



No.F.TU/REG/Quarters/01/2016

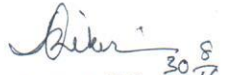
Date: 30th August, 2016

NOTIFICATION

This is for information of all concerned that the Hon'ble Vice Chancellor, Tripura University is pleased to approve the '**Tripura University Residence Allotment Rules-2016**' and the same has been uploaded in www.tripurauniv.in.

This will be reported to the next meeting of the Executive Council for ratification.

This will come into immediate effect.


(O. S. Adhikari)^{30/8/16}
REGISTRAR

Copy for wide circulation to:

1. All Heads/In-charge/Coordinators, Department of
2. All Officers/Branches/Sections, Tripura University.
3. The P.S. to Hon'ble Vice-Chancellor, Tripura University.
4. Notice Board/**Website**, Tripura University.



No.F.TU/REG/Quarters/01/2016

Date: 30.08.2016

NOTIFICATION

TRIPURA UNIVERSITY RESIDENCE ALLOTMENT RULES 2016

1. TITLE AND SCOPE:

- 1.1. These Rules shall be called the "Rules for Allotment of Residential Accommodation".
- 1.2. These Rules shall come in to force with immediate effect.
- 1.3. With coming into force, these rules shall supersede the earlier rules of allotment of Quarter.
- 1.4. Allotment already made under the provisions of the earlier rules shall continue to be valid.
- 1.5. These rules shall apply to the regular employees of the University.
- 1.6. It shall not be obligatory on the part of the UNIVERSITY to provide residential accommodation for its entire staff.
- 1.7. The allotment of residences will be made on the basis of the availability of residential accommodation as per the rules.
- 1.8. The regular employees of the University will be considered for allotment of residential accommodation under the administrative control of the TRIPURA UNIVERSITY.

2. DEFINITIONS:

- 2.1 "University" means Tripura University.
- 2.2 "Employees" means the employees of the University.
- 2.3 "Allottee" means an employee to whom residential accommodation is allotted
- 2.4 "Family" means the wife or husband, as the case may be, and children, parents, brothers and sisters residing with and are dependent of an employee.
- 2.5 "License Fee" means the amount payable by the allottee for a residence allotted to him/her under these rules, exclusive of electricity charges.
- 2.6 "Pay" means Pay in pay band (PB) plus GP/AGP of the Allottee as may be modified from time to time by Government.
- 2.7 "Entitlement" means the highest type of accommodation that an employee is eligible.
- 2.8 "Subletting" or sharing of accommodation by an allottee with another person with/ without payment of License fee is not permissible but does not include any sharing of accommodation with casual guests or with close relatives and personal servants.
- 2.9 "Residence allotment Committee" means the committee responsible for allotment of Quarters to the employee of the University under this rule.

3. CONSTITUTION OF RESIDENCE ALLOTMENT COMMITTEE

- 3.1 The Residence allotment committee shall be constituted for a term of three (3) years by the Vice-Chancellor and shall consist of the following members:
 1. Pro-VC/Registrar - Chairman
 2. Teaching Faculty -3 (Professor -1, Associate Professor - 1, Assistant Professor - 1) Member(One member shall be a female teacher)
 3. Officer -1, Member
 4. Non-Teaching Staff -1, Member
 5. Estate Officer / Campus In-charge -1, Member
 6. Deputy Registrar/Assistant Registrar- Member Secretary

Note: Vacancies arising due to withdrawal may be filled by the authority for the residual term

- 3.2 Quorum: Five members shall form the quorum.
 - (a) The Committee shall meet as and when necessary.

(b) The Member Secretary of the Committee shall prepare the "allotment seniority" list of the employees for the purpose of residence/quarter allotment in the various grades. He shall also maintain the record of vacant quarters and convene the meeting of the Residence Allotment Committee in consultation with the Chairman.

3.3 Functions: The residence Allotment Committee shall

- (a) Decide allotment of residences under the provision of these rules;
- (b) Ensure proper utilization of residences;
- (c) Exercise powers of cancellation of allotment and take any other action against the allottees for breach of rules and conditions for allotment of residences; and
- (d) Consider and decide all other matters relating to the University residences as may be referred to it from time to time by the University authorities.
- (e) The recommendations of the Residence Allotment Committee will become effective after they are approved by the Hon'ble Vice-Chancellor.

3.4 Appeal

- (a) An appeal against a decision of the Residence Allotment Committee shall lie with the Vice-Chancellor.
- (b) Such an appeal shall be made by the aggrieved person within 15 days of the notification/ order issued by the authority.

4 ELIGIBILITY, SENIORITY AND PROCEDURE OF ALLOMENT:

4.1 Seniority will be determined on the basis of the following order:

- (i) In case of applicants with varying designation and GP/AGP for allotment of same type of quarter, seniority will be based on the basis of the date of entitlement of the incumbent to such type of residence;
- (ii) In case, the date of entitlement is the same, seniority will be determined on the basis of date of joining in Tripura University;
- (iii) In case, the date of entitlement and the date of joining in Tripura University, both, are same, seniority will be determined on the basis of pay;
- (iv) In case of coincidence in respect of entitlement date, AGP/GP and pay, seniority will be determined on the basis of the length of the service in the Tripura University;
- (v) In case tie still persists, seniority will be determined on the basis of their position in the merit list prepared by the selection committee;
- (vi) If tie still continues, seniority will be determined by date of birth.

4.2 Entitlement of an employee will be determined on the basis of the following order:

| | |
|-----------|--|
| TYPE-I | - GP upto Rs.1, 800/- |
| TYPE- II | - GP from Rs.1, 900/- to Rs.2, 800/- |
| TYPE- III | - GP/AGP from Rs.4, 200/- to Rs.6, 000/- |
| TYPE- IV | - GP/AGP from Rs.6, 600/- and above |
| TYPE- V | - GP/AGP from Rs.8, 700/- and above |
| TYPE- VI | - GP/AGP from Rs.10000/- and above |

5 RESPONSIBILITY OF THE OCCUPANT

- 5.1 The allottee to whom a residence has been allotted shall maintain the residence and premises in a clean condition.
- 5.2 No allottee shall sublet the whole or part of his residence allotted to him, failing which the authority may cancel the allotment order.
- 5.3 No allottee shall be allowed to construct any additional accommodation in his residence, failing which the authority may cancel the allotment order.
- 5.4 If any major damage to the residence or any modification or alterations are made to the residence, the allottee will be responsible for this and will be liable for cancellation of allotment order by the authority.
- 5.5 No allottee shall be allowed to use his residence for commercial or political purpose, failing which the authority may cancel the allotment order.

6 ALLOTMENT OF RESIDENCES

- 6.1 Whenever any one or more residence, falls vacant or becomes available for allotment, it shall be notified by the authority, inviting applications from its employees, and allotment shall be made on the basis of entitlement and seniority. Fresh application is to be submitted on every occasion.
- 6.2 An employee, who is on approved leave and is out of station may apply through email, provided that on joining duty after leave he/she will complete all the formalities.
- 6.3 The date of seniority shall be counted on the last date of submission of application for the specific advertisement as notified by the authority.

Note:

- (a) *Employees who do not get accommodation for which they are entitled will be considered for allotment of next lower category of accommodation on the basis of their seniority provided if he/she applied for that and subject to availability of accommodation.*
- (b) *When the grades of same designations are revised and for other designations the grades are not revised, the un-revised grades will be considered for the purpose of house allotment.*
- (c) *No residence of higher type than he/she is entitled to, shall be allotted to an employee.*
- (d) *If no application is received for allotment of a vacant quarter from any eligible employee, applications can be invited from employees, who are eligible for one type lower (after the approval of the authority) and allotment shall be made as per seniority.*
- (e) *If two allottees marry each other, they shall surrender one of the two houses within one month of the marriage, failing which allotment of the lower type of house shall be deemed to have been cancelled on expiry of the aforesaid period of one month. Where both of the houses are of the same type, the allotment of one of them shall be deemed to have been cancelled.*
- 6.4 Allotment on priority basis over others shall be made to such employees whose presence in the University Campus is considered essential for management and supervision of University work and building etc., under the following categories so as to enable him/her to make himself/herself available for duty at any time of the day or night as the requirement may be:
- a. Estate Officer / The Campus In-Charge -1;
 - b. Medical Officer -1;
 - c. Nurse -1;
 - d. Security Officer/Security Inspector - 1;
 - e. Mechanic - Electrical- 1;
 - f. Mechanic - plumber - 1;
 - g. Pump house operator - 1;
 - h. The employees who are blind, deaf or orthopedically handicapped who find it very difficult to move freely, shall be given ground floor houses as per his/her entitlement and seniority, provided he/she prefer for ground floor.
- 6.5 The total availability of Quarters of different types may be taken in to account before declaring the number of Quarters to be earmarked.
- 6.6 A maximum of 15 percent of total quarters may be earmarked and a proportional formula may be applied to determine the number of Quarters to be earmarked in different stratum of the Quarters Type.
- 6.7 The Vice-Chancellor may, at his/her discretion, allot the available earmarked quarters any time either on the basis of 6.4, mentioned above or to any employees, both teaching and non-teaching.
- 6.8 While taking possession of the allotted quarter, the employee must satisfy himself that the allotted quarter is
- (a) Neat and Clean
 - (b) All the fixtures for electric appliances, fans, etc. and sanitary fixtures are in working condition;
 - (c) Electric meter reading is recorded by appropriate person.
- Unless satisfied, the employee should not take the key from the campus – in – charge.

CONCESSIONAL PERIOD FOR WHICH ACCOMMODATION MAY BE RETAINED:

| Sl No. | Event | Permissible Period for Retention of the Residence |
|--------|--|---|
| 1 | Vacation/leave of all types including sabbatical leave/study leave/maternity leave | For full period of leave |
| 2 | Training/QIP scheme | For full period of leave |
| 3 | Proceeding elsewhere under approval of faculty exchanged programme | For full period of leave |
| 4 | Retirement or terminal leave | 6 months (on payment of normal licence fee for the first two months, twice the normal license fee for the next two months and 4 times the normal license fee for another 2 months) |
| 5 | Death of the Allottee during service | 24 months Note: in case the allottee is not a regular govt employee viz. consultant/contractual appointee/co - terminus staff of Ministers or other dignitaries, etc., retention will be allowed for 6 months on payment of normal license fee by the family. |
| 6 | Resignation, Dismissal, Removal or Termination of service or unauthorized absence without permission | One month |
| 7 | Study leave in or outside India | (a) In case of occupation of an accommodation below entitlement, for the period of study leave. (b) In case of occupation of the entitled type accommodation, for the period of study leave but not exceeding six months; if the study leave extends beyond six months, the officer may be allotted alternative accommodation, one type below entitlement, on the expiry of six months or from the date of commencement of the study leave if desired by the allottee. |
| 8 | Leave on medical grounds | For the full period of leave |
| 9 | Transfer to a place outside the station | 2 months (and for further 6 months on medical/educational grounds on payment of twice the normal license fee) |
| 10 | On proceeding on Foreign service in India | 2 Months |
| 11 | Temporary transfer in India or transfer to a place outside India | 4 months |
| 12 | Leave(other than leave preparatory to retirement, medical leave, maternity leave or study leave) | 4 months |
| 13 | Leave preparatory to retirement | For the full period of leave on full pay subject to a maximum of 180 days (including permissible period in case of retirement) |
| 14 | Deputation outside India | For the period of deputation but not exceeding 6 months |
| 15 | Deputation outside India as United Nation volunteer | For the maximum period of 1 year on payment of normal license fee, provided the residential accommodation is required for use of family |

8 PROVISIONS RELATING TO LICENCE FEE:

- 8.1 Where an allotment of accommodation or alternative accommodation has been accepted, the liability for licence fee shall commence from the date of occupation or the eighth day from the date of allotment in case of a house already vacant or the eighth day from the date of intimation about vacant possession.

- 8.2 An employee who, after acceptance, fails to take possession of that accommodation within 10 (ten) days from the date of receipt of the allotment letter, shall be charged licence fee from such date upto a period of 15 (Fifteen) days provided nothing contained herein shall apply where the University Engineering Cell certifies that accommodation is not yet ready for occupation and as a result of which the officer does not occupy the accommodation within the period specified.
- 8.3 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 the new residence. He may, however, retain the former residence without payment of licence fee for that day and the subsequent day for shifting.
- 8.4 The salary section will deduct the HRA received by the allottee and will be reflected in the salary slip of the allottee.
- 8.5 The licence fee for various types of residences shall be charged as per the rates prescribed by the Government of India from time to time and as adopted by the University Authority.

9 SURRENDER OF AN ALLOTMENT AND PERIOD OF NOTICE

- 9.1 An allottee may at any time surrender an allotment by giving intimation so as to reach the Estate Officer/Campus-in-charge and the concerned maintenance sub-division at least 3 (three) day before the date of vacation of residence. The allotment of the residence shall be deemed to be cancelled from the date on which the letter is received by the Estate Officer or the day specified in the letter whichever is later.
- 9.2 If he/she fails to give due notice he shall be responsible for payment of licence fee for the number of days by which the notice given by him falls short. Provided that the Estate Officer may accept a notice for a short period.
- 9.3 An allottee who surrenders the residence under rule 9.1 or 9.2, shall not be considered again for allotment of accommodation for a period of one year from the date of such surrender.
- 9.4 While vacating the quarter an employee who was residing in the quarter must ensure that the quarter is
- (a) Neat and Clean;
 - (b) All the fixtures for electric appliances, fans, etc. and sanitary fixtures are in working condition;
 - (c) Electric meter reading is recorded by appropriate person.
- Unless satisfied, the campus-in-charge should not take the key of the quarter from the employee. The employee is liable for the charges for repairing damages noticed by the campus-in-charge during moving out inspection. Regarding this damage charge the decision of the executive engineer is final. The employee must also submit electric fee clearance and licence fee

10 CHANGE OF RESIDENCE

- 10.1 An allottee to whom a residence has been allotted under these rules may apply for change of another residence of the same type. But not more than one change shall be allowed in respect of one type of residence allotted to the allottee.
- 10.2 If application for change of residence is received more than one, then the decision will be taken considering the seniority.
- 10.3 If an allottee fails to accept a change of residence offered to him/her within 10 (ten) days of the receipt of such Offer of allotment, he/she shall not be considered again for a period of one year for change of allotment of that type.
- 10.4 An allottee who after accepting a change of residence fails to take possession of the same shall be charged licence fee in addition to his/her present quarter which is already in his possession and the allotment of which shall continue to subsist.

11 CHANGE OF RESIDENCE IN THE EVENT OF DEATH OF A MEMBER OF FAMILY

Notwithstanding anything contained in this rule, an employee may be allowed a change of residence on the death of any member of his family if he applies for a change within three months of such occurrence provided that the change will be given in the same type of residence.

12 MUTUAL EXCHANGE OF RESIDENCE

An allottee to whom residence of the same type has been allotted under these rule may apply for permission to mutually exchange their residence. Permission to mutual exchange may be granted if both the employees are reasonably expected to be on duty at Tripura University and to reside in their mutually exchanged residences for at least six months from the date of approval of such change.

13 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. Further, wherever rules for allotment of residences of the University are silent on any subject, the Vice-Chancellor shall finally decide on the matter. The Vice-Chancellor may also bring any matter in this regard to the Executive Council if he/she considers it necessary.


(O. S. Adhikari)^{30/8}₇₆
REGISTRAR

TRIPURA UNIVERSITY
SURYAMANINAGAR -799022

APPLICATION FORM FOR ALLOTMENT OF RESIDENCE

(TO BE FILLED IN BY THE APPLICANT)

1. **NAME IN BLOCK LETTERS** _____
2. Designation _____
3. (a) Basic Pay (as on 01/07/20__ __) _____
(b) Scale of Pay _____
(c) Date of Birth _____
4. Telephone/Intercom No. _____
5. Date of joining into regular service ___ / ___ / _____
6. Date from which continuously employed in Tripura University ___ / ___ / _____
7. Type of House applied (Please \surd the box)
(All details are compulsory)

| Type | Basic Pay Range | Date from which basic pay is drawn in the basic range |
|------------------------------|----------------------------------|---|
| <input type="checkbox"/> I | GP upto Rs.1800/- | ___ / ___ / _____ |
| <input type="checkbox"/> II | GP from Rs.1900/- to Rs.2800/- | ___ / ___ / _____ |
| <input type="checkbox"/> III | GP from Rs.4200/- to Rs.6000/- | ___ / ___ / _____ |
| <input type="checkbox"/> IV | GP/AGP from Rs.6600/- and above | ___ / ___ / _____ |
| <input type="checkbox"/> V | GP/AGP from Rs.8700/- and above | ___ / ___ / _____ |
| <input type="checkbox"/> VI | GP/AGP from Rs.10000/- and above | ___ / ___ / _____ |

8. Category :

General SC ST OBC PwD

9. (a) Gender : Male Female
- (b) Marital status : Married Unmarried

