

CENTRAL UNIVERSITY OF RAJASTHAN

BANDARSINDRI, KISHANGARH

HOUSE ALLOTMENT RULES

1. SHORT TITLE AND APPLICATION

- i. These rules may be called the Rules for Allotment of Residences (Houses) in Central University of Rajasthan.
- ii. These shall come into force from the date of approval by the Executive Council. Additions/Amendments approved by the Executive Council from time to time shall take effect from the date these are approved unless otherwise specified.

2. DEFINITIONS

- 2.1 “University” means Central University of Rajasthan.
- 2.2 “Employee” means whole time employee of the University appointed on a regular basis by the University on a regular scale of pay and does not include persons appointed on projects, schemes, contract, appointed on an adhoc basis and on deputation.
- 2.3 “Grade”- Based on regular scale of pay, any employee is placed in a grade which governs the type of residences that the employee would be eligible to be allotted. Grade Pay or its equivalent is taken here as the parameter to decide the grade of an employee.
- 2.4 “Family” means and includes:-“Husband or wife as the case may be and other dependent family members. Dependent Family Members: parents, sisters, widowed sisters, widowed daughters, minor brothers and minor sister, children and stepchildren wholly dependent upon the employee and are normally residing with the employee”.
- 2.5 “Residence” means any residence under the administrative control of the University. Residence is provided by the University to its employees to use the premises as residence for self and the family. However, an employee on deputation and is holding essential category posts may be considered for allotment. Similarly, person on deputation for longer duration – exceeding 12 months may be considered for allotment of a residence. The decision on the type of residence allotted in such cases shall rest with the Vice-Chancellor.
- 2.6 “Allotment” means grant of a licence to a employee to occupy a residence or a portion thereof, for use by him/her as a residence, as per the terms of the licence.
- 2.7 “Allottee” means a University employee whom an allotment is made.

2.8 “Allotment-Seniority List” for a given type of residence is the list of employees eligible for the given type of residence arranged in order of date joining in the grade of eligibility in the University for the said type of residence. Provided that where the date of joining of two or more employees is the same, seniority amongst them shall be determined by the basic pay of the employee i.e., employee in receipt of higher pay shall take precedence over the employee drawing lower pay. Where the pay is equal, seniority amongst them for the purpose of allotment of residence shall be determined by seniority in age.

2.9 “Licence Fee” means the sum of money payable monthly in respect of any type of residence allotted to an employee under these rules and shall be such as may be decided from time to time by the University on the basis of the Govt. of India rules in this regard.

2.10 “HRA” means “House Rent Allowance” as notified by the University.

2.11 “Conservancy Charges” means the monthly amount payable by an employee allotted any type of residence and shall be such as may be decided by the University from time to time

Note-Wherever the words “Licence Fee” occur in the Rules, the words “and conservancy charges” will be added so as to read “Licence fee and conservancy Charges”.

2.12 “Committee” means the House Allotment Committee to consider allotment of residence and carryout such other functions as are provided in these rules

3. CLASSIFICATION OF RESIDENCES:

There will be several types of residences for the purpose allotment to the employees of the University at different point of time. At present university has the following type of accommodation available for allotment.

- a. Regular residential quarters of Type B, C and D built by the University,
- b. BSNL quarters at Kishangarh to be taken on lease by the University,
- c. Furnished rooms in Guest House,
- d. Furnished accommodation in Estate Buildings, and
- e. Hostel Rooms of different types

Eligibility of residential quarters of Type B, Type C and Type D based on the grade of the employee, is as follows. Similar Eligibility Table will be worked out for all other types of residence in future by the Committee.

S.No.	Type of Residence	Grade Pay
1.	Type – ‘D’	Grade Pay Rs. 4200 and above
2.	Type – ‘C’	Grade Pay Rs. 5400 and above
3.	Type – ‘B’*	Grade Pay Rs. 9000 and above

*Servant quarter not included.

Though rules will be generally applicable to all categories of residences, eligibility, rentals and other specific features will be specified for each category separately. This document is at present meant for Type B, C and D category only.

4. CONSTITUTION OF HOUSE ALLOTMENT COMMITTEE

4.1 Composition - The House Allotment Committee shall consist of the following to be constituted by the Vice-Chancellor.

- a. One Professor as Chairperson
- b. One Associate Professor chosen in order of seniority by rotation from among the Associate Professors residing in campus
- c. One Assistant Professor chosen in order of seniority by rotation from among the Assistant Professors residing in campus
- d. One Officer chosen in order of seniority by rotation from among the Officers residing in campus
- e. One employee from Group B and C nominated by the Vice-Chancellor
- f. One representative of SC/ST/OBC/Minority nominated by the Vice-Chancellor

4.2 Tenure- The term of a member of the Committee is two years

4.3 Quorum- Four members including the chairperson shall form the quorum

4.4 Functions- The House Allotment Committee shall:

- i. Determine policies of House Allotment and submit for approval of Vice-Chancellor.
- ii. Review/revise House Allotment Policy from time to time
- iii. Recommend allotment of residence under the provisions of these rules for the approval of the Vice-Chancellor.
- iv. Recommend specific repair/alteration/maintenance of a residence.
- v. Ensure proper use of residences;
- vi. Recommend cancellation of allotment and take any other action against the allottees for breach of rules and conditions for allotment of residences; and
- vii. Consider and decide all other matters relating to the University residences as may be referred to it from time to time by the Vice-Chancellor.

4.5 Appeal

An appeal against a decision of the House Allotment Committee shall lie with the Vice Chancellor. Such an appeal shall be submitted within seven days after confirmation of minutes by the House Allotment Committee members under intimation to the Estt./Estate Section.

5. PROCESS FOR ALLOTMENT:

- 5.1 An employee who seeks allotment of residence should submit his/her application in the prescribed format, which is enclosed as Appendix I in response to the notification released by the University in December of every year.
- 5.2 A priority list shall be prepared on the basis of written application in the beginning of the calendar year. The priority list remains valid for the entire year and a fresh list shall be prepared at the beginning of each year. The list drawn shall be operational during the allotment year, 1 January to 31 December.
- 5.3 An employee can submit more than one applications, one for each type of residence. An employee cannot apply for a type of residence higher than his/her eligibility. Priority list will be prepared for each type of residence in order of Allotment seniority independently. An employee may figure in multiple priority list with different priority.
- 5.4 Preparation of waitlist as per the seniority/relevant rules and freeze the same. Allotment of residence shall be made to applicants in order of priority as and when vacancy arises in respective type and category of residence in a given allotment year.
- 5.5 If an employee fails to accept the allotment of a residence within 5 days from the date of receipt of letter or fails to take over possession within 10 days from the date of acceptance, the offer shall stand cancelled and his/her name will be removed from the list for that year.
- 5.6 If an employee's allotment has been cancelled under 5.5, his/her name will not appear in priority list further.

6. REGULAR ALLOTMENT

- 6.1 A residence, on falling vacant or becoming available for occupation, shall be allotted to an employee in order as per the priority list valid for the year of consideration.
- 6.2 The allotment shall be made strictly according to the allotment as per seniority and as per the eligibility of the type of residence.
- 6.3 No residence of higher type than he/she is entitled to shall be allotted to an employee.
- 6.4 An employee, who is on approved leave and is out of station may authorize a member of his/her family or another employee whose name shall be communicated to the Estt. Section to accept the allotment on his/her behalf as per rules, provided always that on rejoining duty after leave, he/she will complete all the formalities.
- 6.5 The reservation for SC/ST and differently-abled employees shall be to the same extent and on the same basis as in the Govt. of India.

7. MANDATORY ALLOTMENT

- 7.1 The following essential categories shall be entitled to priority allotment subject to availability of residences:

S. No.	Post Designation	Entitlement for the type of residence	No. of Quarters
1	Registrar	B or lower type	1
2	Security Officer	D or lower type	1
3	Medical Officer		1
4	KV Principal		1

- 7.2 The mandatory allotment shall be given so long as the person holds, the essential post on the basis of which he/she was allotted the said accommodation.

8. DISCRETIONARY ALLOTMENT

- 8.1 Two residences in each type will be under discretion quota of the Vice Chancellor for emergency allotment.
- 8.2 VC's discretionary quota is used for allotment out of turn (priority) considering the situation/need of such allotment.
- 8.3 The discretionary allotment will have to be surrendered by the allottee as soon as a house of his/her entitlement is offered to him/her and in no circumstances shall be allowed to retain the house allotted to him/her under discretion quota. In such cases, fresh allotment can be made under discretionary quota.
- 8.4 The residence so vacated shall be reverted back to discretionary quota of the Vice Chancellor.

9. CANCELLATION OF ALLOTMENT :

- 9.1 The allotment is liable to be cancelled if the employee who is residing in the quarters:
- indulges in any action/activity which is detrimental to the interest of the University.
 - indulges in activities such as gambling, unruly behaviour, misconduct of any kind, noise pollution, eve teasing the neighbors etc.
 - sublets or transfer the residence allotted to him / her or any portion thereof.
 - uses the quarters for any other purpose except as residence for his / her family and dependent parents and fail to maintain the premises and compound if any, attached thereto in a clean and hygienic condition.
 - keeps cattle, dog, etc. which may cause nuisance to the other residents in the Campus.
 - makes any additions or alterations to the building or tamper with fitting or electrical installations or make any unauthorized construction or extension to the electrical or water supply lines without obtaining specific permission
 - commits any other breach of the rules in this regard or of the terms and conditions of the allotment or uses the residence or premises to be used for any purpose which the University considers to be improper

- h) conducts himself/ herself in a manner which in the opinion of the University is prejudicial to the maintenance of harmonious relations with his/her neighbours
- i) has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment / change,

9.2 An allotment of residence ordinarily shall continue in force until the employee ceases to be in University service.

9.3 Notwithstanding anything contained in sub-rule 9.1 when an employee is dismissed or removed from service or when his/her services have been terminated and the University is satisfied and it is necessary or expedient in the interest of the University to do so, the University may cancel the allotment of the residence made to such employee either forthwith or with effect from such date prior to the expiry of the period of one month referred to item (i) of the table of sub-rule 12.1.

10. TERMINATION OF ALLOTMENT :

10.1 Allotment of a residence shall come to an end automatically on the happening of any of the following events

- i. Dismissal, removal or termination of service
- ii. Resignation or repatriation to the parent department
- iii. Superannuation
- iv. Death of allottee
- v. Leave (including leave preparatory to leave, study leave, sabbatical leave, leave on medical sanctioned leave/grounds, and extraordinary leave)
- vi. Lien
- vii. Deputation / contract / EOL to accept an assignment

11. RETAINING THE ACCOMMODATION

11.1 Re-employed employees will be allowed to retain the accommodation allotted to them. They will not be entitled for allotment of higher type of accommodation during re-employment.

11.2 Any employee retaining the accommodation beyond the permissible limit prescribed will be charged penal rent equal to double the market rent unless he/she has sought and obtained prior approval of the competent authority. In exceptional circumstances, the Vice Chancellor on the recommendations of HAC, may permit retention of the accommodation for a period not exceeding 4 months beyond the permissible limit on double the licence fee.

12. PERMISSIBLE TIME LIMIT

12.1 Allotment of a residence shall come to an end automatically on the happening of any of the following events

i	Dismissal, removal or termination of service	1 month
ii	Resignation or repatriation to the parent department	1 month
iii	Superannuation	3 months
iv	Death of allottee	6 months
v	Leave (including leave preparatory to leave, study leave, sabbatical leave, leave on medical sanctioned leave/grounds, and extraordinary leave)	3 months
vi	Lien	3 months
vii	Deputation / contract / EOL to accept an assignment	3 months

13. PROVISIONS RELATING TO LICENCE FEE

13.1 Where an allotment of residence has been accepted, the liability for licence fee shall commence from the date of its occupation or the fifth date from the date of receipt of the allotment letter, whichever is earlier.

13.2 An employee who after acceptance of the residence fails to occupy the same he/she will be liable to pay licence fee from the fifth date of the receipt of the allotment letter upto a period of 30 days, whereafter the allotment shall automatically stand cancelled in terms of Rule 8.4.

13.3 Nothing contained in this rule shall apply where it is certified that the residence was not ready for occupation and as a result thereof the employee could not occupy the same within the aforesaid period.

13.4 Where an employee, who is in occupation of a residence is allotted another residence and he/she occupies the new residence, the allotment of the former residence shall be deemed to be cancelled from the date of occupation of new residence or the fifth date from the date of receipt of the allotment letter for new residence, whichever is earlier. If any employee fails to hand over the possession of former residence after the tenth day of the acceptance of the offer of allotment, penal rent at the rate of double the market rent will be charged for the former residence upto a maximum period of ten days, whereafter the allotment of both the houses will stand cancelled.

14. PERSONAL LIABILITY OF THE EMPLOYEE FOR PAYMENT OF LICENCE FEE

14.1 The employee who has been allotted a residence shall be personally liable for the payment of license fee, water, electricity, conservancy and other common charges like staircase light, if any and for any damage beyond normal wear and tear

caused thereto or to the furniture, fixtures or fittings provided therein by University during the period for which the residence remains allotted to him/her, or where the allotment has been cancelled under any of the provisions in these Rules, until the residence alongwith the out houses appurtenant thereto has been vacated and full vacant possession thereof has been restored to the University.

14.2 Where the employee to whom a residence has been allotted is not a permanent employee, he/she shall execute a surety bond in the form prescribed in this behalf by the University with a surety who shall be a permanent University employee for due payment of licence fee and other charges due from him/her in respect of such residence.

14.3 If the surety ceases to be in University service or becomes insolvent or ceases to be available for any other reasons, the employee shall furnish the fresh bond executed by another surety within thirty days of such event of fact, and if he/she fails to do so, the allotment of residence to him/her shall unless otherwise decided by the University, be deemed to have been cancelled with effect from the date of that event.

15. SURRENDER OF AN ALLOTMENT AND PERIOD OF NOTICE

An employee may at any time surrender a residence by giving intimation so as to reach the University at least ten days before the date of its vacation. The allotment of residence shall be deemed to be cancelled with effect from the eleventh day after the date on which the letter is received by the University on the date specified in the letter, whichever is later. If the employee fails to give the notice he/she shall be responsible for payment of license fee for ten days or the number of days by which the notice given by him/her falls short of ten days, provided that the University may accept a notice for a shorter period.

16. CHANGE OF RESIDENCE

16.1 An employee, to whom a residence has been allotted and is in actual occupation of it under these rules, may apply for change to another residence of same type giving his/ her preference for change. Such change shall, however, be governed in terms of Rule 7.1.

Provided that not more than one change be allowed in respect of one type residence. Provided further that the preference once exercised shall not be altered during that allotment year.

16.2 If an employee fails to accept the change of residence within five days of the receipt of offer of allotment, he/she shall not be considered for a change of residence for that type for a period of one year, and thereafter may be considered for change only on his/her making a fresh application for the said purpose.

16.3 An employee, who after accepting a change of residence, fails to take possession of the same shall be charged licence fee for such residence in accordance with the

provisions of Rule 11.1 in addition to the normal license fee for the residence already in his/her possession, the allotment of which shall continue to subsist.

17. MAINTENANCE OF RESIDENCE

17.1 The employee to whom a residence has been allotted shall:

- a) Maintain it to the satisfaction of the University Administration;
- b) Keep it in such a manner that it does not become public nuisance;
- c) Not carry out any structural changes;
- d) Not grow any tree shrubs or plants contrary to the instructions issued by the University nor cut or chop off any existing tree or shrub in any garden, courtyard or compound attached to the residence save with the prior permission in writing of the University. Trees, plantation or vegetation grown in contravention of this rule may be caused to be removed by the University at the risk and cost of the employee concerned;
- e) Not use the premises for any purpose other than residence;
- f) Not use the premises against any rules or bylaws of the local authority whatsoever; and
- g) Not make any additions or alternations in the premises allotted.

17.2 The University officer designated by the Vice Chancellor or the House Allotment Committee shall have the right of entry into the premises without prior notice at all reasonable hours for purpose of inspection.

18. CONSEQUENCES OF BREACH OF RULES AND CONDITIONS

18.1 Any outside person staying with the employee unauthorizedly shall be treated as trespasser and appropriate action will be taken against him/her by the University apart from taking disciplinary action against the employee, besides canceling the allotment in terms of these rules.

18.2 Where the allotment of residence of an employee is cancelled for his/her conduct prejudicial to the maintenance of harmonious relations with neighbours, he/she may, at the discretion of University, be allotted another residence of the same type at any other place and this will be treated as a change under Rule 14.

18.3 The University may take all or any of the action under sub-rule 17.1 and 17.2 of this rule and also declare the employee who commits a breach of the rules and instructions issued to him/her, to be ineligible for allotment of a residence for a period of five years.

19. INVENTORY OF RESIDENCE

The employee who has been allotted a residence shall sign an inventory of fixtures and fittings at the time of taking over the residence and shall ensure its proper handing over to the University at the time of vacation.

20. INTERPRETATION OF RULES

If any question regarding the interpretation of these Rules arises, it will be decided by the Vice Chancellor keeping in view the recommendations of the House Allotment Committee, if any.

Provided further that wherever rules for allotment of residences of the University are silent on any subject, the Vice Chancellor shall finally decide on the matter, after taking into account all relevant factors. The Vice Chancellor may also bring any matter in this regard to the Executive Council if he considers it necessary.

**CENTRAL UNIVERSITY OF RAJASTHAN
BANDARSINDRI, KISHANGARH**

APPENDIX- I

APPLICATION FOR RESIDENTIAL ACCOMMODATION

1. Name
2. Current Designation and date of joining
3. Department
4. Date of first Joining in CURAJ
5. Basic pay
6. Present Grade Pay
7. Date of Birth
8. Present accommodation and address

9. Do you own a residence in Municipal limits of Kishangarh?
10. If spouse is allotted any official accommodation provide details along with location of accommodation.
11. Family members proposed to be staying with the employee in the residence to be allotted.
12. Type of accommodation applied for
13. Do you want to be considered for accommodation below your entitlement

Date
Place

(Signature)

FOR OFFICE USE

Received for allotment of residence

Date:

By:

Signature