

## **RULES FOR ALLOTMENT OF STAFF QUARTERS**

### **1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 These rules may be called the Rules for Allotment of Staff Quarters in Maulana Azad National Urdu University.
- 1.2 These shall come into force from the date of issue of Notification by the University.

### **2. DEFINITIONS:**

In these rules, unless the context otherwise requires, -

- 2.1 “University” means the Maulana Azad National Urdu University.
- 2.2 “Allotment” means the grant of license to occupy a residential accommodation in accordance with the provisions of these rules.
- 2.2.1 “Family” means the wife or husband of allottee, as the case may be, and children, step children, legally adopted children, parents, brothers or sisters as ordinarily reside with and are dependent on the allottee.
- 2.3 “License Fee” means a fee payable monthly in respect of the accommodation allotted under these rules.
- 2.4 “Staff Quarters” means buildings/quarters constructed by the University for the purpose of allotment to eligible employees of the University for their residence and which are under the control of the University.
- 2.4.1 “Allottee” means an employee to whom Staff Quarter has been allotted under the rules.
- 2.5 “Employee” means a whole time salaried employee of the University appointed against a sanctioned post including Teaching, Academic and Non-Teaching employee.

### **3. CONSTITUTION OF STAFF QUARTERS ALLOTMENT COMMITTEE:**

- 3.1 The ‘Staff Quarters Allotment Committee (STQA)’ shall be constituted as under:-

(a)	Vice-Chancellor/Pro Vice-Chancellor	:	Chairman
(b)	Registrar	:	Member
(c)	One Dean - nominated by Vice-Chancellor	:	Member
(d)	Teachers’ Representative	:	Member
(e)	Non-Teaching Staff Representative	:	Member
(f)	Executive Engineer	:	Member
(g)	Assistant Registrar (Estate)	:	Member-Secretary

- 3.2 The term of the Committee members other than Chairman shall be three (03) years from the date of constitution.
- 3.3 Four members shall form the Quorum.
- 3.4 Functions of the Staff Quarter Allotment Committee shall:
- (a) to decide allotment of vacant staff quarters under the provisions of rules;

- (b) ensure proper utilisation of staff quarters;
  - (c) exercise powers of cancellation of allotment and take any other action against the allottees for breach of rules and conditions for allotment of staff quarters;
  - (d) consider and decide all other matters relating to the staff quarters as may be referred to it from time to time by the University authorities.
- 3.5. An appeal against a decision of the Staff Quarters Allotment Committee shall lie with the Vice-Chancellor. However, such an appeal shall be submitted within seven days after confirmation of minutes by the Staff Quarters Allotment Committee members.

**4. CLASSIFICATION OF ACCOMMODATION:**

- (a) The classified types of accommodation in the University is as under:-

Type of Accommodation	Range of living area in square meters
Type-II	42.62
Type-III	50.76
Type-IV	71.77
Type-V-A	98.96
Type-V-B	158.60
Type-VI-B	173.88

- (b) Earmarked Residences:

The following are the earmarked residences:-

- (i) Vice-Chancellor's Residence
  - (ii) Pro Vice-Chancellor's Residence
  - (iii) Registrar's Residence
  - (iv) Finance Officer's Residence
- (c) The allotment of residences mentioned from (ii) to (iv) above shall be made based on the orders/approval of the Vice-Chancellor.
  - (d) The allotment of residences mentioned at (iii) and (iv) above shall be made to the following Officers who are appointed on tenure basis in the order of preference as under:-
    - (i) Registrar
    - (ii) Finance Officer
    - (iii) Controller of Examinations

**5. ENTITLEMENT FOR TYPES OF ACCOMMODATION:**

- 5.1. An applicant shall be eligible for allotment of staff quarter of the type as shown in the column (1) as per the level in the pay matrix specified in the corresponding column (2) in the table below:-

Type of Residences	Level in the pay matrix
Type-II	2, 3, 4, 5
Type-III	6, 7, 8
Type-IV	9, 10, 11
Type-V-A	12

Type-V-B	13, 13-A
Type VI-B *	15

*\*Explanation* - The University does not have Type VI-A Staff Quarters meant for employees under pay level-14 (erstwhile Rs.10000/- Grade Pay). Therefore the employees in pay level-14 (erstwhile Rs.10000/- Grade Pay) may be considered for allotment of vacant Type VI-B Quarters as per procedure. However, the normal License Fee applicable for Type VI-B Quarter shall be charged for the same.

- 5.2. The calculation of date of priority and preparation of waiting lists for different types of accommodations shall be as under:
- (a) The date of priority in respect of type I to type IV accommodation shall be determined on the basis of the date of joining of the employee in the Central Government 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 apply for one type lower accommodation than the type eligible for such.
  - (b) The date of priority in respect of type V 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 V 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 a higher level pay in the level shall be senior in the waiting list;
    - (ii) where the date of priority and the pay in the level of two or more applicants are the same, the applicant who has joined the Central Government service earlier shall be senior in the waiting list; and
    - (iii) where the date of priority, pay in the level and the date of joining the Central Government 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 V and above accommodation shall also be eligible to apply for accommodation below their entitlement subject to the condition that such accommodation shall not be below type IV.
- 5.3. Personal Pay shall not be considered for the purposes of determining the *inter-se* seniority in the waiting list.
- 5.4. Non Practising Allowance or any other such component of pay shall not be considered for the purposes of determining the *inter-se* seniority in the waiting list.

## **6. APPLICATION FOR ACCOMMODATION:**

- 6.1. Applications may be invited from the desirous employees for allotment of vacant staff quarters as per entitlement twice a year preferably in January and July every year.
- 6.2. Employees desirous of availing Staff Quarter facility shall apply in the prescribed Application Form and route the same through ER-I / ER-II for allotment of Staff Quarter as per eligibility under the rules.

**7. PREPARATION OF WAITING LISTS FOR VARIOUS TYPES OF ACCOMMODATION:**

- 7.1. Application submitted by an employee for allotment of vacant staff quarter shall form a source for preparation of waiting list.
- 7.2. Separate waiting lists for different types of accommodation shall be prepared containing the names of the applicants applied for accommodation as per entitlement.

**8. ALLOTMENT OF ACCOMMODATION:**

- 8.1. Accommodation falling vacant will be allotted to the applicant from the waiting list for that type of accommodation under the rules based on the recommendations of the Staff Quarters Allotment Committee.
- 8.2. 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 affairs and to enable them to make themselves available for duty at any time of the day or night as per exigences. Such categories include the following:-
  - (a) Proctor - One
  - (b) Provost - One
  - (c) Incharge Estate - One
  - (d) Medical Officer - One
  - (e) Nurse - One
  - (f) Security Supervisor - One
  - (g) Driver - One
  - (h) Staff of Engineering & Maintenance Section involved in campus maintenance works.
- 8.3. However, such priority allotments shall be co-terminus with their functional responsibilities. Thereafter such allottees shall vacate the staff quarters without causing any hindrance.
- 8.4. The employees who are differently-abled viz., blind, deaf or orthopaedically handicapped who find it very difficult to move freely shall be given ground floor accommodation as per their entitlement and seniority, provided they prefer for ground floor.
- 8.5. No Staff Quarter of higher type than he/she is entitled to, shall be allotted to an employee.

**9. ACCEPTANCE OF ALLOTMENT:**

- 9.1. An offer of allotment of an accommodation shall be accepted by the allottee within eight days from the date of allotment of the accommodation.
- 9.2. The allottee may accept the allotment of the accommodation by himself in writing or through email or through an authorized representative.

**10. PROCESS AFTER ACCEPTANCE:**

- 10.1. After acceptance of the allotted accommodation, the allottee shall take physical possession of the accommodation from the Estate Section within five working days from the date of receipt of the acceptance letter.

**11. NON-ACCEPTANCE OF ALLOTMENT OR FAILURE TO OCCUPY THE ALLOTTED ACCOMMODATION AFTER ACCEPTANCE:**

- 11.1. If any allottee fails to accept the allotment of a residential accommodation within eight days from the date of allotment of the said accommodation, or fails to take possession of that accommodation within five working days from the date of receipt of the letter of authorisation, provided the accommodation is in a habitable condition, he shall be debarred to apply for accommodation for a period of three months from the date of non-acceptance of allotment subject to payment of one month's normal licence fee for that type of accommodation.
- 11.2. The date of non-acceptance of allotment shall be calculated from the date of allotment.

**12. RECONSIDERATION:**

Request for reconsideration in cases of non-acceptance of allotment within the specified time shall be considered if an application for reconsideration is made before the next bidding cycle and the reasons thereof shall be valid and satisfying to the authorities.

**13. ALLOTMENT TO AN ALLOTTEE UNDER SUSPENSION:**

The allotment of accommodation to an allottee under suspension shall be made as if suspension has not taken place.

**14. DECLARATION BY AN APPLICANT OWNING A HOUSE AT THE PLACE OF POSTING:**

- 14.1. An employee owning a house either in his/her own name or in the name of any member of his/her family at the place of his/her duty, shall inform the fact to the Estate Section at the time of applying for accommodation:  
Provided that where an employee or any member of his/her family become owner of a house at the place of his/her duty after an accommodation is allotted to him/her under these rules, the allottee shall inform the fact to the Estate Section within a period of one month from the date of possession of the house.
- 14.2. A higher rate of licence fee, as specified in Govt. of India Ministry of Urban Development O.M. No.12035/11/99-Pol.II, dated 24.07.2003 and as amended from time to time shall be applicable to such allottees under the rule.

**15. ELIGIBILITY OF ALLOTTEES MARRIED TO EACH OTHER:**

- 15.1. No employee of the University shall be allotted an accommodation under these rules if the spouse of such 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 accommodation allotted to her or him forthwith in case of revival of conjugal rights with her or his spouse.
- 15.2. 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.
- 15.3. 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 University may decide, shall be deemed to have been cancelled on the expiry of such period.
- 15.4. Where both husband and wife are employed in the University, the title of each of them to allotment of an accommodation under these rules shall be considered independently.
- 15.5. Notwithstanding anything contained in sub-rules (1) to (4),
- (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 any one 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, any one of them shall surrender any one of the accommodation within one month of such marriage.
- 15.6. If an accommodation is not surrendered as required under sub-rule (5), the allotment of the accommodation in the general pool shall be deemed to have been canceled on the expiry of such period.

**16. ALLOTMENT OF SURPLUS ACCOMMODATION:**

- 16.1. Staff Quarters that remain vacant for one-year or more from the date of their vacancies, due to non-receipt of applications from the eligible employees shall be treated as 'surplus'.

- 16.2. In case of availability of surplus accommodation in any type, an applicant may be allotted any accommodation lower or one type higher than the entitled type on payment of normal licence fee of his/her allotted type.
- 16.3. In case of availability of surplus accommodation the University may decide to utilize the surplus accommodation to its best advantage.

**17. RESERVATION IN ALLOTMENT TO SCHEDULED CASTES AND SCHEDULED TRIBES EMPLOYEES:**

- 17.1. The reservation in allotment of accommodation to Scheduled Castes and Scheduled Tribe employees shall be ten per cent in Type I and II accommodation and five per cent in Type III and IV accommodation.
- 17.2. The allotment from Type I to IV shall be made in the ratio of 2: 1 vacancies to Scheduled Castes and Scheduled Tribe employees, respectively.
- 17.3. Separate waiting lists for Type I to IV accommodation shall be prepared for the Scheduled Castes and Scheduled Tribe employees.
- 17.4. In case, there is no Scheduled Tribe applicant in the waiting list, the quota reserved for the Scheduled Tribe may be allotted to a Scheduled Caste applicant.
- 17.5. Scheduled Castes and Scheduled Tribe applicants, who are already in occupation of general pool residential accommodation, shall be eligible for allotment of higher type of accommodation from the quota reserved for them under this rule.
- 17.6. In respect of Types I and II accommodation, there will be 60 point roster system and the vacancies at point number 10, 20, 40 and 50 shall be allotted to Scheduled Castes applicants and the vacancies at point number 30 and 60 shall be allotted to Scheduled Tribe applicants.
- 17.7. In respect of Type III and IV accommodation, there will be 60 point roster system and the vacancies at point number 20 and 40 shall be allotted to Scheduled Caste applicants and vacancy at point number 60 shall be allotted to Scheduled Tribe applicants.
- 17.8. The Scheduled Castes and Scheduled Tribe applicants shall also be eligible for allotment from general pool.
- 17.9. 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 got verified by the Estate Office, wherever applicable.

**18. RETENTION OF ACCOMMODATION:**

- 18.1. 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/her family:

<b>Sl.No.</b>	<b>Events</b>	<b>Permissible period for retention of accommodation</b>
(1)	(2)	(3)
(i)	Resignation, dismissal or removal from Service, termination of service or unauthorised absence without permission, compulsory retirement [under CCS (CCA) Rules, 1965] and for non-regular employees.	One month on normal license fee
(ii)	Retirement, voluntary retirement, retirement on medical grounds, terminal leave or compulsory retirement [under FR 56(j)], retirement on deputation from ineligible organisations during the initial constitution of such organisation, technical resignation, death of allottee on reemployment (irrespective of retention availed on retirement) and death of an allottee who is not a regular employee or deputation outside India.	Six months on normal license fee
(iii)	Transfer to a place outside from the existing place, transfer to an ineligible office in the same station, on proceeding on foreign service in India, temporary transfer in India or transfer to a place outside India or deputation within India.	Two months on normal licence fee plus six months on double licence fee.
(iv)	To eligible spouse or ward in case of death of the allottee or in case of missing persons (from the date on which Police authority have certified the employee is missing)	Twelve months on normal licence fee and for a further period of twelve months on normal licence fee provided the deceased or missing allottee or any member of the family does not own a house at the place of occupation of accommodation.
(v)	Study Leave	Actual period of sanctioned leave on normal license fee.



(vi)	All authorized and sanctioned leave except extraordinary leave without medical grounds, on proceeding on training,	For the full period of leave/training on normal licence fee.
(vii)	On deputation to Public Sector Undertakings, Statutory and Autonomous bodies on their initial constitution.	Sixty months on normal licence fee plus House Rent Allowance drawn by the allottee from the organisation.
(viii)	Leave preparatory to retirement or refused leave granted under FR 86 or Earned leave granted to Government servant who retired under FR 56(j)	For the full period of leave on full average pay subject to a maximum period of one hundred and eighty days in the case of leave preparatory to retirement and four months in other cases, inclusive of the period permissible in the case of retirement on normal licence fee.

- 18.2. All allottees of residential accommodation shall furnish a self-certificate to the Estate Section in case they are on leave for more than six months and retention of accommodation is required for family.

## **19. CHANGE OF RESIDENCE**

- 19.1 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 5.2 to 5.4. Provided that not more than one change be allowed in respect of one type of residence. Provided further that the preference once exercised shall not be changed during that allotment year.
- 19.2 If an employee fails to accept the change of residence within five days of the receipt of offer of allotment, he 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.
- 19.3 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 32 in addition to the normal licence fee for the residence already in his/her possession, the allotment of which shall continue to subsist.
- 19.4 Preference for change of accommodation on medical grounds may be given to those allottees or their family members who are suffering from serious illness or physical disability.

- 19.5 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.

- 19.6 Requests for change on medical grounds may be entertained only in such cases where the allottee or a member of his/her family or dependent-in-laws living with him, after the allotment of the accommodation in change has developed such diseases as may be specified by the Committee constituted for the purpose by the University:

Provided that a medical certificate from a Head of Department of the Speciality of concerned disease of a Government Hospital indicating the nature and extent of physical handicap or disease and recommending such a change is furnished.

## **20. MUTUAL EXCHANGE OF RESIDENCE**

Employees to whom residence of the same type has been allotted may apply for permission to mutually exchange their residence and permission for such exchange may be granted by the Staff Quarters Allotment Committee after due consideration of various circumstances and if both the employees reside in their mutually exchanged residence for at least six months from the date of approval of such exchange. This exchange will be treated as change in terms of Rule 19.

## **21. SURRENDER OF ACCOMMODATION:**

- 21.1. An allottee may surrender an allotment of accommodation at any time during the allotment period.
- 21.2. An allottee who surrenders the accommodation shall not be considered again for allotment of accommodation for a period of one year from the date of such surrender.

## **22. MAINTENANCE OF ACCOMMODATION BY THE ALLOTTEE:**

- 22.1. The allottee to whom a residential accommodation has been allotted shall maintain the accommodation and premises in a clean condition and such allottee shall not grow any tree, shrubs or plants contrary to the instructions issued by the Government or by its maintenance agencies nor cut or lop off any existing tree or shrubs in any garden, courtyard or compound attached to the accommodation save with the prior permission in writing of the concerned maintenance section.
- 22.2. Trees, plantation or vegetation, grown in contravention of this rule may be caused to be removed at the risk and cost of the allottee concerned.

**23. COOPERATION WITH MAINTENANCE SECTIONS BY THE ALLOTTEES TO CARRY OUT REPAIR WORKS:**

- 23.1. All allottees of accommodation will cooperate with respective maintenance sections of residential accommodation in carrying out all kinds of repair or renovation works.
- 23.2. In case a complaint for non-cooperation is received from maintenance sections against any allottee, strict action shall be taken against him/her as per these rules and the instructions from time to time.

**24. MISUSE OF ACCOMMODATION FOR TRADE OR BUSINESS OR ANY OTHER UNAUTHORISED ACTIVITY:**

- 24.1. The accommodation shall be used for residential purpose only by the allottee and other authorized persons as per these rules. This shall not be used for any trade or business or political activity or for any unauthorised activity.
- 24.2. Action shall be taken against the allottee for unauthorised use of the allotted accommodation as per these rules and instructions issued from time to time.

**25. PAYMENT OF REQUISITE CHARGE OR FEE FOR PUBLIC UTILITY SERVICES.-**

The charges and fees for all utility services such as electricity, water, license fee, etc., shall be directly deducted from the salary of the allottee as per consumption and as per rates applicable from time to time.

**26. UNAUTHORISED CONSTRUCTIONS:**

- 26.1. No unauthorized construction shall be allowed in and around the Staff Quarters by the allottees. The unauthorised constructions, if any shall be removed or demolished by the Engineering Section at the risk and cost of allottee concerned.
- 26.2. In case any further unauthorized construction is found in the accommodation of the same allottee, the accommodation provided to such allottee shall be cancelled from the date of inspection of the accommodation and he shall be debarred for allotment of accommodation for remaining period of service in future.

**27. UNAUTHORISED OCCUPATION AFTER CANCELLATION OF ALLOTMENT:**

Where, after an allotment of accommodation has been cancelled or is deemed to have been cancelled under any provisions of these rules, the accommodation remains or has remained in occupation of the allottee to whom it was allotted or of any person claiming through, such allottee shall be liable to pay damages for use and occupation of the accommodation, services, etc.as may be determined by the University from time to time.

**28. PERSONS TO RESIDE WITH ALLOTTEE:**

- 28.1. The allottee shall reside in the accommodation allotted to him/her with his/her family and immediate relations.
- 28.2. In case any relationship ceases by any order of court of law, such relation shall not reside with the allottee.
- 28.3. The allottee who shares the accommodation with his/her family or immediate relations shall furnish prior intimation to the Estate Section in such form, as may be specified by the Directorate of Estates, furnishing full particulars of his/her family members or immediate relations residing in the accommodation allotted to him/her:  
Provided that the details of guests, if such guest is likely to stay for more than fifteen days in the accommodation, shall be intimated to the Estate Section in such form, as may be specified by Estate Section, intimating full particulars of the individual or individuals.

**29. SUBLETTING OF ACCOMMODATION:**

- 29.1. An allottee shall not sublet the whole or part of accommodation allotted to him/her:  
Provided that an allottee proceeding on leave may accommodate, in the accommodation any member of his/her family or immediate relations, as a caretaker, by submitting, along with his/her copy of leave application, the details of such member of his/her family or immediate relation, to the Estate Section:  
Provided further that the maximum period of such accommodation by a caretaker shall be not exceeding six months.
- 29.2. If an allottee to whom an accommodation has been allotted, unauthorisedly sublets the accommodation, the Estate Section may without prejudice to any other disciplinary action that may be taken against him, cancel the allotment of the accommodation from the date of inspection.

**30. PENALTY FOR SUBLETTING:**

Cancellation of allotment of accommodation or otherwise of the cases suspected of subletting shall be decided by the concerned authority after inquiry providing equal opportunity to the allottee as per the established procedure in this regard.

**31. CONSEQUENCES OF BREACH OF RULES:**

The Estate Section may without prejudice to any other disciplinary action that may be taken against the allottee under these rules, cancel the allotment of the accommodation, if an allottee to whom an accommodation has been allotted -

- (a). uses the accommodation or any portion thereof for any purposes other than that for which it is meant;  
or  
(b). tampers with the electric or water connection; or  
(c). commits breach of these rules; or

- (d). breaches the terms and conditions of the allotment; or
- (e). uses the accommodation or premises or permits or suffers the accommodation or premises to be used for any purpose which the University considers to be improper; or
- (t). has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment.

**Explanation:** In this rule, the term "allottee" include unless the context otherwise requires, a member of his/her family and any person staying with the allottee.

**32. ALLOTMENT TO WOMEN EMPLOYEES (Ladies Pool). -**

- 32.1 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 1:1 between married lady employees and single lady employees.
- 32.2 The inter-se-seniority of the lady employees eligible for allotment of accommodation under this rule shall be determined as per Rule-5.
- 32.3 All Lady employees, who are otherwise eligible for accommodation in General Pool, will also be eligible for allotment from the Ladies Pool.
- 32.4 Lady employees, who are already in occupation of accommodation, will be eligible for allotment of higher type of accommodation or change in the same type, in their own turn, from the Ladies Pool and from General Pool.
- 32.5 One quarter each corresponding to a set of upto every (12) quarters in each type of accommodation shall be placed in this pool.

**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.

**33. PAYMENT OF LICENSE FEE FOR ACCOMMODATION:**

- 33.1. The rates of license fee shall be decided by the University based on the rates/revision notified for the same by the Directorates of Estates, Govt. of India from time to time.
- 33.2. Where allotment of accommodation has been accepted, the liability for licence fee shall commence from the date of physical occupation of the accommodation.
- 33.3. An allottee who, after acceptance, fails to take possession of that accommodation within eight days from the date of receipt of the authority letter shall be charged one month licence fee from the date of allotment: Provided that this provision shall not apply in case the Engineering Section does not hand over the accommodation in a habitable condition within the prescribed period or the accommodation is not ready for physical occupation for any reason, or if any allottee is unable to take physical occupation on genuine reasons, but upto a period of one-month.
- 33.4. An allottee shall remain personally responsible for any licence fee payable in respect of the accommodation and for any damages caused to the

accommodation or its precincts or grounds or services provided therein by the University beyond fair wear and tear.

**34. CHARGES TOWARDS DAMAGES:**

The charges towards damages on account of unauthorized occupation or subletting or misuse of accommodation, shall be borne by the concerned allottee.

**35. COMMON FACILITIES:**

By virtue of allotment of vacant staff quarters to them all the allottees shall be entitled to enjoy equal privileges of the common facilities available in their respective buildings/blocks viz., foreground, backyard, parking space, stair case, lift, etc. No allottee shall hinder or cause to hinder the fellow allottees from utilizing such common facilities.

**36. INVENTORY OF STAFF QUARTER:**

The employee who has been allotted a staff quarter 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 its vacation.

**37. CONTINUANCE OF ALLOTMENT MADE PRIOR TO THE ISSUE OF THESE RULES**

Any staff quarter which was allotted under the rule then in force, i.e. before the commencement of these Rules, shall be deemed to have been allotted under these Rules notwithstanding the fact that the employee to whom it had been allotted was not entitled to a staff quarter of that type and all the preceding provisions of these Rules shall apply in relation to that residence and that employee accordingly.

**38. INTERPRETATION OF RULES:**

38.1 If any question arises as to the interpretation of these rules it shall be decided by the Vice-Chancellor.

38.2 For any more clarification about the allied matters the relevant rules of Govt. of India may be referred for guidance / taking a decision.

**39. RELAXATION OF RULES:**

The Vice-Chancellor, on the recommendations of Staff Quarters Allotment Committee, may relax any or all of the provisions of these rules in the case of any allottee or any accommodation or any group or class of allottees or type of accommodation or on any other matter.

**ALLOTMENT OF STAFF QUARTERS  
RESERVATION ROSTER FOR SC/ST EMPLOYEES (60 POINTS - 2:1)**

**Model Roster of Reservation for SCs/STs for Allotment of  
TYPE-II Staff Quarters**

**Category** : Type-II Quarters  
**Percentage of Reservation** : 10%  
**Roster points for SC** : 10, 20, 40, 50  
**Roster points for ST** : 30, 60

Roster point	Reserved Category	Staff Quarter Allotted to	Remarks
1	General	Mrs. Jyoti Easter	
2	General	Mr. Wajih us Shams	
3	General	Mr. G. Shaik Zaheerullah	
4	General	Mr. Shaik Manjoor	
5	General	Mr. Shaik Naveed	
6	General	Mr. Md. Arshad	
7	General	Mr. Satish Kumar Gupta	
8	General	Mr. Md. Imran	
9	General	Mr. Mohd. Aijaz	
10	SC-1	Mr. Dharamjeet Kumar	
11	General	Mr. Riyaz Ahmad	
12	General	Mr. Hasnain Qaiser	
13	General	Mr. Jadhav Ravinder	
14	General	Mr. Zubair Ahmad	
15	General	Mr. Md. Irfan	
16	General	Mr. Afzaluddin	
17	General	Mr. Abdul Hafeez	
18	General	Mr. Syed Hussain	
19	General	Mr. C. Shafi Ahmed	
20	SC-2	VACANT	
21	General	Mr. Shaik Faisal	
22	General	Mr. Jawed Ahmad	
23	General	Mr. Shadab Ahmad	
24	General	Mr. M.A. Azeez Qureshi	
25	General		
26	General		
27	General		
28	General		
29	General		
30	ST-1		
31	General		
32	General		
33	General		
34	General		
35	General		
36	General		

37	General		
38	General		
39	General		
40	<b>SC-3</b>		
41	General		
42	General		
43	General		
44	General		
45	General		
46	General		
47	General		
48	General		
49	General		
50	<b>SC-4</b>		
51	General		
52	General		
53	General		
54	General		
55	General		
56	General		
57	General		
58	General		
59	General		
60	<b>ST-2</b>		



**ALLOTMENT OF STAFF QUARTERS  
RESERVATION ROSTER FOR SC/ST EMPLOYEES (60 POINTS - 2:1)**

**Model Roster of Reservation for SCs/STs for Allotment of  
TYPE-III Staff Quarters**

**Category** : Type - III Quarters  
**Percentage of Reservation** : 5%  
**Roster points for SC** : 20 & 40  
**Roster points for ST** : 60

Roster point	Reserved Category	Staff Quarter Allotted to	Remarks
1	General	Mr. M.A. Raheem	
2	General	Mr. P. Habibulla	
3	General	Mr. Obaidullah Raihan	
4	General	Mr. Khaja Athiqualla Siddiqi	
5	General	Mrs. Shaik Zarina Sulthana	
6	General	Mr. Syed Layeek Ahmed	
7	General	Mr. Md. Raunaque Hasan	
8	General	Ms. Asma Mohammedi	
9	General	Mr. Anil Yadav	
10	General	Mr. M.A. Bari	
11	General	Mr. Jagdish Chand	
12	General	Mr. Ravindra Kumar Naidu	
13	General	Mr. Haider Hussain	
14	General	Mr. Habib Ahmad	
15	General	Mr. Arshad Ali	
16	General	Ms. Rabia Ismail	
17	General	Dr. Humera Fatima	Medical Officer (Female)
18	General	<b>VACANT</b>	
19	General		
20	<b>SC-1</b>		
21	General		
22	General		
23	General		
24	General		
25	General		
26	General		
27	General		
28	General		
29	General		
30	General		
31	General		
32	General		
33	General		
34	General		

35	General		
36	General		
37	General		
38	General		
39	General		
40	<b>SC-2</b>		
41	General		
42	General		
43	General		
44	General		
45	General		
46	General		
47	General		
48	General		
49	General		
50	General		
51	General		
52	General		
53	General		
54	General		
55	General		
56	General		
57	General		
58	General		
59	General		
60	<b>ST-1</b>		

**ALLOTMENT OF STAFF QUARTERS  
RESERVATION ROSTER FOR SC/ST EMPLOYEES (60 POINTS - 2:1)**

**Model Roster of Reservation for SCs/STs for Allotment of  
TYPE-IV Staff Quarters**

**Category** : Type-IV Quarters  
**Percentage of Reservation** : 5%  
**Roster points for SC** : 20 & 40  
**Roster points for ST** : 60

Roster point	Reserved Category	Staff Quarter Allotted to	Remarks
1	General	Mr. Abrar Ahmad	
2	General	Ms. Tunga Arundhathi	
3	General	Mr. Javed Nadim Nadvi	
4	General	Dr. D. Seshu Babu	
5	General	Dr. Malik Raihan Ahmad	
6	General	Dr. B.L. Meena	
7	General	Dr. Parveen Qamar	
8	General	Dr. Kakhshan Latif	
9	General	Ms. Bibi Raza Khatoon	
10	General	Dr. Qaiser Ahmad	
11	General	Mr. Misbah ul Anzar	
12	General	Dr. Govindaiah Godavarthi	
13	General	Dr. Faisal Mustafa	
14	General	Mr. Imtiyaz Alam	
15	General	Dr. Dastagir Basha Chabnur	
16	General	Dr. Shamsul Hoda	
17	General	Mr. Syed Hussain Abbas Rizvi	
18	General	Mr. Md. Umar Farooque Azam	
19	General	Dr. V.S. Sumi	
20	<b>SC-1</b>	Dr. Sahab Singh	
21	General	Dr. M.A. Quddus	
22	General	Ms. Khairunnisa N.	
23	General	<b>VACANT</b>	<b>To be allotted to woman employee (single/widow) under Ladies Pool</b>
24	General	<b>VACANT</b>	
25	General		
26	General		
27	General		
28	General		
29	General		
30	General		
31	General		
32	General		
33	General		

34	General		
35	General		
36	General		
37	General		
38	General		
39	General		
40	<b>SC-2</b>		
41	General		
42	General		
43	General		
44	General		
45	General		
46	General		
47	General		
48	General		
49	General		
50	General		
51	General		
52	General		
53	General		
54	General		
55	General		
56	General		
57	General		
58	General		
59	General		
60	<b>ST-1</b>		