

## **National Law University, Jodhpur**

### **Rules for allotment of quarters-2014**

1. These Rules will apply in the matter of allotment / occupation of quarters to the Employees of the University.
2. The Vice-Chancellor of the University or nominee would exercise power of allotment/occupation under these rules.
3. In these rules unless the context otherwise requires, 'Allottee' means employee of the University who has been allotted a quarter.
4. Normal license fee means flat rate based on plinth area as per Govt. of India rules, which will be deducted from the monthly honorarium of the allottee. Monthly deductions towards the heads HRA, Water and Electricity will also be made
5. Norms for allotment of quarters and furniture/fixtures will be based on availability-cum-scales of pay.
6. The allotment will be made on announcement and registration for a particular quarter.

In every case, the allottee will be deemed to be a licensee and not a tenant. In no case, an employee who is eligible for a particular class of accommodation shall be allotted a higher class of accommodation even if such accommodation is available.

7. An employee shall not be allotted any residence, if the employee's wife or husband, as the case may be, has already been allotted a residence, unless that residence is surrendered.
8. If two employee who are in occupation of two separate residences marry each other, they shall surrender one of the two residences within one month of the marriage.
9. If one of the two residences occupied by a husband or wife is not surrendered as provided in Clause (8) the allotment of the residence with lower living area shall be withdrawn on the expiry of a period of one month. Provided that where both the residences have the same living area, the allotment of such one of them, as the Vice Chancellor may specify shall be withdrawn.
10. Nothing in this sub-rule shall apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by any court.

11. If the prospective allottee declines after issue of allotment of quarters, there will be a debaring period of one year. There will be no debar if the prospective allottee declines the offer before issue of the allotment order.

12. Retention of quarters:

If a staff member is permitted to take leave from the University while on long leave or at the end of such long leave without rejoining the University and the leave is effected retrospectively (from the original date of leave from the University), only normal rent will be charged for the duration of the leave availed.

If an allottee proceeds on long leave or deputation he/she will be permitted to retain his/her accommodation subject to the following conditions:

a) If the staff member is granted leave / sabbatical leave / leave at credit / extraordinary leave, he may be permitted to retain the quarters on normal licence fee for the entire period of leave, under a caretaker. The care-taker should be a dependent of the employee as per the record of the University or staff member or Research Scholar / Resecrd1 Associate or Project staff of the University or Visiting Faculty, Retired employees of the University or spouse of the deceased employee.

b) If the staff member fails to rejoin the University at the end of leave sanctioned, he will be charged 4 times the normal licence fee for the entire period of retention of quarters (i.e.) from the date following the date he avails/ proceeds on the leave.

13. If an allottee resigns or is dismissed or removed from service, the allotment shall be cancelled with effect from seven days after the date of his resignation, dismissal or removal or on the date on which the residence is actually vacated, whichever is earlier and they will be charged under the licence fee last paid. The staff members retiring from services on superannuation or voluntary retirement or after the deputation period at the University would be permitted to retain the quarters to a maximum period of 10 days under licence fee last paid. In the event of the death of a staff member, his family can retain the quarters to a maximum period of one month under licence fee last paid.

14. However, the retention of quarters beyond the permissible period indicated above, will be subjected to levy of penal rate at Rs.3/- per sq. ft. with the approval of the Vice Chancellor.

**Observation of rules by the allottees:**

15. No employee shall sublet or transfer a residence allotted to him or any portion there of or any of the servant quarters.

16. The allottee should not entertain guests in his quarters for more than one month. If, however, the period is likely to exceed 3 months, specific prior approval of the Vice Chancellor shall be obtained. This restriction will not apply in the case of domestic help.

17. The employee to whom a residence has been allotted shall be personally responsible for the licence fee thereof and for any damage beyond fair wear and tear caused there to or to services provided therein during the period for which the residence has been and remains allotted to him.

18. The employee to whom a residence has been allotted shall be required both at the time of occupation and vacation of the residence, to sign an inventory of the fittings, furniture and fixtures

19. Furniture & fixtures and other facilities are to be provided as per 'Appendix-A' attached with these Rules.

20. An employee to whom a residence has been allotted shall not use the same for any purpose except for residence with his family, and shall maintain the premises and the compound, if any, attached thereto in a clean and hygienic condition.

21. The Licensee should not cause trees or shrubs in the premises to be cut down except with the consent of the Vice Chancellor.

22. An allottee shall comply with any orders of the Vice Chancellor in respect of the campus to the quarters.

23. Shifting of quarters:

a. Horizontal shifting: This means shifting from one quarters to another of the same type by the licensee.

When the staff member who is eligible for either type applies on medical grounds either in respect of the licensee or spouse or a dependent father or dependent mother or child of the licensee, specific recommendation from the competent Medical authority is required for this purpose."

The staff member if permitted for horizontal shifting, should pay the shifting charges. Horizontal shifting when permitted will not to be treated as fresh allotment.

b. Mutual shifting: Mutual exchange of quarters between the staff members in the same type is allowed, subject to the payment of shifting charges by both the staff members and also after giving an undertaking that the staff members for mutual exchange of quarters shall not vacate or leave the quarters for a period of one year from the date of mutual shifting and that in case one vacates the

quarters within that period the staff concerned is liable for the payment of usual licence fee as penalty for that particular quarters till a period of one year elapses from the date of mutual shifting even if the quarters is allotted to some other staff member. All requests for horizontal/mutual shifting from the staff members shall be processed through the office of the Registrar, National Law University, Jodhpur.

**Notice period for vacating the quarters:**

24. An allottee shall, before vacating the residence, give not less than 30 days notice in writing to the Registrar.

**Date of effect of Licence fee**

25. The liability for licence fee shall commence from the date of occupation of the residence or 7<sup>th</sup> day from the date of receipt of allotment order whichever is earlier.

26. When a staff member of the University is already a licensee in the Campus and if allotted a new quarters, he may be allowed a maximum of 7 days time to vacate the lower type of quarters under his possession and to take possession of the higher type of quarters allotted to him. The licence fee payable by such a staff member may be regulated as under:

a. Normal licence fee from the actual date of taking possession of the new quarters or from 7<sup>th</sup> day from the date of allotment of the quarters, whichever is earlier.

b. Normal licence fee for the old quarters upto the date of vacation provided, the date of vacation of the old quarters takes place before 7 days from the date of allotment of the new quarters.

**Committing breach of rule:**

27. An employee who commits any breach of these rules or the terms and conditions of the allotment or uses the residences or permits the residence or premises to be used, for any purpose which the Vice Chancellor considers to be improper, or conducts himself in a manner which in the opinion of the Vice Chancellor is prejudicial to the maintenance of the harmonious relation with his neighbours, or of maintenance of peace or, sanitation in the campus, or if it is found that the employee has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the Vice Chancellor may without prejudice to any other disciplinary action that may- be taken against him:

a. cancel the allotment of that residence to him and

b. declare him as ineligible for accommodation of the University premises/ quarters.

28. For the purpose of this rule, 'Improper use' shall include.

- a. unauthorized addition to / or alteration of any rate of the residence or premises.
- b. unauthorized extension from electricity and water supply systems and other service connections or tampering therewith.

29. The allottee shall personally be responsible for theft or any damage to, beyond fair wear and tear, the building, fixtures, furniture, sanitary, fittings, electrical installations, fencing etc. provided therein, during the period of his occupation of the quarters.

**Eligibility for re-allotment of quarters:**

30. The staff member who vacates the quarters and move out of campus is ineligible for campus housing for two years. But this rule is not to be applied to any staff member who has vacated the quarters and left the campus while he was residing in one or two types below of his eligible type of quarters at that point of time and seeking his eligible type of quarters as and when announced.

31. If the Vice Chancellor is satisfied that the operation of any of these Rules may cause undue hardship in a particular case, he may- dispense with or relax that rule to such extent and under such conditions as he may consider necessary, and report the same to the Executive Council at their next meeting.

32. On any question of interpretation of these rules, the Vice Chancellor's decision shall be final.

**Basis for allotment of quarters:**

33. The allotment of quarters will be made based on seniority among the eligible group of members. The seniority in each case will be decided as per the rules given below:

- a. Among the eligible group of members, one who enters first in any one of the scales of pay in the particular group will be allotted the respective type of quarters subject to verification of the details furnished by the concerned staff members in the Register.
- b. In the event of a tie, the allotment will be made to the staff member who has longer service at the University.
- c. In case, the above guidelines do not resolve the tie, the following ultimate criteria will be used, namely the allotment will be made to the staff member who happens to be senior in age.

In special circumstances, Vice Chancellor of the University will have power to allot quarter to specific Faculty Member.

**Quarters for Support Service Staff:**

34. Support Service Staff quarters are meant for allotment to Support Service Staff irrespective of their designations. Allotment will be made under recommendations of the Chief Warden/Chairman, Hostel Management based on seniority, date of joining as per the records of the hostel management.

## **“APPENDIX-A”**

### **List of inventories to be provided to the quarters of teaching/non-teaching staff of the University:-**

- a) Type-V (A) (to be allotted to the Professor or equivalent post)
  - i) 1 Window Split AC 1.5 Ton
  - ii) 1 Sofa-set 5 seat (3+1+1)
  - iii) 2 bed-side tables
  - iv) 4 Wooden Single Beds
  - v) 2 Study Tables
  - vi) 2 Chairs without Arms
  - vii) 1 Centre Table
  - viii) 4 Chairs with Arms
  - ix) 2 Water Heaters (Geysers)
  
- b) Type-V (B) (to be allotted to the Associate Professor or equivalent post)
  - i) 4 Wooden Single Beds
  - ii) 2 Study Tables
  - iii) 2 Chairs without Arms
  - iv) 1 Centre Table
  - v) 4 Chairs with Arms
  - vi) 2 Water Heaters (Geysers)
  
- c) Type-IV (to be allotted to the Assistant Professor or equivalent post)
  - i) 4 Single Beds (Cot) Iron with ply top
  - ii) 2 Study Tables
  - iii) 2 Chairs without Arms
  - iv) 1 Centre Table
  - v) 2 Chairs with Arms
  - vi) 1 Water Heater (Geysers)
  
- d) Type-III (A) (to be allotted to the O.M.S. or equivalent post)
  - i) 4 Single Beds (Cot) Iron with ply top
  - ii) 1 Study Table
  - iii) 2 Chairs without Arms
  - iv) 2 Chairs with Arms
  - v) 1 Centre Table
  - vi) 1 Water Heater (Geysers)
  
- e) Type-III (B) (to be allotted to the Support Service Staff)
  - i) 4 Single Beds (Cot) Iron with ply top
  - ii) 1 Study Table
  - iii) 2 Chairs without Arms
  - iv) 1 Water Heater (Geysers)
  
- 1) Repair and maintenance part of inventory, electric items or gadgets shall be responsibility of the allottee.