments in cash under clause (3) and (4) of Rule 8 in time late payment charge at Rs.1/- (Rupee one only) for every Rs.500/- (Rupees five hundred only) of the repayment due per week shall be charged on the amount of delayed payment of installments. The late payment charges shall be recovered from the due date if not paid in time.
- (7) If the University employee ceases to be in the University service due to retirement or superannuation or resignation or any other reason or dies while in University service, the entire balance amount of loan with interest thereon shall at once become due and payable to the University and shall be recovered from the Provident Fund, Gratuity or any other amount that may become payable to the University employee or his/her successors with interest and salary of surety. The University employee shall give his/her consent in writing to recover such amount from the dues payable to him/her

before drawing the loan. The University shall proceed to recover the balance, if any, by any legal means available to it, if it is unable to recover the loan within the prescribed time limit.

- (8) The University employee may pay the entire amount of balance of loan with interest in one lump sum by giving one month's notice to the University of his/her intention to do so. The University employee may also pay a part of the loan or interest in lump sum in cash the amount of which shall not be less than Rs.1,000/- (Rupees one thousand only) at each time by giving one month's notice to the University of his/her intention to do so.

9. **Inspection Committee** :- (1) The following two Inspection Committees consisting of the officers mentioned in column 2 of the following table for the areas mentioned against them in column 3 thereof shall be constituted.

<u>Sr.</u> <u>No.</u>	<u>Name</u>	<u>Areas</u>
(1)	(i) The Assistant Registrar (Establishment) (ii) The Assistant Registrar (Finance & Accounts) (iii) The University Engineer	Areas on the Western Railway side
(2)	(i) The Assistant Registrar (Establishment) (ii) The Assistant Registrar (Finance & Accounts) (iii) The University Engineer	Areas on the Central Railway side

- (2) The Inspection Committee shall visit the site of the building and inspect –

(i) the area, stage of construction, quality of consumption of labour employed for the construction work.

I. (i) the area.

(ii) the stage of construction.

(iii) the quality of the construction.

(iv) the labour employed for construction.

II. (i) the original documents relating to property, title, Finance and Accounts.

III. (i) the genuineness of the transaction.

(ii) the estimated cost of the building.

(iii) the estimated cost of the flat or apartment.

IV. The other relevant matters relating to the project of loan etc.

After carrying out the above functions the Inspection Committee shall submit a report to the Chairman of the Scrutiny Committee.

(3) The scrutiny committee shall verify the report of the Inspection Committee before taken the cases for scrutiny.

10. **Right to interpret:** The Management Council reserves to itself the right to interpret these rules.

* *(Rules amended as per the resolution of the Management Council meeting held on 23rd May, 2016 vide item No.10 made applicable w.e.f. 23rd May, 2016)*