



KUMAR BHASKAR VARMA SANSKRIT AND ANCIENT STUDIES UNIVERSITY,
NAMATI, NALBARI

कुमारभास्करवर्मसंस्कृत-पुरातनाध्ययनविश्वविद्यालयः

REGULATION NO-18

KBVSAS UNIVERSITY REGULATIONS ON ALLOTMENT OF UNIVERSITY STAFF QUARTER

(Approved by Executive Council, Kumar Bhaskar Varma Sanskrit and Ancient Studies University
dated -1-1-2022)

1. SHORT TITLE, APPLICATION AND COMMENCEMENT:

- 1.1. These Regulations may be called the "KBVSAS University Regulations on Allotment of University Quarter"
- 1.2. These shall apply to matters related to the allotment of University Quarters to the Teaching and on-teaching staff working as regular and permanent employee.
- 1.3. These shall come into force from the date of notification.

2. ALLOTMENT OF UNIVERSITY QUARTER

2.1. Allotment

The allotment committee shall consider the applications on the basis of seniority in service of the applicant. The "Allotment Committee" means a committee duly constituted by the Vice Chancellor, Kumar Bhaskar Varma Sanskrit and Ancient Studies University, one member each from teachers member, Officers and employees of the University and two members of the Executive Council, Kumar Bhaskar Varma Sanskrit and Ancient Studies University, Nalbari. The "Seniority" means the seniority on the basis of date of joining in regular and permanent post in the University.

- 2.2. Every year during the month of January, the University Administration, on the basis of availability/ probable availability of staff quarter shall invite applications from the regular employees/officers and teachers in the prescribed format. The "Regular" means employees appointed in their respective posts in grade on regular basis.
- 2.3. The allotment of staff quarter shall be valid till the end of his/her service i.e. till retirement. The "retirement" means the superannuation from service of an employee after completion of services up to 60 years of his/her own age.
- 2.4. The University Authority will notify the allotment list and also inform the respected employees of the University. The list shall be valid for 3 (three) months from the date of publication. The allottee shall inform the University Authority within 15 days about his/her willingness to occupy the staff quarter and he/she must occupy the quarter within 1(one) month from the date of publication of the allotment list.
- 2.5. The seniority, as defined in para 2.1 shall not include Registrar, Deputy Registrar, Controller of Examinations, Deputy Controller or other Administrative Officers to avail staff quarter.

- 3.1 The applicant should be a regular and permanent employee of Kumar Bhaskar Varma Sanskrit and Ancient Studies University, Nalbari.
- 3.2 The House Rent entitled to the occupant shall be deducted from his/her monthly salary. The condition of deduction of House Rent allowances remains same as per rule, to the employees whose husband and wife's establishment is in the same headquarter.
- 3.3 The Electricity Charges of the University Quarter will have to be reimbursed by the occupier himself/herself each month or in some convenient interval, based on reading of the meter installed in respective quarter.
- 3.4 The occupant will have to pay the monthly electricity charge in the office of the Registrar, Kumar Bhaskar Varma Sanskrit and Ancient Studies University every month and take valid receipt.
- 3.5 One quarter shall be allotted to a single regular/ permanent employee of the University. In special conditions, if two or more employees share a single quarter, the University authority will allot the quarter to one of them and the House Rent allowances will be deducted from his/her and the electricity charge will also be charged from him/her.
- 3.6 No occupant shall modify or damage the existing structure of the quarters allotted to him/her. For unauthorised alteration/ wilful damage, the University authority shall charge double the amount estimated and deduct the amount from his/her salary.
- 3.7 The applications for quarters with better amenities, from the employees already living in staff quarter shall be entertained only once on the basis of seniority but repair/renovation of such changed staff quarter has to be undertaken by the allottee.
- 3.8 On retirement, an occupant shall leave the staff quarter within 3 (three) months of his/her retirement from services. It does not matter if his/her official works of superannuation is complete or incomplete. For these 3(three) months he/she shall be entitled to pay all dues as before mentioned in para 3.2 & 3.3 above.
- 3.9 When an occupant of a university staff quarter is on lien of extra ordinary leave, he/she be allowed to continue his/her occupation of the staff quarter for a maximum period of 2(two) years. He/she will have to pay the monthly dues (house rent, electricity bill etc.) at the beginning of every month in the University office.
- 3.10 A physical fitness certificate of the allottee should be submitted to the office of the Registrar along with the consent letter.
- 3.11 In cases not covered by the above rules, decision of Staff Quarter Allotment Committee shall be binding and final.
- 3.12 **The University Authority has the right to withdraw the allotment of University Quarter at any given circumstances.**


Registrar
Kumar Bhaskar Varma Sanskrit and
Ancient Studies University, Nalbari


11/1/2022