



त्रिपुरा विश्वविद्यालय  
TRIPURA UNIVERSITY  
(केन्द्रीय विश्वविद्यालय / A Central University)  
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No. TU/REG/QTR/01/13(Vol.-V)

Date: 12.02.2021

### NOTIFICATION

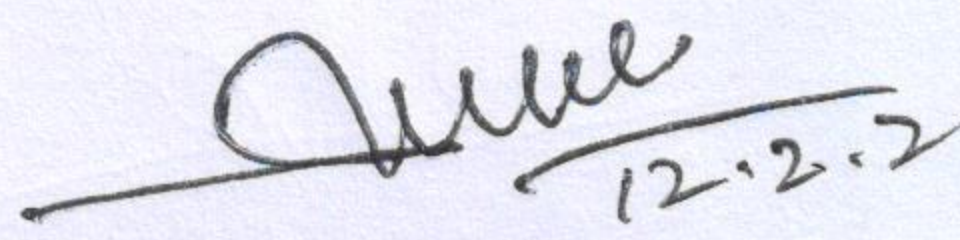
In reference to the Revised Tripura University Residence Allotment Rules 2016 (Revised in 2021), applications are invited from interested employees of this University for allotment of Residential Quarters on the basis of the Revised Rule.

Applicants are requested to carefully read the Revised Tripura University Residence Allotment Rules 2016 (Revised in 2021) before submitting applications as allotment would be made as per guidelines of the stated therein.

As per procedure laid down in the guidelines, a unified wait list would be prepared and made available in the website of Tripura University for the reference of the applicants and allotment would be made through Automated System of Allotment (ASA) as per Clause 9(1).

Henceforth, interested employees may submit applications anytime of the year after completion of 06 (six) months of service from the date of joining.

This is issued with the approval of the competent Authority of Tripura University.

  
(Dr. Deepak Sharma)  
Registrar

Copy for information to:-

1. The Dean, Faculty of Arts & Commerce, Tripura University.
2. The Dean, Faculty of Science, Tripura University.
3. The HoD/HoD(i/c)/ Director/Co-ordinator....., Tripura University for circulation among faculty members & staff.
4. All Officers/Non-Teaching Staff, Tripura University.
5. P.S to Hon'ble Vice-Chancellor for information of the Hon'ble Vice-Chancellor, Tripura University.
6. Guard File. according



**REVISED TRIPURA UNIVERSITY RESIDENCE ALLOTMENT RULES 2016**

**(Revised in 2021 and approved in 35<sup>th</sup> Executive Council dated 29.01.2021)**

**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 its coming into force, these Rules shall supersede the earlier Rules of allotment of Quarters.
- 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 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/level of pay in the pay matrix 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 "ASA" means Automatic System of Allotment of Quarters to the employee of the University under this rule.

**3. Classification of accommodation-**

The classified types of accommodation in Tripura University general pool are Type I, Type II, Type III, Type IV.

Provided that type I to IV accommodations shall be classified as lower type of accommodation and from Type V and above accommodation shall be classified as higher type of accommodation.

**4. Classification of hostel accommodations-**

- (a) Double Suite;
- (b) Single Suit with Kitchen;
- (c) Single Suite without Kitchen; and
- (d) Working Girls Hostel.

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**5. Entitlement for types of accommodation.-**

- (1) Save as otherwise provided in these rules an applicant shall be eligible for allotment of residence of the type as shown in the column (1) as per the level in the pay matrix specified in the corresponding column (3), in the table below:-

**TABLE I**

Type of Residences (1)	Existing Grade Pay/ Basic Pay (2)	Level in the pay matrix (3)
I	Rs. 1800	1
II	Rs. 1900, Rs. 2000, Rs. 2400 and Rs. 2800	2, 3, 4, 5
III	Rs. 4200, Rs. 4600, Rs. 4800 And Rs. 5400	6, 7, 8, 9
IV	Rs. 5400 & above	10 & above

- (2) Save as otherwise provided in these rules an allottee shall be eligible for allotment of hostel accommodation as shown in the column (1) as per the level in the pay matrix specified in the corresponding column (3), in the table below:-

**TABLE II**

Type of hostels (1)	Existing Grade pay/pay scale (2)	Level in the pay matrix (3)
Single suite (without kitchen)	Rs. 4200 and above	Level 6 and above
Single suite (with kitchen)	Rs. 4200 and above	Level 6 and above
Double suite	Rs. 5400 and above	Level 9 and above
Working Girls Hostel	All lady employees without limit of emoluments shall be eligible	All lady employees without limit of emoluments shall be eligible

- (3) The assessment of priority date and preparation of waiting lists for different types of accommodations shall be as under:
- (a) The priority date in respect of type I to type III accommodation shall be determined on the basis of the date of joining of the employee in the T.U. service and the eligibility for the type of accommodation shall be decided as per level of the applicant in the pay matrix:  
Provided that an applicant under this category shall be allowed to bid for one type lower accommodation than the type eligible for such applicant.
- (b) The priority date in respect of type IV and above accommodation shall be determined on the basis of the date from which the applicant has been continuously eligible for the type of accommodation as per the level of the applicant in the pay matrix.
- (c) The inter-se seniority for the type IV and above accommodation shall be considered on the basis of the following factors, namely:-
- (i) where the priority date of two or more applicants is the same, the applicant having the higher level of pay shall be senior in the waiting list;
- (ii) where the priority date and the pay in the level of two or more applicants are the same, the applicant who has joined the T.U. service earlier shall be senior in the waiting list; and
- (iii) where the priority date, pay in the level and the date of joining the T.U. service of two or more applicants are the same, the applicant retiring earlier may be accorded priority over the applicant retiring later.
- (d) The applicants entitled for type IV accommodation shall also be eligible to apply for accommodation below their entitlement subject to the condition that such accommodation shall not be below type III accommodation:

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- (4) Personal Pay shall not be considered for the purposes of determining the inter-se seniority in the waiting list.
- (5) Non Practicing Allowance (NPA) or any other such component of pay shall not be considered for the purpose of determining the inter se seniority in the waiting list.

## PART II ALLOTMENT PROCEDURE

### 6. **Application for accommodation**

- (1) Every T.U. regular employee on joining duty on his first appointment may make an application online or manually through his office to the Registrar for allotment of accommodation to which he is eligible under these rules and the entitled type of accommodation shall be offered as per the priority date in accordance with these rules having regard to the allottee's preference:  
Provided that no application shall be entertained for accommodation within six months of the date of superannuation.
- (2) Applications received prior to the specified bidding date shall be included in the respective unified waiting list and considered for allotment in the next bidding cycle subject to fulfillment of terms and conditions for allotment as per these rules.
- (3) The applicant shall furnish various particulars in form specified by the T.U. which shall be verified by the office of the applicant and in case of any discrepancy in the application or furnishing of incorrect information in the application, the applicant and the verifying officer shall be liable for furnishing of incorrect information and disciplinary action shall be taken against them including cancellation of allotment of accommodation, if allotment was made based on incorrect information.

### 7. **Preparation of waiting lists for various types of accommodation.-**

- (1) A unified waiting list shall be prepared for each type of accommodation.
- (2) A unified waiting list shall have names of the applicants applied for initial as well as for change of accommodation and shall be prepared as per entitlement for a type of accommodation.
- (3) The names of applicants entitled for Type IV & above accommodation shall be included in all unified waiting lists of below types of accommodation for which they are eligible.
- (4) The names of applicants entitled for Types II, III accommodation shall be included in all unified waiting lists of one type below accommodation for which they are eligible.

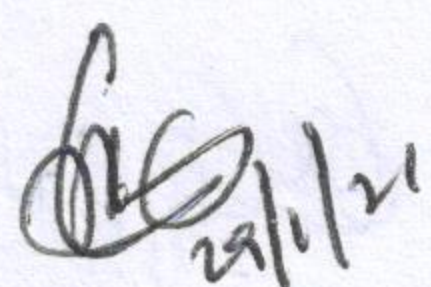
### 8. **Deletion of names of non-serious applicants from unified waiting lists.-**

The names of applicants, who have neither updated their personal data nor opted for any accommodation during the past one year, shall be automatically deleted from the unified waiting list:

Provided that the applicant whose name is deleted may get his name activated again by filling prescribed form and such applicant shall be considered in the unified waiting list of the respective type of accommodation.

### 9. **Offer of allotment of accommodation.-**

- (1) Save as otherwise provided in these rules, accommodation falling vacant in all types including hostel accommodation will be allotted by the Registrar's Office through **Automated System of Allotment** to the applicant applying for initial allotment or for change of accommodation from the unified waiting list for that type of accommodation under these rules.
- (2) The Registrar may, in emergent circumstances where the accommodation in occupation of the allottee is required to be vacated, allot him an alternate accommodation of the same type or

  
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the type next below the type of accommodation in occupation of the allottee, subject to availability.

**10. Period for which allotment subsists.-**

An allotment shall be effective from the date on which it is accepted by the allottee and shall continue till he/she is in the University service:

- (a) the expiry of the concessional period permissible under these rules after the allottee ceases to be on duty in an eligible office;
- (b) it is cancelled by the T.U. Authority or is deemed to have been cancelled under any provisions in these rules;
- (c) it is surrendered by the allottee;
- (d) the allottee ceases to occupy the accommodation.

**11. Acceptance of allotment.-**

- (1) An offer of allotment of an accommodation shall be accepted by the allottee within eight days from the date of allotment of the accommodation through automated system or by manual system of allotment, as the case may be.
- (2) The allottee may accept the allotment of the accommodation by himself or through an authorized representative within specified time limit.

**12. Allotment of accommodation on re-development or any other purpose.-**

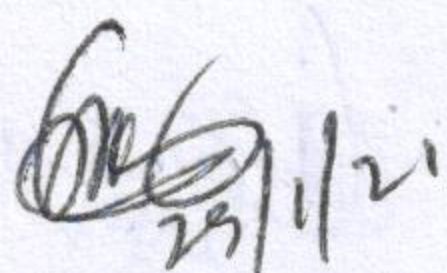
- (1) Where an entire residential block is required to be vacated for re-development or any other purpose, the allottees of such block shall be placed enbloc over the unified (change/initial) waiting list for same type of accommodation and the allotment shall be done through ASA or manually, as may be applicable;
- (2) Where there is no sufficient vacancy in the concerned type of accommodation to relocate the allottees of such block, the entire bidding process for other applicants in the Unified waiting list may be frozen in respect of such type of accommodation for such period as may be deemed necessary.

**13. Declaration by an applicant owning a house at the place of posting.-**

- (1) An employee owning a house either in his own name or in the name of any member of his family at the place within AMC or 15 KM radius from Tripura University, shall inform the fact to the Registrar at the time of applying for accommodation:  
Provided that where an employee or any member of his family becomes owner of a house at the place within AMC or 15 KM radius from Tripura University after an accommodation is allotted to him under these Rules, the allottee shall inform the fact to the Registrar within a period of one month from the date of possession of the house.
- (2) A higher rate of licence fee, as specified by the Registrar from time to time shall be applicable to the allottees under this rule.
- (3) An employee not owning a house either in his own name or in the name of any member of his family at the place within AMC or 15 KM radius from Tripura University shall be given preference over employee under 13 (1).

**14. Eligibility of allottees married to each other.-**

- (1) No employee of the T.U. shall be allotted an accommodation under these rules if the spouse of such Tripura University employee has already been allotted an accommodation, unless such accommodation is surrendered:  
Provided that this sub-rule shall not apply where the wife and husband are residing separately in pursuance of -
  - (i) an order of judicial separation made by any Court; or
  - (ii) an order to proceed to frame and record the issues for settlement of the proceedings by any Court in which a petition filed by either spouse for dissolution of marriage by a decree of divorce is pending and either of them has furnished an undertaking to surrender the

  
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- accommodation allotted to her or him forthwith in case of revival of conjugal rights with her or his spouse.
- (2) Where two allottees in occupation of separate accommodation allotted under these rules marry each other, they shall within one month of marriage, surrender one of the accommodation.
  - (3) If one of the accommodation is not surrendered within the stipulated period as required by sub-rule (2), the allotment of the accommodation of the lower type shall be deemed to have been cancelled on the expiry of such period and if the accommodations are of the same type, the allotment of such one of them as the T.U. authorities may decide, shall be deemed to have been cancelled on the expiry of such period.
  - (4) Notwithstanding anything contained in sub-rules (1) to (3),
    - (i) if a wife or husband, as the case may be, who is an allottee of an accommodation under these rules, is subsequently allotted a residential accommodation at the same station from a pool to which these rules do not apply, she or he, as the case may be, shall surrender anyone of the accommodation within one month of such allotment:  
Provided that this clause shall not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by any Court.
    - (ii) where two allottees, in occupation of separate accommodations at the same station, one allotted under these rules and another from a pool to which these rules do not apply, marry each other, anyone of them shall surrender anyone of the accommodation within one month of such marriage.
  - (5) If an accommodation is not surrendered as required under sub-rule (4), the allotment of the accommodation in the University general pool shall be deemed to have been cancelled on the expiry of such period.

### PART III

#### SEPARATE POOLS FOR CERTAIN CATEGORIES OF EMPLOYEES

##### 15. Allotment to women employees (Ladies Pool).-

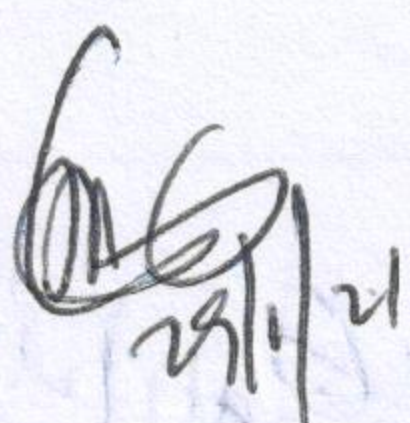
- (1) Notwithstanding anything contained in these rules, "Ladies Pool" shall be maintained separately for married lady employees and for single lady employees and the allotment under these rules shall be made in the ratio of 2: 1 between married lady employees and single lady employees.

**Explanation.**-For the purposes of this rule,-

- (i) "Married lady employee" means a lady employee whose marriage is subsisting and who is not judicially separated from her husband;
- (ii) "Single Lady employee" means an unmarried lady employee and include a widow with or without children.

##### 16. Allotment in Tenure Officers Pool (for Registrar, Controller of Examinations, Finance Officer etc.)-

- (1) Notwithstanding anything contained in these rules, a Tenure Officers Pool shall be maintained for the officers of the T.U.:  
Provided that the allotment of accommodation to the officers shall be restricted to the number of residential units prescribed for them.
- (2) The inter se seniority of the officer eligible for allotment of accommodation in the 'Tenure Officers Pool' shall be determined under these rules and in relation to their counterparts on the basis of their seniority in their respective services.
- (3) The number and types of accommodation to be placed in these pools shall be determined by the T.U. from time to time.



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**PART IV**  
**OUT OF TURN ALLOTMENT IN CERTAIN CATEGORIES**

**17. Reservation in allotment to Scheduled Castes and Scheduled Tribe employees.-**

- (1) 10% in Types 'I' and 'II' and 5% in Types 'III' and 'IV' of General Pool Accommodation is reserved for SC/ST employees subject to their eligibility for allotment in their entitled types and in their turn from the separate waiting list to be maintained for the purpose. Vacancies available in the quota reserved for them would be allotted in the ratio of 2:1 to the SC and ST employees respectively. If there is no SC employee, the quota reserved for SC would be allotted to ST employee.
- A 60-point roster will be maintained for the purpose of allotment of quarters. For Types 'I' and 'II' accommodation, vacancies at point Nos. 10, 20, 40 and 50 will be for SC employees and point No. 30 and 60 for ST employees; for Types 'III' and 'IV' accommodation, point No. 20 and 40 will be for SC employees and point No. 60 for ST employees. SC/ST employees will also be considered for allotment in their turn along with general category employees.
- (2) Scheduled Castes and Scheduled Tribe applicants, who are already in occupation of University general pool residential accommodation, shall be eligible for allotment of higher type of accommodation from the quota reserved for them under this rule.
- (3) The Scheduled Castes and Scheduled Tribe applicants shall also be eligible for allotment from University general pool.
- (4) The Scheduled Caste and Scheduled Tribe applicants shall mention the fact that as to whether they belong to Scheduled Caste and Scheduled Tribe in their application for allotment of accommodation, which shall be verified by the office of the applicants from their records at the time of acceptance of allotment of the accommodation by the office of the applicant or by the Registrar, wherever applicable.

**PART V**  
**RETENTION OF ACCOMMODATION**

**18. Concessional period of retention.-**

- (1) The allottee may, subject to the conditions laid down in these rules, be permitted to retain the accommodation on the happening of any of the events specified in column (2) of the table below, for the period specified in the corresponding entry in column (3) thereof, provided that the accommodation is required for the bonafide use of the allottee or members of his family:

**Table**

Sl No.	Event	Permissible Period for Retention of the Residence
1	Vacation/leave of all types excluding sabbatical leave/study leave/maternity leave	For full period of leave
2	Training/QIP scheme	For full period of leave/training
3	Proceeding elsewhere under approval of faculty exchanged programme	For full period of leave/programme
4	Retirement or terminal leave	Maximum upto 12 months (on payment of normal licence fee for first 6 months, twice the normal license fee for the next 4 months and 4 times the normal license fee for last 2 months)
5	Death of the Allottee during service	24 months with normal licence fee Note: in case the allottee is not a regular T.U. employee viz. consultant/contractual appointee/co - terminus staff of Ministers

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		or other dignitaries, etc., retention will be allowed for 6 months on payment of normal licence fee by the family.
6	Resignation, Dismissal, Removal or Termination of service or unauthorized absence without permission	One month
7	Leave on medical grounds	For the full period of leave
8	On proceeding on Foreign service in India/Deputation	6 Months
9	On lien	Maximum 12 months on normal licence fee. Any employee on lien is not surrendering quarter after 12 months, then Tripura University may charge a panel rent as decided by the authority. All the dues shall be realized from the employee on lien before transferring his/her service book to his/her new employer.
10	Maternity Leave/Study Leave/Sabbatical Leave	Actual period of leave or two years, whichever is earlier.
11	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)
12	Deputation outside India	For the period of deputation on payment of normal licence fee but not exceeding 6 months
13	Deputation outside India as United Nation volunteer	For the maximum period of 1 year on payment of normal licence fee, provided the residential accommodation is required for use of family

- (2) The licence fee free allottees of University general pool residential accommodation shall be allowed to retain the accommodation for a period of one month on retirement: Provided that on expiry of one month period, the allottee shall pay licence fee for retention of accommodation as prescribed in these rule.
- (3) All allottees of general pool residential accommodation shall furnish a self-certificate to the Registrar in case they are on leave for more than six months and retention of accommodation is required for family.

**19. Retention of accommodation on death, retirement.-**

- (1) In the event of retirement the allottee shall be allowed the facility of retention of accommodation under occupation for the period permissible under these rules on payment of prescribed licence fee.
- (2) In the event of death of an allottee while in service, the family of the allottee shall be allowed the facility of retention of accommodation under occupation for the period permissible under these rules on payment of prescribed licence fee: Provided that the extended period of retention under these rules shall not be allowed in the event of death of an allottee in cases where the deceased allottee or his dependent family members own a house within AMC or 15 KM radius from Tripura University.

**PART VI  
CHANGE OF ACCOMMODATION**

**20. Change in same type or entitled higher type of accommodation.-**

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- (1) An allottee to whom an accommodation has been allotted under these rules may apply for a change to another same type of accommodation only after taking physical possession of accommodation allotted under initial allotment.
- (2) Only one change shall be allowed in the same type of accommodation to the allottee.
- (3) An allottee, who intends to change the accommodation already allotted to him shall make an application in the form specified by the Registrar, and thereafter, the name of such allottee shall be included in the concerned type unified waiting list.
- (4) The priority date or the inter-se seniority of the allottees in the waiting list for change of accommodation in respect of Type I to Type IV shall be as applicable to initial allotment.
- (5) 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.
- (6) 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.

**21. 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.

**22. 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 for 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 one year from the date of approval of such change.

**23. Change of accommodation on medical grounds.-**

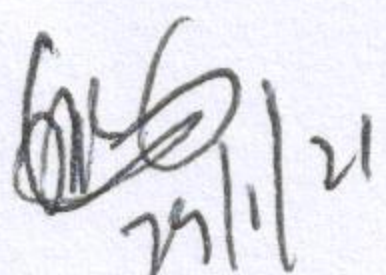
- (1) Change on medical grounds shall be given only if the allottee concerned has already availed of one change in the same type of accommodation admissible under these rules:  
Provided that if the allottee has not already availed one change, the application for change on medical grounds shall be referred to the Committee constituted for the purpose.

**24. Appeal**

- (a) An appeal against a decision of the Registrar 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.

**25. RESPONSIBILITY OF THE OCCUPANT**

- 1 The allottee to whom a residence has been allotted shall maintain the residence and premises in a clean condition.
- 2 No allottee shall sublet the whole or part of his residence allotted to him, failing which the authority may cancel the allotment order.
- 3 No allottee shall be allowed to construct any additional accommodation in his residence, failing which the authority may cancel the allotment order.
- 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 No allottee shall be allowed to use his residence for commercial or political purpose, failing which the authority may cancel the allotment order.
6. 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;

  
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(c) Electric meter reading is recorded by appropriate person.  
Unless satisfied, the employee should not take the key from the campus-in-charge.

**26. ALLOTMENT ON PRIORITY FOR ESSENTIAL SERVICES**

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. 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. Warden(s)/Assistant Warden(s) of hostel(s)
- i. 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.

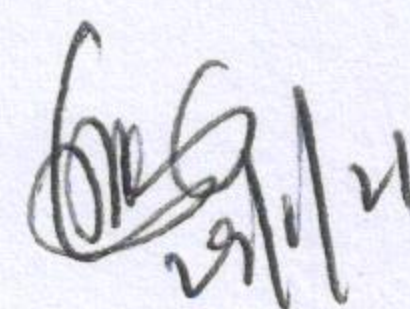
The Vice-Chancellor may, at his/her discretion, allot the available earmarked quarters any time under this provision to any employee of Tripura University either from teaching or non-teaching staff.

**27. PROVISIONS RELATING TO LICENCE FEE:**

- 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.
- 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.
- 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.
- 4 The salary section will deduct the HRA received by the allottee and will be reflected in the salary slip of the allottee.
- 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.

**28. SURRENDER OF AN ALLOTMENT AND PERIOD OF NOTICE**

- 1 An allottee may at any time surrender an allotment by giving intimation so as to reach the Registrar/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 Registrar or the day specified in the letter whichever is later.

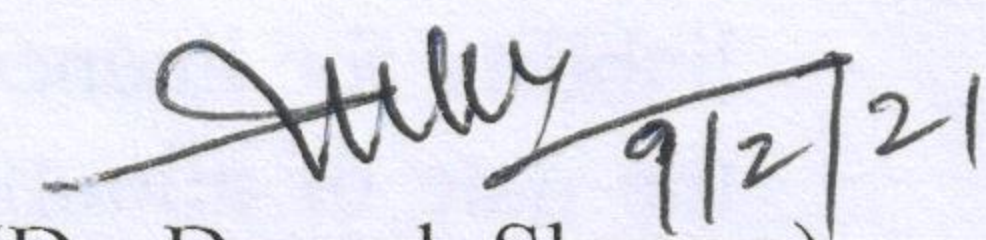
  
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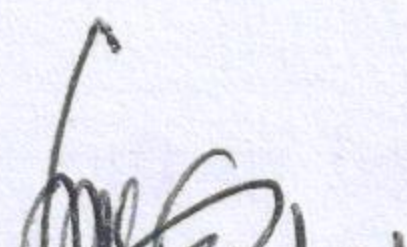
- 2 If he/she fails to give due notice he shall be responsible for payment of licence fee for the number of days by which the notice given by him falls short. Provided that the Registrar may accept a notice for a short period.
- 3 An allottee who surrenders the residence under rule 27.1 or 27.2, shall not be considered again for allotment of accommodation for a period of one year from the date of such surrender.
- 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 Executive Engineer or 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

#### 29. 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.

  
(Dr. Deepak Sharma)  
REGISTRAR

  
27/1/21



**TRIPURA UNIVERSITY**  
**(A Central 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 \_\_\_\_\_  
(b) Scale of Pay \_\_\_\_\_  
(c) Date of Birth \_\_\_\_\_
4. Mobile/Telephone No. \_\_\_\_\_
5. Date of joining into regular service \_\_\_\_ / \_\_\_\_ / \_\_\_\_
6. Date from which continuously employed in Tripura University \_\_\_\_ / \_\_\_\_ / \_\_\_\_
7. Have you applied for allotment of residence in the past?  
If yes, give the date of first application \_\_\_\_\_
8. Type of House applied (Please  $\checkmark$  the box)  
(All details are compulsory)

	Type	Grade pay under 6 <sup>th</sup> CPC / Level in pay matrix under 7 <sup>th</sup> CPC	Date from which basic pay is drawn in the basic range	
<input type="checkbox"/>	I	GP upto Rs.1800/-	L-1	__ / __ / ____
<input type="checkbox"/>	II	GP from Rs.1900/- to Rs.2800/-	L-2 to 5	__ / __ / ____
<input type="checkbox"/>	III	GP from Rs.4200/- to Rs.5400/-	L-6 to 9	__ / __ / ____
<input type="checkbox"/>	IV	GP/AGP from Rs.5400/- and above	L-10 and above	__ / __ / ____

8. Category :
- General  SC  ST  PwD

9. Whether in Emergency services (as identified under Clause 26 of the Allotment Rules)

*[Handwritten Signature]*  
27/1/21

10. Whether eligible for allotment under 'Special Pool'

11. (a) Gender : Male  Female

(b) Marital status : Married  Unmarried

12. Date of retirement or superannuation \_\_\_ / \_\_\_ / \_\_\_\_\_

13. (a) Are you/your spouse occupying house allotted by the University, Central/State Govt., Autonomous Bodies, etc in which public funds are invested .

Yes  No

(b) If yes, state the name of allottee, Quarter No., Locality, Type and Pool

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14. (a) Are you debarred from allotment of residence YES  No

(b) if, yes, upto which date \_\_\_\_\_

(c) If any license fee is outstanding against the applicant in respect of house occupied previously and since vacated. Yes  No

15. Are you willing to avail next below type Quarter? Yes  No

If yes, reason therefor \_\_\_\_\_

Date :

Place :

Signature of applicant

Name

### DECLARATION

I agree to abide by the Rules for the allotment of University residences as amended from time to time\*.

Date :

Place :

Signature of applicant

Name

\* A declaration about non-resident at Agartala Municipal Corporation area or within 15 KM radius of the University campus is required to be attached along with the application.

