



भारतीय कृषि अनुसंधान संस्थान  
Indian Agricultural Research Institute

भा.कृ.अ.सं. परिसर, पूसा, नई दिल्ली – 110012  
IARI Campus, Pusa, New Delhi – 110012  
(आवास अनुभाग / Housing Section)

F.No.Housing Guidelines/2025-26 (e-42730)/203

dated :- 24.04.2026

**OFFICE ORDER**

Subject: Regulation of Use and Occupation of Servants' Quarters attached to ICAR-IARI Residential Bungalows/Quarters.

It has been decided that the Servant Quarters attached with the ICAR-IARI Bungalows/Quarters shall be governed strictly by the following guidelines :-

1.	<b>Status of Servants' Quarters :</b> Servants' Quarters form an integral part of the Government residence allotted to an officer and shall not be treated as an independent accommodation. No separate allotment, tenancy, or occupation rights shall accrue in favour of any occupant of such quarters.
2.	<b>Permissible Use :</b> Servants' Quarters may be used only for housing bona fide domestic servants engaged by the allottee officer for household duties. For the purpose of this order, domestic servant includes:- Cook, maid, driver, chowkidar, or similar household staff
3.	<b>Prohibition of Misuse :</b> The following are strictly prohibited: - Subletting or parting with possession - Allowing occupation by relatives, outsiders, or unauthorized persons - Commercial or non-residential use - Retention after cessation of employment Such acts shall be treated as unauthorized occupation
4.	<b>Responsibility of Allottee :</b> The allottee officer shall be fully responsible for: - Use and occupation of Servants' Quarters - Conduct and verification of domestic staff - Ensuring no unauthorized occupation occurs Any violation shall be treated as a violation of accommodation rules.
5.	<b>Police Verification &amp; Record :</b> -Details of domestic servants shall be furnished to Administration/Security Section -Police verification shall be mandatory -A register of occupants shall be maintained by Security Section.

6.	<b>Licence Fee and Charges</b> Servants' Quarters being part of the residence: - No separate licence is admissible - Charges, if any, shall be governed as per applicable Government rules - Liability rests with the allottee officer
7.	<b>Vacation of Servants' Quarters</b> The quarters shall be vacated: - Immediately upon termination of employment, or - Along with vacation of the main residence - No retention shall be permitted under any circumstances
8.	<b>Inspection and Monitoring</b> The premises, including Servants' Quarters, are subject to inspection by authorized officers - Surprise inspections may be conducted to detect misuse
9.	<b>Unauthorized Occupation &amp; Eviction</b> Any unauthorized occupation shall be dealt with under the provisions of the Public Premises (Eviction of Unauthorised Occupants) Act. Action may include: - Eviction by Estate Officer - Levy of damages for unauthorized use - Disciplinary action against the allottee officer
10.	<b>No Tenancy Rights</b> Occupation of Servants' Quarters shall not confer any tenancy, leasehold, or ownership rights on any occupant.
11.	<b>Interpretation</b> In case of any ambiguity, the decision of the Director, IARI shall be final.
12.	<b>Effective Date</b> These instructions shall come into force with immediate effect.

II. This issues with the approval of Director, IARI.

  
(Ravi Chauhan) 24/04/2026

Chief Administrative Officer-Sr. Grade

Distribution:-

1. PS/PPS to Director, ICAR-IARI, New Delhi.
2. PPS/PS to all JDs, PD-WTC, IARI-New Delhi.
3. All Allottees of ICAR-IARI Bungalows/Quarters having Servant quarter.
4. I/c AKMU for uploading on the IARI Intranet.
5. SAO-Housing, IARI.
6. Housing Section / Security Section, IARI-New Delhi.
7. Guard