

**REGULATION FOR CLASSIFICATION, ALLOTMENT, RETENTION  
AND VACATION OF RESIDENTIAL ACCOMMODATION IN THE  
BANARAS HINDU UNIVERSITY**

(Approved vide ECR No. 83 dated 16 July, 2009)

Amendments:

- (i) vide ECR No. 168 dated 23.6.2010
- (ii) vide ECR No. 223 dated 02.10.2010
- (iii) vide ECR No. 242 dated 24.02.2011

WHEREAS the Banaras Hindu University (hereinafter referred to as the University), has been established as a residential University, where teachers, students and other employees may share together a composite life as an academic community, in pursuance of this object, along with hostels for students, residential houses have been built for the lodging of teachers and other employees within the campus not only for promoting excellence in the performance of their duties and functions but also for providing an opportunity for establishing personal relationship and harmonious life. The Executive Council, in accordance with Section 4 A (9) and 10 (1) and (2) of the Act, hereby enacts the following regulations for the purpose of classification, allotment, retention and vacation of the residential accommodation which shall come in force with immediate effect.

## **1. Short Title and Commencement**

- (i) These may be called the regulation for classification allotment, retention and vacation of residential accommodation in the Banaras Hindu University. These rules supersede the rules in existence, on the date these rules come in force.
- (ii) These rules shall be applicable to the employees under the administrative control of the University as well as any other person, not being the employee of the University, who has been provided residential accommodation by the University.

## **2. Definition and Interpretation**

In these regulations unless the context otherwise requires

- (i) “**Allotment**” means the grant of licence to occupy a residence in accordance with the provisions of these regulations.

- (ii) **“Allotment Year”** means the calendar year beginning on 1<sup>st</sup> day of January and ending on 31<sup>st</sup> December.
- (iii) (a) **“Entitlement Date”** of an employee in relation to a type of accommodation to which one is entitled under these rules means the date from which an employee has been appointed on substantive basis.
- (b) For a person joining this University on deputation from other organization, his case for accommodation may be decided by the Executive Council.
- (iv) **“Family”** in the context of these rules means husband or wife as the case may be and shall include sons/daughters (including step-children, legally adopted children) parents provided they are living with the employee and their names have been enlisted as dependents family members for LTC/Medical benefit of the University.
- (v) **“Emoluments”** for the purpose of the licence fees shall mean:-
- (a) For regular employees all kinds of pay but not allowance such as dearness allowance, children’s allowance, compensatory allowance and conveyance allowance and other items if any defined in FR 9 (21)(a) (i).
- (b) For retired/ re-employed persons emoluments means pay minus pension and pay minus pension equivalent for CPF contribution or salary paid, if any.
- (vi) **“Estates Officer”** means the officer of the University i.e. Deputy Registrar (Estates) notified by the Central Government in the Gazette of India being an officer equivalent to the rank of a Gazetted Officer of Government who shall exercise the powers conferred and perform the duties imposed, on the Estates Officer by or under the under the Public Premises Act, 1971 (40 of 1971) belonging to and under the administrative control of the Banaras Hindu University.
- (vii) **“Licence fee”** means the sum of money payable monthly in accordance with the provisions of University Rules in respect of residence allotted under these rules.
- (viii) **“Residence”** means any residence for time being under the administrative control of the University.
- (ix) **“Subletting”** includes sharing of accommodation by an allottee with another person with or without payment of licence fee by such other person but

sharing of accommodation with the close relative as specified in the SR-317 B will not be treated as subletting.

- (x) **"Temporary Allotment"** means the grant of licence to occupy a residence temporarily in accordance with the provisions of these regulations for the specified period.
- (xi) **"House"** in relation to an employee or member of his /her family means a building or part thereof used for residential purposes and situated within the jurisdiction of a local municipality or of any adjoining municipality or within the radius of 8 Kilometers of the University campus in rural area.

### **3. Explanation**

In case of an employee under suspension, the emoluments drawn by him as subsistence grant will be taken as emoluments provided that if he/she is subsequently allowed to draw pay for the period of suspension, the difference between the licence fee recovered on the basis of subsistence grant and the licence fee on the basis of emoluments ultimately drawn shall be recovered from such employees.

#### 4. Residential Accommodation Allotment Committee (RAAC)

A committee to deal with such matters under these regulations as specified for the purpose shall be constituted by the Vice-Chancellor/Rector under section 7(c) 3 of BHU Act. The term of the Committee may be decided by the Vice-Chancellor which should not normally exceed two years.

The Chairman of the RAAC will report directly to the Vice-Chancellor.

##### The composition of RAAC as below:

- |     |   |  |
|-----|---|--|
| 1.  | The Chairman  | To be nominated by the Vice-Chancellor   |
| 2.  | Two Professors  | -do-   |
| 3.  | Two Readers   | -do-   |
| 4.  | Two Lecturers   | -do-   |
| 5.  | One Lady Teacher  | -do-   |
| 6.  | One representative of SC/ST                               | -do-   |
| 7.  | One Representative of OBC                                 | -do-   |
| 8.  | One representative of Teachers' Association               | To be nominated by the Vice-Chancellor on the recommendation of the respective Executive Committee after every election. |
| 9.  | One representative of Officers' Association               |  |
| 10. | One representative of Non Teaching Employees' Association |  |
| 11. | Registrar   |  |
| 12. | The University Engineer, UWD                              |  |
| 13. | Asstt. Registrar/Dy. Registrar (Estates)                  | shall be the secretary   |

##### Duration of the Committee :-

- |                 |   |   |
|-----------------|---|---|
| For No. 1 to 7  | - | Two years maximum   |
| For No. 8 to 10 | - | From election to next election when the association is in existence |

## 5. Classification of Residence

The employees of different categories will be eligible for allotment of residential accommodation of the type as shown against each category given hereunder:

Type of residential accommodation	Category of Employees
I Cochin House	Vice-Chancellor
II Holkar House	Pro-Vice-Chancellor/Rector
III A	University employees where the Grade Pay is Rs. 10,000/- and above.
B	University employees where the Grade Pay is Rs.7600/- to Rs.9000/-.
C	University employees where the Grade Pay is Rs. 5400/- to Rs. 7000/-
F	Type A,B,C quarters reserved for Wardens/Admin. Wardens of the University Hostels.
G (Teacher's Flat)	Teachers/Officers of the University including the teachers of CHGS. C.H.B.S. and R.S.V.
D	University employees where the Grade Pay is Rs.4200/- to Rs. 4800/-
E	University employees where the Grade Pay is Rs. 1900/- to Rs. 2800/-
H	University employees where the Grade Pay is Rs. 1300/- to Rs. 1800/-
I	University employees below the Grade Pay of Rs.1900/- including Safaiwala/Safaiwali
W	Working Women Hostel (All lady teachers/officers without limit of emoluments will be eligible.)

*Note:-* (1) There will be Medical and General Pools. In the Medical Pool as far as possible the clinical staff may be provided accommodation near the hospital complex.

(2) Ordinarily, it will not be permissible for the claimants of the Medical Pool accommodation to obtain accommodation in the General Pool.

(3) The scale of furnishing of multiflats shall be as per guidelines of the U.G.C.

## 6. Allotment

- (I) (a) An employee may apply any time for allotment of residential accommodation on the prescribed forms.
- (b) Applications once received shall hold good for next three years. However, an employee may apply afresh after promotion for higher grade quarters or for change of quarters at appropriate time.
- (II) The allotment of quarters shall be done as per decision of the monitoring committee held on 24.2.95 at U.G.C. given below:-
- (a) The University should maintain a **running seniority**\* (panel of names for allotment) for allotment of staff quarters to its teaching and non teaching staff separately which should form the basis of allotment. The past service rendered by an employee in the category in which he joins this University shall be counted for the purpose of determining the date of seniority. All group 'A' officers and the permanent research scientist\*\* in the equivalent grade to be merged with the seniority list of teaching staff.
- (b) A panel of names/running seniority for allotment to be drawn up by the Asstt. Registrar/Dy. Registrar (Estates) twice a year i.e. on 31 July and 31 January for each category of residential accommodation on the basis of applications received between 16 January to 15 July and 16 July to 15 January respectively.
- (III) (a) In case of the employees in occupation of separate residences allotment under these rules marry each other, they shall within one month of the marriage, surrender one of the residences. If they fail to do so, the allotment of the residence of lower type, shall be deemed to have been cancelled on the expiry of such period and if the residences are of the same type the allotment of such one of them as may be decided by the Committee shall be deemed to have been cancelled on the expiry of such period.
- (b) The University accommodation shall not be allotted to an employee under these rules unless the wife or the husband of the employee as the case may be, who is already a licensee of the University agrees to surrender her/his residence within one month.

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\* **Running seniority** means the seniority list as given in the seniority list prepared by the University.

\*\*As per the decision of Hon'ble Delhi High Court in its order dated 23.01.2002 passed in w/p (civil) No. 5090 of 2000, communicated vide letter No. F.1-5/83 (SAII) dated 25.04.2007 of Joint Secretary, UGC)

(c) The entitlement of the husband and wife to allotment of a residence under these rules shall be considered independently.

- (IV) (a) No officer/employee shall be eligible for allotment of University residence if he or any other member of his family owns a house situated within the jurisdiction of a local municipality or within 8 Kms. of university campus. However, house-owning university officers and employees who are on the personal staff of V.C. may be allotted an accommodation on ad-hoc basis and the allotment should be made of one type below their entitled type on the basis of emoluments prescribed for the relevant allotment year. These officers/employees will not be entitled to retain the accommodation on payment of enhanced licence fee after the date of cancellation of allotment.

Provided that if any employee has acquired/constructed a house in his/her name or in the name of any member of his family as defined in the rules within the jurisdiction specified under clause 6(IV)(a) above, he shall be required to inform this University of the same within one month and shall vacate the University quarters within 60 days failing which the University will charge him/her market rent for the accommodation occupied by him/her upto a maximum period of 6 months and thereafter eviction.

(b) Wherever a loan has been taken from the University for the construction of house in Varanasi Municipal Corporation or within 8 Kms. from the University campus in the rural area as the case may be, the University will charge him/her market rent, for the University accommodation occupied by him after one year of withdrawal of the last installment.

Provided that where an employee has taken House Building Advance from the University for the construction/purchase of house within the limits specified in Clause 6IV(b) above, he/she will vacate the University accommodation within 60 days from the date of purchase of flats, and in the case of loan taken for construction of house after one year of withdrawal of last installment failing which the University will charge him/her market rent for the over-retention of the University accommodation for three months and then eviction.

- (V) (a) The Residential Accommodation Allotment Committee shall deal with all the matters regarding preparation of seniority list approval of the same, allotment of quarters from the seniority list as described in 6 II above.

(b) The Asstt. Registrar/Dy. Registrar (Estates) shall prepare a list of all vacant houses at the end of each month and shall make this list available for inspection.

(c) All the vacant quarters will be floated among the applicants of respective category to offer choice(s) of the applicant in order of preference.

(d) The allotment of quarters shall be a continuous process. The senior most applicant of the panel can be allotted vacant quarters on his/her request under the approval of the Chairman, RAAC.

(e) The offer of allotment, acceptance and non-acceptance of the vacant quarters amongst the eligible applicants shall be finalized through counseling meeting of the RAAC and the RAAC will meet at least once in three months for this purpose.

(VI) The Asstt. Registrar/Dy. Registrar (Estates) shall issue a letter of allotment in the prescribed form within two weeks after specific orders for allotment are passed by the Committee.

(VII) In case a person residing in lower grade quarters, and is offered a quarters of his/her grade and refused to occupy the same, he/she shall pay the licence fee of higher grade quarters for which the offer was made and refused.

(VIII) When an employee accepts or refuses the accommodation his/her name shall be deleted from all the waiting lists.

## **7. Change of Residence**

### **(i) General**

(a) An employee can apply for change of quarters any time after occupation of allotted quarters and only one change in each type of quarters shall be permitted.

(b) No change of allotted residential accommodation be allowed within a period of six month before retirement.

(c) All such applications shall be considered along with the names in the panel for allotment of accommodation as and when the particular residence falls vacant for allotment. It shall be allotted to the senior most person in the panel for allotment vis-a-vis the other applicants in the panel for the change.

(d) Applications for change of quarters will be considered only of those who have given a specific choice of vacant/or to be vacated quarters.

(e) Applications for change of quarters who have not given any specific choice but have mentioned that he/she will shift in any quarters, then such types of cases will be considered only once as per their seniority and if they fail to take the offered quarters they will not be considered for change of quarters in future for one year.



## **(ii) On Medical Ground**

An allottee can apply for change of residence on extraordinary medical ground. Such cases will be referred to the Medical Board consisting of the following persons and only on the recommendation of the Medical Board the change of same type of quarters may be given to the employees:-

1. Senior most teacher of Medicine on duty
2. Senior most teacher of Cardiology on duty
3. Senior most teacher of Orthopedics on duty

The Dean, Faculty of Modern Medicine shall be Chairman of the Medical Board.

The Board may, however, co-opt experts from other disciplines as and when required.

- (iii) The University shall have the right to change any time any accommodation allotted to an employee or other persons. The allottee concerned shall be bound to vacate the allotted premises within specified period and move to the alternate accommodation so provided.

## **8. Reservation/Priority**

- (I) Cochin House shall be reserved for the residential accommodation of the Vice-Chancellor.
- (II) Reserved Accommodation for the following officers may be provided by the University:-

1. Registrar	10. Principal, KV, BHU campus
2. Finance Officer	11. Branch Manager, SBI, BHU
3. University Engineer	12. Dy. Chief Employment information and Guidance Bureau
4. Medical Superintendent	13. Incharge, Fruit Preservation Centre
5. Controller of Examination	14. Horticulturists
6. Executive Engineer, EWSS	15. Internal Audit Officer
7. Deputy Medical Supdt.	16. Asstt. Registrar/Dy. Registrar (Estates)
8. Public Relation Officer	17. Chief Medical Officer, Health Centre
9. Chief Proctor	18. Manager, Sri Vishwanath Temple

*Note:* The RAAC may earmark quarters for the above officers for the period one is holding the charges of the office

(III) **Priority may be given in allotment of residential accommodation only of the type to which one is entitled to the following categories:-**

- (a) Residential accommodation in the **Medical Pool** will be allotted by the RAAC, on the recommendation of the Director, IMS, and Medical Superintendent, S.S.Hospital to the teacher of the Institute of Medical Science and employees of the S.S.Hospital as well as of the University Health Centre.
- (b) Four Lecturer grade quarters, preferably near S.S. Hospital, out of the Medical Pool, may be earmarked for emergency services in the S.S. Hospital. Allotment of these quarters will be made by the RAAC on the specific recommendation of the Medical Superintendent. The Estate Office shall maintain the records of the General Pool and the Medical pool separately.
- (c) Allotment of Nurses quarters (type D) specifically reserved for the women staff of the University Hospital shall be made by the Committee on the recommendation of the Medical Superintendent of the University Hospital.
- (d) Residential accommodation in the Nivedita Colony (old Ladies Colony near the Petrol Pump) Meera Colony (Continuous to the Mahila Maha Vidyalaya compound Ladies Colony) will be exclusively reserved for the women teachers of the University.
- (e) Accommodation in the Working women hostel will be allotted to the all lady teachers/ officers without limit of emoluments.
- (f) (i) Warden's quarters and accommodations constructed within the premises specifically for the employees of the particular Hostel/ College/Institute/Office/ Department/Hospital shall be allotted by the Residential Accommodation Allotment Committee or on its authorization by the Chairman on the recommendation of the Director/Dean of the institute/faculty concerned.  
  
(ii) An employee who has been allotted such accommodation shall vacate the University accommodation within two months from the date one ceases to hold that office or has been transferred from the Institution concerned except wardens whose cases will be dealt as per the rule 12 (ii) 8.
- (g) Employees on deputation from other organization as per agreement/terms and condition of their appointment.

- (h) Four suits will be earmarked for visiting Professors/teachers on deputation from any part of India or abroad which may be allotted by the Registrar in consultation with the Chairman, R.A.A.C.
- (i) Visiting Professors and other employees in case the terms of their appointment so required and such employees of the University who have been sanctioned rent free accommodation. A list of such employees shall be made available by the Registrar to the Estates Office.
- (j) Wife/husband/son/unmarried/widowed daughter of an employee who has retired and is in occupation of the University accommodation at the time of retirement provided that:
  - (i) Such a claimant is a permanent employee of this University on the date of retirement of predecessor.
  - (ii) The claimant has been residing with his/her parents/husband/wife and has not claimed house rent allowance from the University during the entire period of their service (a certificate to be enclosed in support thereof).
  - (iii) Provided further that no University accommodation has already been allotted to any such claimants. Such claimants will be provided a quarters of their grade.
- (k) (i) In case of the ward/spouse of the deceased University servant is eligible for general pool accommodation and has been residing with him for at least six months prior to the allottee's death, he/she will be eligible for regularisation/allotment of entitled type of accommodation.
  - (ii) Request for regularisation/allotment of entitled type of accommodation may also be considered in case the dependent ward/spouse gets an employment in the University even after the death of the employee, provided such an appointment is secured within a period of two years after the death of the allottee and the accommodation in occupation has not been vacated.
  - (iii) The above concession is allowed in cases where the deceased employee or spouse/ward does not own a house at the place of posting.
- (iv) The clearance of all dues outstanding in respect of the premises occupied by the deceased employee shall be an essential condition for the consideration of regularisation/allotment to the eligible applicant.

(v) Application for regularisation/allotment may be submitted within a period of two months from the date of death of the allottee or from the date of appointment in University service whichever is later. This facility or regularisation/allotment of alternate accommodation will not be admissible in cases where the allottee was in possession of general pool accommodation and the ward/spouse is not eligible for allotment of accommodation from general pool and or vice versa.

(l) Persons other than members of the staff of the University who render service to the University and for whom residential accommodation of the grade to which one is entitled may be reserved as decided by the Executive Council from time to time.

*Note:-* Such allottee shall ordinarily pay the same rate of the licence fee as is admissible to their rank in the parent organization depending on furnished/unfurnished accommodation unless the University decides otherwise. Such allottee shall furnish a certificate from their parent department that they are not getting HRA failing which they have to pay market rent for University quarters.

(m) A person eligible for allotment of accommodation on priority basis shall be entitled to the same type of accommodation as one was occupying prior to occupying current accommodation in official capacity. In case no accommodation of that type is available, such a person may be offered one grade lower type of accommodation.

(n) No priority in allotment of accommodation shall be given to the employee if University accommodation has already been provided to the claimant, unless it has been a purely transitory one

#### **(IV) #Reservation for Scheduled Caste/Scheduled Tribe**

(i) The percentage of reservation for SC/ST category of employee shall be :

- (a) SC - 15% in all types of quarters
- (b) ST – 7.5% in all types of quarters

There shall be no reservation for Reader and Professors grade quarters.

(ii) The staff belonging to SC/ST category will be entitled to quarters on their turn from a separate waiting list to be maintained by the Executive Officer.

(iii) Vacancies available in quota reserved for the purpose shall be allotted in the ratio 2:1 to SC and ST employees respectively. The un-allotted vacancies shall not be carried forward.

*#Amended vide ECR No. 242 dt. 24.02.2011*

- (iv) SC/ST employees who are already in occupation of accommodation will not be entitled to be considered for allotment of higher type of accommodation from the reserved quota.

## **(V) Reservation for Physically Handicapped**

As per the Government of India's Orders the following categories of physically handicapped, University employees may be considered for the ad-hoc allotment of residential quarters.

1. **Blind** - those who suffer from either of the following conditions :-
  - (i) total absence of sight.
  - (ii) Visual Acuity not exceeding 6/90 or 20/200 (snellen) in the better eye with correcting lenses.
  - (iii) Impression of the field of vision subtending an angle of 20 degrees or worse.
2. **Deaf** - Those having hearing loss of more than 90 decibel in the better ear (profound impairment) or total loss of hearing in both ears.
3. **Orthopaedically handicapped** – to the extent of 40% and above disability.

### **9. Debarment from Allotment of Quarters for failure to respond of the floating letter/ non acceptance of offered quarters / occupy the allotted Residence after acceptance**

- (a) The applicant who gives no choice or does not respond with a valid reason for the allotment of quarters in response to the offer given to him/her and/or declines to occupy the allotted quarters within the specified period of time - be debarred for a period of one year from the date of respective decision taken by the RAAC for the same type of quarters in which the offer was made.
- (b) If the employee who gives no choice or does not respond without a valid reason for the allotment of quarters in response to the offer given to him/her/or declines to occupy the allotted quarters within the specified period of time for the second consecutive time - be debarred for a further period of three years from the date of respective decision taken by the RAAC for the same type of quarters in which the offer was made.

Note:- In case, there is only one quarters is vacant and floated to the applicants and same is refused by the applicants then he/she will be given another chance.

- (c) If the number of the applicants in the panel list for allotment of a particular grade quarters less than the number of quarters vacant in that grade then the debarment of the applicant for that type of quarters be cancelled.
- (d) The Asstt. Registrar/Dy. Registrar (Estates) will notify the employee of the allotment/change of a residence to him/her and he /she will have to accept the allotment/change within seven days of the receipt of the notice by the employee. In case the offer is accepted, he/she will have to take possession of the residence within 30 days of the allotment.
- (e) The University Work Department and Electric Water Supply Services will complete the repair work, white washing etc. on priority basis to make the quarters habitable within above 30 days. In case, it is not possible for them to complete the above work within the above specified period, they will inform the Estates Office about the same.
- (f) The licence fee shall be charges from the employee after the expiry of 30 days or from the date of occupation whichever is earlier or from the date on which UWD/EWSS complete the repair work.
- (g) No representation by the allottee in regard to the occupation of the quarters which has been allotted under these rule will be given any consideration nor will it be accepted as a ground for not occupying the allotted accommodation. The offer of allotment for an accommodation must be accepted within the prescribed period.
- (h) It will be incumbent upon a person who has been allotted an accommodation by the University in the campus to inform the Asstt. Registrar/Dy. Registrar (Estates) as soon as the person ceases to be entitled to retain the accommodation under any provision of the rules. The Head of the Department/Office will also intimate to the Asstt. Registrar/Dy. Registrar (Estates) the date from which an employee has been relieved from the duty and is not entitled for any other reason to retain the University accommodation.

## 10. Licence Fee Chargeable and its Recovery

- (i) An employee who has been allotted a residence under these rules will be charged licence fee at the rate of 10% of his/her 'emoluments' subject to the following maximum limits which may be reviewed and enhanced by the Executive Council wherever it deems necessary:

Type of accommodation	Maximum licence fee *(w.e.f. 1.7.2010) Rs.
Cochin House	1099.00 Fixed
Holkar House	(Omitted)
A Professor's Grade	782.00 “
B Reader's Grade	525.00 “
C Lecturer's Grade	371.00 “
D Section Officer's Grade	219.00 “
E Ministerial Grade	144.00 “
F Class IV 10%	65.00 “
G Teacher's flat	268.00 “
H Multi Flat (furnished)	As per rules
I Class IV 5%	28.00 Fixed

(\*Amemnded vide ECR No. 168 dated 23.6.2010)

- (ii) Where a residence is allotted to be retained under rule 12 (ii), it will be mandatory for the allottee to pay regularly monthly licence fee failing which the allotment shall be deemed to be cancelled either on the lapse of one year under rule 12 (ii) (3) or on expiry of admissible concessional period, and will attract the provision of market rent/eviction for unauthorized occupation unless for cogent reason authorized under rule 14 pass an order otherwise.
- (iii) No licence fee will be charged from an allottee who has been sanctioned and allotted free residence.
- (iv) Any person who is not a University employee but has been provided University accommodation will be required to pay the licence fee at the rate of market rent, if the allottee receives HRA.
- (v) In case an accommodation is allowed to be retained under rule 12 (ii) 2 the licence fee for the period of retention shall continue to be the same as it was being paid prior to the event referred to in the aforesaid rule.

- (vi) In case where the licence fee has become due, the Asstt. Registrar/Dy. Registrar (Estates) shall get the licence fee recovered from the salary in suitable installment and in lump sum from the gratuity.
  - (a) The licence fee due as per rules shall be realized by the Asstt. Registrar/Dy. Registrar (Estates).
  - (b) The Head of the Department/Office/Registry shall effect the recovery as per advice received from the Asstt. Registrar/Dy. Registrar (Estates). The realization of the licence fee shall not be stopped on the basis of any representation or petition by the allottee.
- (vii) In case an employee already in occupation of a residence and is allotted a alternative accommodation, the previous shall be deemed to be cancelled from the date of occupation of new accommodation which should not exceed 30 days. If, however, the allottee does not occupy the new accommodation within the specified period the allotment will be deemed cancelled.
- (viii) The licence fee shall be charged upto the date on which the vacant possession of the allotted residence is actually handed over by the allottee to the Estates Office. The employee shall ensure that the vacant possession of residence concerned is handed over only on working days and during office hours.
- (ix) The allottee shall clear all the arrears of licence fee before handing over the possession of the concerned vacant residence to the Estates Office.
- (x) The payment of gratuity due to the employee shall not be made until the licence fee of the residence concerned has been paid.
- (xi) Where a residential accommodation has been allotted to person who is not a permanent employee of the University, for example, teachers or other persons on deputation and visiting professors, etc., the head of the Department/Office/Registry shall not release the last pay till the residence in question has been vacated and the arrears of the licence fee are paid off.

**Recovery of the arrears of the licence may be considered subject to the following:**

- i) The employee agrees to pay 50% of the dues in lump-sum in advance.
- ii) The balance may be recovered in 5-10 installments depending upon the quantum of recovery and the paying capacity of the employee subject to payment of interest @ 12% per annum.



(xii) **\*Panel/Market Rent**

The following shall be the market rent to different grades of the University house/accommodation:

Professor's grade quarters	Rs. 12510/- p.m.
Reader's grade quarters	Rs. 11310/- p.m.
Lecturer's grade quarters	Rs. 6555/- p.m.
Teacher's Flat	Rs. 5760/- p.m.
Type III S.O. grade quarters	Rs. 4440/- p.m.
Type II Ministerial grade quarters	Rs. 3510/- p.m.
Type I Class IV grade quarters	Rs. 2925/- p.m.
Type I Class IV (5%) grade quarters	Rs. 2250/- p.m.

*(\*Amemnded vide ECR No. 168 dated 23.6.2010, w.e.f. 01.07.2010)*

**11. Vacation of Quarters**

(i) An allottee of a house wishing to vacate ones occupation shall give at least seven days notice to the Asstt. Registrar (Estates)/Dy. Registrar (Estates) for handing over the occupation.

(ii) After vacation of the allotted quarters, the Asstt. Registrar/Dy. Registrar (Estates), will intimate the Electric & Water Supply Department to get the meter reading taken by.

(iii) An inventory of all fittings (electrical, water and sanitation) and building fixtures and other materials, if any, shall be prepared in duplicate and got signed by the licensee and the Asstt. Registrar/Dy. Registrar (Estates), of which one copy shall be given to the licensee while taking the possession of the vacant quarters/accommodation and the other will be kept in the office for record. The items entered in the inventory shall be got checked again at the time of handing over the possession of the vacant quarters/accommodation to the Asstt. Registrar (Estates)/Dy. Registrar (Estates). The licensee shall be liable to make payment in lieu of the damaged/missing items in the inventory.

(iv) The occupant of the residential accommodation in the University will be eligible only to privileges of a licence at the discretion of the University which shall have the right and authority to get any residential house vacated from any of the licensee without assigning any reason provided that clear notice of 30 days is given to an occupant for vacating the premises in question.

**12. Subsistence Period for Allotment and the Concessional Period for further Retention**

- (i) Allotment shall be effective from the date on which it is accepted by the employee and shall continue in force until:
- (a) the expiry of the concessional period permissible under sub-rule (ii) below:
- (b) It is cancelled by the University
- (c) The House concerned is surrendered by the employee.
- (d) The employee otherwise ceases to occupy the house concerned.
- (ii) A residence allotted to an employee may be retained on the happening of any of the event specified below in column I of the table for the period specified in the corresponding entry in the column II thereof:-

<b>Events I</b>	<b>Permissible period for the retention of residence II</b>
1 Resignation, dismissal, removal from service or termination of service, abandonment of service and compulsory retirement from service	One month on normal licence fee and thereafter market rent for 6 months and then eviction.
2 Retirement/ Voluntary Retirement	<p>1 First six months on normal licence fee</p> <p>2 Six months on double licence fee</p> <p>3 Eviction at the expiry of one year and during the period of eviction process market rent to be charged</p>
3 Death of allottee	<p>1 2 years on normal licence fee</p> <p>2 Beyond 2 years the licence fee shall be charged at market rent for six months and thereafter eviction</p> <p><i>Note:</i> The clause (1) and (2) shall apply irrespective of the period the person has awaited for his/her appointment on compassionate ground, if applicable.</p>

4	Transfer/Technical resignation	<p>1 First two months on normal licence fee</p> <p>2 Beyond two months on market rent for six months and thereafter eviction.</p>
5	Leave of all kinds including deputation, extraordinary leave (to join services elsewhere), sabbatical leave, study leave, leave on Medical Ground	Entire period of sanctioned leave subject to a maximum of 3 years provided the family is residing in the quarters.
6	Lien	For two years provide that the family is residing in the quarters.
7	Expiry of Wardenship	<p>3 months on normal licence fee</p> <p>3 months on double licence and thereafter eviction and during the eviction process market rent be charged.</p>
8	Termination of Wardenship	<p>1 month on normal licence fee</p> <p>Thereafter eviction and during the eviction process market rent be charged</p>
		<p>The ECR No.210 dated 2/3 Aug., 1994 may be brought into force i.e seniority of retiring wardens who complete at least one full term of 3 years be stepped up by considering 50% services rendered as a warden in the particular cadre and up to a maximum of three years. If even with the added seniority the teacher does not qualify for the allotment or no quarters is vacant, he be asked to vacate the warden's quarters failing which penal rent after three months be charged.</p> <p><i>Note :-</i> The RAAC may earmark quarters for the wardens in those hostels which have no warden quarters in consultation with the concerned Directors/Deans. In such cases also the existing rules for the allotment of quarters to the wardens would be applicable.</p>
9	UGC Emeritus Fellow	UGC Emeritus fellow can retain the University accommodation under his/her occupation for the tenure of his/her emeritus fellowship on normal licence fee.

- (iv) On the recommendation of the RAAC, the Registrar will initiate the process of eviction of the employees continuing to occupy residential accommodation in the campus after their superannuation/retirement/resignation, etc., subject to the period they are allowed to retain the accommodation according to the rules.

### 13. Temporary allotment

#### (I) For Ceremonies

- (i) \*\*Temporary accommodation may be provided for a maximum period of one week to the employees in their personal capacity for different ceremonies, marriages, Puja, Birthday and Mundan Sanskar etc. However preference will be given to marriages over other ceremonies. The privilege of temporary allotment for marriages will be extended for only those members who are listed as family member of the employee under LTC rules. The charges for temporary allotment will be paid in advance. If there is no occupation by the person concerned only 50% of the money to be refunded for unoccupied period.
- (ii) Temporary accommodation of the above purposes will be provided on payment of market rent for the actual days of occupation.
- (iii) Facility of temporary accommodation for marriage purposes for sons/daughters/ dependents of those employees who are not in the University service but living in the duly allotted University accommodation in the campus, i.e., those working in SBI, BHU, Post office, Kendriya Vidyalaya, BHU, NCC, etc., be also provided with temporary accommodation facility in line with other University employees.
- (a) Temporary accommodation may also be provided lodging of the official duly authorized groups, such as University Audit party on payment of licence fee to be fixed by the RAAC in this regard.
- (b) Temporary accommodation for holding of seminars, workshops, symposiums and conferences, etc., will be provided ex-gratia.
- (c) Temporary accommodation may be sanctioned by the Deputy Registrar (Estates) under intimation to the Chairman, RAAC.
- (iv) An inventory of the articles such as the electrical fittings, water and sanitation shall be prepared in duplicate of which one copy shall be got

*\*\*Amended vide ECR No. 223 dt. 02.10.2010*

signed and handed over to the person to whom the University accommodation has been allotted temporarily and the missing and damaged item if any shall be entered therein.

(a) A Security money of Rs.300 for class IV type quarters, Rs.500 for class III type quarters and Rs.1000 for Class I and II type quarters shall be charged from the members of the staff whom the temporary allotment of the University accommodation is made for the purpose specified above.

(b) The applicant shall be required to deposit the above security money with his/her application. In case the applicant refuses the desired allotted quarters or does not intimate his/her unwillingness for allotment on any ground before fifteen days from the date of marriage, such security money shall be forfeited.

(c) The full cost of the missing/damaged items if any will be realized out of the deposit money before the issue of "No Dues" to him/her. In case no item is reported damaged or missing, full security money shall be refunded. The cost of the missing/damaged item in the inventory, amount to more than the 'security' made, the extra payment shall be realized from the salary of the employee.

The following is the scheduled of charges of \*licence and other fees for temporary allotment of houses/accommodation to the University employees for the marriage purposes:

Professor's grade quarters	Rs. 700/-	per day
Reader's grade quarters	Rs. 600/-	per day
Lecturer's grade quarters	Rs. 500/-	per day
Type II S.O. grade quarters	Rs. 400/-	per day
Type II Ministerial grade quarters	Rs. 300/-	per day
Type I class IV grade quarters	Rs. 100/-	per day
Community Centre	Rs. 1000/-	per day
Non Teaching Club	Rs. 800/-	per day

(\*Amemnded vide ECR No. 168 dated 23.6.2010, w.e.f. 01.07.2010)

The electric charges will be as per meter reading. There shall be no water charges. The Asstt. Registrar/Dy. Registrar (Estates) shall adjust the account within 30 days of the vacation of temporary accommodation. In case of non payment of balance amount, if any, the amount shall be realized from the salary of the concerned University employees.

- (v) No major alteration shall be undertaken in the existing structure of the house unless approved by the Building Committee of the University and corresponding additional licence fee recommended to the Executive Council.
- (vi) The classification of accommodation and enhancement for alteration/additions in the licence fee etc. shall be decided by the Executive Council on the recommendation of the Building Committee.

## **(II) Temporary allotment of Car garage**

(i) Temporary allotment of garages can be made by the Estate Office with the permission of the Chairman, RAAC, for the transitory period only, when the sanctioned garage of the allottee is under construction.

(ii) The allotment of the garages shall be made on the basis of date of application. In case, more than one application are of the same date, the seniority of the applicant will be considered for allotment.

## **14. General**

- (i) No occupant shall be allowed to use the University residential accommodation for commercial/business purpose.
- (ii) A teacher/officer appointed directly will not be eligible for allotment of a quarters of superintendents/Ministerial grade; likewise an employee in the Ministerial will not be eligible for allotment for class IV quarters. However, an allottee who has been promoted from lower to higher post may be allowed to retain the occupation of accommodation of the lower category until an alternative allotment is made in such persons favour.
- (iii) Teachers selected for appointment to higher post prior to allotment of residential accommodation will be considered for the purpose of allotment in the lower accommodation on the basis of his seniority in the lower grade, and the seniority for the higher accommodation for which he is eligible from the date of joining the higher post. No weightage be given for services rendered in the lower grade.
- (iv) The allotment in the name of a licensee of the University who sublets the premises/outhouses/garages will be liable to be cancelled by the RAAC. Further as per ECR No.66 dated 30/31 July, 1989 providing accommodation to foreign students and other is subletting which is not permissible. The licence issued shall be cancelled and steps taken for eviction on receipt of the information to this effect.

- (v) (a) The drawing and disbursing officers shall be responsible for deducting the licence fee from the salary of the allottee under his jurisdiction.
- (b) An employee to whom a residence has been allotted shall be personally liable for the payment of licence fee thereof and for any damage beyond repair, wear and tear caused therein or to the furniture, fixture or fittings or services provided therein by the University during the period for which the residence has been remained allotted to him/her or where the allotment has been cancelled under any of the provisions of these regulations until the residence along with the outhouses appurtenants there to have been vacated and full vacant possession has been restored to the University.
- (vi) The allottee shall be bound by and shall abide by the rules and regulations of the University in respect of residence and their allotment and shall also comply with the decision of the University which shall be final.
- (vii) In the event of retirement or resignation or death or expiry of deputation or transfer of the allottee, intimation to that effect be sent not later than 16 days by the head of the Institution/Office concerned to the Estates Office.
- (viii) The certificate declaring a house as dangerous should be issued by an officer not below the rank of Executive Engineer and before issue of the certificate; he should satisfy himself as to the fact that the report given is genuine.
- (ix) A lady employee to whom accommodation has been allotted in the Working Women's Hostel will not be eligible to share the accommodation with any other employee. However, the RAAC may allow children not exceeding the age of 12 years to reside with an employee.

## **15. Consequences of Breach of Rules and Conditions**

- (a) If an employee to whom a residence/garage has been allotted, unauthorizedly sublet the residence/garage or use the residence or any portion thereof for any purposes other than that for which it is meant or makes any change of any nature by addition/alternation, repairs etc. without taking prior permission of the competent authority or tampers with electric or water connection or commits any other breach of the rules or the terms and conditions of the allotment or uses the residence/garage or premises or permits or suffer the residence/garage or premises to be used for any purposes, which the University considers to be improper or conducts himself in a manner which in his opinion, has knowingly furnished incorrect information any application or written with a view to securing the allotment, the competent authority may, without prejudice to any other disciplinary action that may be taken against him, cancel the allotment of the residence/garage.

Note:- In this above sub-rule, the expression 'Employee' includes, unless the context otherwise requires, a member of his/her family and any person claiming through the employee.

- (b) In case the conduct of allottee disturb or affects the congenial atmosphere of the neighbour, the RAAC shall have power to demand a report from Chief Proctor office and on that basis, may cancel the allotment or may shift the allottee at other place in same type of accommodation.

## **16. Interpretation**

In respect of all matters regarding difficulty in interpretation and application of these regulations as well as in dispute arising between the allottee and the University in cases not covered under these regulations the decision of the Vice-Chancellor shall be final and binding.

## **17. Exception**

Notwithstanding anything contained herein, the Vice-Chancellor be empowered to recommend for the allotment of residential accommodation to a person whose services he may consider essential/or in emergency situations.

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