



UNIVERSITY ACCOMMODATION POLICY

1. SHORT TITLE AND APPLICATION

- a) These rules/ guidelines may be called the rules for allotment of all residential quarters/ flats in Guru Kashi University.
- b) Additions/ amendments can be made on the recommendations of the concerned allotment committees in their periodic meetings and shall take effect from the date these are approved by the Vice-Chancellor.

2. DEFINITIONS

“Allotment” means grant of entitlement to a University employee to occupy a residential quarter/ flat or a portion thereof, owned by the University for use by him/her as a tenant.

3. CONSTITUTION OF HOUSE ALLOTMENT COMMITTEE

There shall be a ‘House Allotment Committee’ (HAC) constituted by the Esteemed Vice- Chancellor.

Functions: The ‘House Allotment Committee’ (HAC) shall:

- a. Recommend allotment of residential quarters/flats to the desirous employees on First-cum-First basis;
- b. Ensure proper utilization of residences;
- c. Recommend cancellation of allotment of a deceased or defaulting allottees and recommend its allotment to the next in queue;
- d. Consider all other matters relating to the University residential quarters/flats as may be referred to it from time to time.

4. APPLICATION FOR ALLOTMENT

A permanent employee of the University can apply for allotment of university accommodation/better accommodation on a prescribed form. The Estates Section shall maintain the proper record of all such employees in respect of each category/cadre who apply for residential accommodation or for better accommodation format of application is attached and as annex 'A'.

5. ALLOTMENT PROCEDURE

Allotment of University accommodation shall be made on First-cum-First basis. A quarter/flat falling vacant shall be allotted to a desirous and eligible applicant on the following conditions:

- (i) The applicant has applied on the prescribed application form complete in all respects;
- (ii) The applicant shall be allotted a quarter by the competent authority.
- (iii) An employee on duly sanctioned leave, unless he/she chooses otherwise may authorize a member of his/her family which includes father, mother, wife & son/daughter to stay in his allotted quarter/flat with a proof of his relationship to be submitted in the office of Registrar university concerned office.

6. ALLOTMENT IN URGENT & DESERVING CASES

In case of emergency, the Allotment Committee or Chairman, Allotment Committee shall recommend allotment of a quarter/flat to a permanent employee of University to the Vice Chancellor and Vice Chancellor shall have the power and discretion to allot the available/vacant quarters in respect of each category in a year to the permanent employee of the University out-of-turn, subject to the fulfilment of following conditions by the employee:

- (i) Employee shall submit an application along with the prescribed application form in the Estates Section.
- (ii) Shall have deposited the required application fee in the Estates Section.

(iii) Shall have to submit a proof of his sustentative appointment.

(iv) The employee shall be entitled for the type/category of accommodation he/she has requested.

7. NON-ACCEPTANCE OF OFFER OF ALLOTMENT OR FAILURE TO OCCUPY THE ALLOTTED HOUSE AFTER ACCEPTANCE OF OFFER

If any employee fails to accept the offer of allotment of allotted quarter/flat within 15 days and/or fails to physically occupy for use within one month, the allotment shall stand cancelled and will be allotted next in queue. If the said employee later on desires to avail the University accommodation, he/she shall have to apply a fresh.

8. PERIOD OF RETENTION OF UNIVERSITY ACCOMMODATION

1. A quarter/flat allotted to an employee may be retained by him/her for the period mentioned below after his/her resignation, retirement, leave etc. and finally as per the order of the competent authority.
2. In case any person (resident) resigned/ relieve by university should vacate the residence within 3 days.

Events	Permissible period for retention of the University Accommodation
Resignation, dismissal/ Removal or termination of service or unauthorized absence from University.	Three days: The employee shall have to pay the electricity charges, rent, water and other charges as per the norms.
Retirement or repatriation to the parent organization on completion of tenure of appointment or death of allottee.	One months: The employee shall have to pay the electricity charges, rent, water and other charges as per the norms.

Explanation

In case of happening of any of the events mentioned in the table above, the concerned employee has to submit an application to the Registrar that he/she wants to retain the University accommodation for the period mentioned in the table. Otherwise, it will be assumed that the concerned employee is not interested or in need to retain the allotted accommodation and the said quarter/flat will be allotted to the employee next in queue.

9. CHANGE OF FLAT

- An allottee who is in actual occupation of a flat may apply only once for a change to another flat of the same type or a type to which he/she is entitled/eligible. However, the allottee has to submit an application in the prescribed form for change of flat.
- The allottees can only once mutually exchange their flats in their respective cadre/type provided they seek prior permission from the University authorities. No such mutual exchange shall be permitted at the time of surrendering the University accommodation by either of the allottee.

10. PROPER MAINTENANCE OF UNIVERSITY ACCOMMODATION

The employee to whom a quarter/flat has been allotted shall:

- a. Maintain it to the satisfaction of the University;
- b. Keep it in such a manner that it does not become public nuisance;
- c. Carry out no structural changes on its own.
- d. Sharing with other faculty without permission of the authority is not allowed.

11. Special conditions for allotment are following:

- No free accommodation to anybody.
- Rs. 6000/- per month per flat in University Campus shall be charged as rent and electricity charges are as per actual.
- Rs. 2700/- per month per room in GGS Nursing Institute Hostel shall be charged.
- Only 2 Beds and Mattress, One Geyser and One AC will be provided.
- Sharing with one person per room with the permission of the authority will be allowed.
- If the person sharing the room leaves, the resident will have to pay the rent and electricity bill.
- Written application for allotment shall have to be submitted.
- Allotment will be done, based on the availability of the accommodation.
- The written consent of the both occupants sharing the accommodation is mandatory.
- While leaving the accommodation, taking over of the furniture and other articles shall have to be done.
- No dues will have to be obtained for electricity consumption.
- Electric gadgets must be in working condition while handing over the accommodation.
- The increase in rent shall be decided by the competent authority.
- Any damage to basic fixed assets of the flat/room shall be the responsibility of the occupants.
- In case of any damage to the property, the charge incurred on repair/ replacement will have to be borne by the person responsible for the damage.
- The rent will be deducted out of the salary.