

SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION AND RESEARCH

**A Deemed to be University
Tamaka, Kolar, Karnataka.**

**Declared under Section 3 of the UGC Act, 1956
vide MHRD, Government of India Notification
No.F-9-36/2006-U.3 (A) dated 25th May 2007**



HOUSE ALLOTMENT POLICY



SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION & RESEARCH

A DEEMED TO BE UNIVERSITY, (DECLARED UNDER SECTION 3 OF THE UGC ACT, 1956)

TAMAKA, KOLAR 563101, KARNATAKA, INDIA

Name of the Policy/ Guidelines	House Allotment Policy	
Short Description	Guidelines and SOP's for allotting quarters for teaching and non-teaching employees	
Scope	This policy is applicable for all the SDUAHER employees	
Policy status	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised	
Date of approval of Version 1	23 August 2019	
Revision No.	0	
Brief description of last revision	Not Applicable	
Date of approval of current revision	Not Applicable	
Effective date		
Approval Authority	Board of Management	
Responsible officer	Registrar	
Name of the Policy/ Guidelines		
Details of division	Date of Revision	Approved by

SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION AND RESEARCH
TAMAKA, KOLAR

House Allotment Rules: SDUAHER

Rule.No.1. General

Following rules are laid down to institutionalize the allotment of various types of houses (synonymously called as Married Accommodations, Family Quarters) to the staff of SDUAHER, its constituent unit (SDUMC) and the affiliated hospital (RLJH & RC) to be applied prospectively from the date of issue of this order.

Rule.No.2. Definitions:

- a) **"Allotment"** means grant of authority to occupy a house in accordance with the provisions of this rule.
- b) **"Employee"** means the whole-time employee of SDUAHER, its constituent unit (SDUMC) and the affiliated hospital (RLJH & RC) staff of SDUCON.
- c) **"Key Personnel"** (synonymously called as **"Essential Staff"**) means such staff who are required to reside in the campus mandatorily and be on call 24X7.
- d) **"Teaching Faculty"** means Professors, Addl. Professors, Associate Professors, Assistant Professors, Lecturers, Sr. Residents, Tutors. Post Graduate students working as Tutors are not included.
- e) **"Earmarking of houses"** - means the houses earmarked for Pro Chancellors, Vice Chancellor, Registrar, Dean Faculties, Principal, Medical Superintendent, Deputy Medical Superintendent, as notified from time to time by the Academy.
- f) **"Family"** means Spouse, Children, Step Children, legally adopted Children, Parents, Parents - in -Laws, Brothers or Sisters who are wholly dependent on the employees.
- g) **"Seniority of Allotment"** - Accommodation would generally be allotted on the Basis of Seniority list which will be maintained depending upon the a) number of years of service & b) Cadre.

- h) "Committee" - means House Allotment Committee as explained at Rule No. 3 below.
- i) "RENT" (license fee) means the sum of money payable monthly in respect of residence allotted under these Rules
- j) "Subletting" includes letting out and /or sharing of accommodation by an allottee with another person's not belonging to his family, with or without payment of rent by such other person;

Rule.No.3. House Allotment Committee:

The house allotment committee shall comprise of the Chairman and members as notified from time to time.

The committee shall assemble bimonthly (1st week of all odd number months i.e. January, March, May etc..) to allot the quarters. However, under extraordinary situations it can assemble at the sole discretion of the Chairman of the committee.

Rule.No.4. Types of Houses:

There are four types of quarters which are to be allotted to the employees of various cadres as given under:

Sl.No	Type of Accommodation	Total existing numbers	Entitled Employees
a)	Three Bed Room houses	22	Teaching Staff - Professors/Non-Teaching and Nursing staff more than 10 years' service in the Academy.
b)	Two Bed Room houses	82	Teaching Staff -Associate Professor/ Non-Teaching and Nursing Staff - More than 5 years' service in the Academy.
c)	Single Bed Room houses	76	Non-Teaching and Nursing Staff /Newly appointed Teaching staff
d)	Dormitory for Males	Capacity 100 No's	50% of the capacity for newly appointed Male nursing staff
e)	Dormitory for Females	Capacity 70 No's	50% of the capacity for newly appointed Female nursing staff

Any change in the number of such accommodations or change in the status of occupancy (e.g. being under repair/ declared to be unsafe/ declared to be demolished) should be intimated to the Committee by the Maintenance Section of the Engineering Division.

Rule.No.5. Allotment of Accommodation

Allotment of Accommodation is a privilege and not a right. The Academy can only allot accommodations to the extent available at any point of time. Accordingly, the limited resources are to be used in a prudent manner by following the undermentioned policy:

- a) Accommodation would generally be allotted on the Basis of Seniority list which will be maintained depending upon the a) number of years of service & b) Cadre wise subject to priority over riders as mentioned in the successive paragraphs.
- b) Allotment to Essential Staff (Key Personnel) - Names of individuals belonging to certain cadre of staff whose services are considered essential for smooth functioning of the Academy or its constituent/ affiliated institutions and notified to that effect, would be given priority while making allotment of quarters. However, a pool of houses/quarters would be kept fixed for this purpose.
- c) Allotment on Medical / Social / Compassionate grounds - A staff having a bona fide medical/social problem may be allotted with a quarter by the Committee, out of turn, subject to ascertaining the veracity of the facts.
- d) Any employee
- e) **Allotment to husband and wife-eligibility in cases of employee who are married to each other:**
 - No employee shall be allotted a residence under these Rules if the wife or the husband, as the case may be, of the employee has already been allotted a residence, unless such residence is surrendered, provided that this sub-Rule shall not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by any court.
 - Where two employees in occupation of separate residence allotted under these Rules marry each other, they shall within one month of the marriage surrender one of the residences.
 - If a residence is not surrendered as required by, the allotment of the residence of the lower type shall be deemed to have been cancelled. On the expiry of

such period and if the residence is of the same type, the allotment of one of them, as the Registrar, SDUAHER may decide, shall be deemed to have been cancelled on the expiry of such period.

Rule.No.6. Application for allotment

- (1) The HAC of SDUAHER shall scrutinize the applications received for allotment of houses for various categories of residences in its meetings to be held bimonthly to finalize the priority list.
- (2) The last date of receipt of application shall be 31st of January of the following year. No application shall be entertained after this date.
Provided that an employee joining duty in SDUAHER on 1st appointment or on transfer/deputation may apply for allotment of residence to the Chairman within three months of his/her joining duty. Applications received under this provision or before the 20th day of a calendar month shall also be considered for allotment in the succeeding month.
Note: - The name of the employee joining 1st time in SDUAHER may be included in the eligible type of priority list of houses as soon as the appointment by the Maintenance Section of Engineering.
- (3) An employee who is already in occupation of a house may also submit application for allotment of higher type of house, as and when the HAC invites applications in such form and manner by such date as may be prescribed by the HAC.
- (4) All applications received otherwise than in pursuance of directions under Sub-Rule (1) but before the 20th day of a calendar month shall be considered for allotment in the succeeding month.
- (5) The name of an employee for allotment of SDUAHER accommodation will be included in only one type of priority list of houses for which he/she is eligible, therefore, he/she should clearly submit his/her option in the prescribed application form for allotment of residence
- (6) Any newly appointed employee can apply for allotment of house as per eligibility after joining and his/her name will be included in the priority list of relevant categories.

Rule.No.7. Allotment of residence to employees: -

- (1) Save as otherwise provided in these Rules a residence on falling vacant will be allotted by the Registrar, SDUAHER, preferably to an applicant desiring a

change of accommodation in that type under the provisions of Rules and if not required for that purpose, to an applicant without accommodation in that type having the earliest priority date for that type of residence subject to the following conditions:-

- No employee shall be eligible for allotment of residence if he/she possess own house within 10 km radius of the Academy with the exception of operability of the clause of Rule 5(b) above.
 - The Registrar, SDUAHER, may cancel the existing allotment of an employee and allot to him/her an alternative residence or in emergent circumstances an alternative residence of the type next below the type of residence in occupation of the employee, if the residence in occupation of the employee is required to be vacated in the interest of the Academy
- (2) A vacant residence may, in addition to allotment to an employee, be list offered simultaneously to other eligible employees in order of their priority dates.
- (3) An employee to whom an offer for allotment of a particular type of house has been made but he/she fails to opt for the house on more than two occasions, his / her name shall be temporarily deleted from that particular type of priority list unless and until he or she makes a written request for inclusion of his / her name in the priority list of particular type of house at the time of applications invited by HAC.
- (4) **Common Pool Single Accommodation** - A pool of 8 eight accommodations on single occupancy basis would be available and allotted to RLJH & RC, SDUMC and SDUAHER (to be worked out on need basis) along with the authority for allotment, to those staff who are required to stay within the campus being 'on call'. Such accommodations are to be allotted purely on day-to-day basis by those to whom the authorities have been delegated.

Rule.No.8. Discretionary/out of turn allotments: -

- **Allotment of accommodation on medical grounds:**
 - Notwithstanding the provisions of Rules, allotment of residence may be made by the Registrar, SDUAHER, on out of turn basis to an employee on grounds of serious illness of self or a member of his/her family. The priority for allotment in such cases will be the date on which the application of the employee for out of turn allotment is received by the Registrar, SDUAHER.
- **Ear-marking of accommodation to the specific category of staff**

- The Registrar, SDUAHER, taking into consideration the interest of patient care can ear-mark certain accommodation from time to time for allotment to specific category of staff;
- Provided that employees in ear-marked houses will have to vacate the house as soon as he/she cease to hold the specific post/duty for which the said accommodation is ear marked. He/she shall be allotted a house of his/ her entitled category under this Rule subject to condition that that his/her own turn has matured for a similar or higher type of house.
- Provided further that if he/she fails to vacate the house after cessation to hold the specific post/duty, the allotment of earmarked accommodation to him/her will be deemed to have been cancelled after one month of cessation of holding the post/duty, and the his / her case will be dealt as unauthorized occupant under the Rules.

Rule.No.9. Non-acceptance of allotment of offer or failure to occupy the allotted residence after acceptance: -

- (1) Where an employee fails to occupy the allotted residence within 10 days from the date of issue of the letter of allotment, he/she shall not be eligible for another allotment for the remaining part of allotment year, from the date of issue of the allotment letter.
- (2) Where the employee does not opt for residence on offer due to unavoidable circumstances or the house or area of preference of senior employee is not suitable, he/she will not be debarred for the remaining part of the allotment year, for the reasons to be recorded.
Provided further that such relaxation will be available once in each type.

Rule.No.10. Provision relating to rent (license fee): -

- (1) Where an allotment of accommodation or alternative accommodation has been accepted, the liability for rent shall commence from the date of occupation or the 15th day from the date of issue of allotment order, whichever is earlier.
- (2) Where an employee who, after accepting the allotment, fails to take possession of that accommodation within 14 days of the issue of allotment order, he/she shall be charged rent from such date up to a period of one month or up to the date of re-allotment of that particular accommodation, whichever is earlier.
- (3) Where an employee, who is already in occupation of a residence, is allotted another residence and he /she occupy the new residence, the allotment of the former residence shall be deemed to be cancelled from the date of occupation of the new residence without payable of rent for that day and the subsequent day

for shifting. He / she may, however, retain the former residence on payment of normal license fee up to 15 days for shifting.

Provided that if the former residence is not vacated within 15 days, the employee shall be liable to pay penal rent @ 20 times of the normal license fee from 16th day of the date of occupation of new residence.

Rule.No.11. Surrender of an allotment and period of notice.

- (1) An employee may at any time surrender an allotment by giving intimation so as to reach the Registrar, SDUAHER, at least 10 days before the date of vacation of the residence. The allotment of the residence shall be deemed to have been cancelled with effect from the eleventh day after the day on which the letter is received by the Registrar, SDUAHER, or the date specified in the letter, whichever is later. If he/she fails to give due notice, he/she shall be responsible for payment of rent for ten days or the number of days by which the notice given by him/her falls short of ten days, provided that the Registrar, SDUAHER, may accept a notice for a short period in exceptional circumstances.
- (2) An employee who surrenders the residence under Sub-Rule (1) shall not be considered again for allotment of accommodation for the remaining period of the year, from the date of such surrender.
- (3) The employee will hand over the vacant possession of the house of the office concerned by due date with intimation to Maintenance section of Engineering in this regard.
- (4) The Maintenance officer concerned to whom the vacant possession of the house is handed over by the allottee shall send intimation in this regard to the Maintenance section immediately after taking over the vacant possession of the house. The delay or negligence will be viewed seriously including recovery of loss of license fee and damage caused to the house with initiation of disciplinary proceedings as deem fit by the Registrar, SDUAHER.

Rule.No.12. Change of residence

- 1) An employee to whom a residence has been allotted under these Rules may apply for a change to another residence of the Same type or a residence of the type which he/she is eligible, whichever is lower. Not more than one change shall be allowed in respect of one type or residence allotted to the employee. Provided that in case a change has been sought in the same type, the employee shall be eligible to seek change for ground floor.
- 2) All applications for change made by application to the Registrar, SDUAHER and received before the options invited shall be included in the waiting list. The inter-se seniority of the applicants shall be determined on the basis of date of allotment of the type of house. In case, the date of allotment is Same, the priority for change will be determined on the basis of the inter-se seniority of the said allotment letter.
- (3) Changes shall be offered in order of seniority determined in accordance with and having regard to the employee's preference as far possible. Provided that no change of residence shall be allowed during the period of six months immediately preceding the date of superannuation or within one year of allotment.
- (4) If an employee fails to accept a change of residence offered to him/her within five days of the issue of allotment, he/she shall not be considered again for a change of residence of that type.
- (5) An employee, who after accepting a change of residence fails to take possession of the Same, shall be charged rent for such residence in addition to the normal rent for the residence already in his possession, the allotment of which shall continue to subsist, till the date of re-allotment of that house.

Rule.No.13. Mutual exchange of residence: -

Employee to whom residence of the similar type and floor have been allotted under these Rules may apply for permission to mutually exchange their residences. Permission for mutual exchange may be granted if both the employees are reasonably expected to be on duty in Academy and to reside in their mutually exchanged residence for at least six months from the date of approval of such exchange.

Rule.No.14. Maintenance of residence: -

- (1) The employee, to whom a residence has been allotted, shall maintain the residence and premises in a clean condition to the satisfaction of the Academy authorities. Such employees shall not grow any tree, shrubs or plants contrary to the instructions issued by the Registrar, SDUAHER nor cut or lop off any existing tree or shrub in any garden, courtyard or compound attached to the

residence save with the prior permission in writing. Tree, plantation vegetation grown in contravention of this Rule may be caused or to be removed by at the risk and cost of the employee concerned.

- (2) No addition and alteration in the house shall be made by the employee without permission in writing of the Registrar, SDUAHER. The house allotted to a SDUAHER employee shall be used by the allottee as a bona fide residence and shall not be kept locked / closed / unoccupied for a period of not more than 2 months continuously.
- (3) No allottee shall remove any fixture / fittings or cause damage to floors, shelves, etc. in the house or in the alterations and modifications made thereafter making it inhabitable at the time of vacating the house.
- (4) The A.E.E. (Maintenance) shall assess the damage caused, to the house or in the alteration / modifications made, by the allottee at the time of taking over the vacant possession of the house and intimate the Same to the Registrar for recovery of the loss and for recommending disciplinary proceedings.

Rule.No.15. Sub-letting and sharing of residence - "Improper Use"

No employee shall sublet or share the residence allotted to him/her or any of out-houses, thereto except with the family. The employee will not use the residence for purpose of running/indulging/promoting any unauthorized professional activities by him/her or his/her family members.

If an officer/official/employee sublets a residence allotted to him/her or any portion thereof in contravention of the Rules, he/she will be charged enhanced license fee of 10 times of the normal license fee during the notice period. The employee will be declared ineligible for allotment of residential accommodation for the remaining period of his/her service and a separate action will be initiated for disciplinary proceedings for major penalty.

Rule.No.16. Consequences of breach of Rules and conditions

- (1) If any employee shares or sub-lets the residence or creates nuisance in the locality or erects any unauthorized structure in any part of the residence or uses the residence or any portion thereof for any purposes other than that for which it is meant or tempers with the electric or water connections or commits any other breach of the Rules in this respect or of the terms and conditions of the allotment or uses the residence or premises or permits or suffers the residence or premises to be used for any purposes which the Registrar, SDUAHER considers to be "**improper use**" or conducts himself / herself in a manner which in his / her opinion it is prejudicial to the maintenance of harmonious relations with his / her neighbors or has knowingly furnished incorrect information in any

application or written statement with a view to securing the allotment, the Registrar, SDUAHER may without prejudice to any other disciplinary action that may be taken against him cancel the allotment of the residence.

EXPLANATION: -

In this sub-Rule the expression 'Employee' includes unless the context otherwise required, a member of his family and any person claiming through the employee.

- (2) Where action to cancel the allotment is taken on account of un-authorized sub-letting of the premises by the allottee a period of thirty days shall be allowed to the allottee, and any other person residing with him/her therein to vacate the premises. The allotment shall be cancelled with effect from the date of vacation the premises or expiry of the period of sixty days from the date of the orders for cancellation of the allotment whichever is earlier.
- (3) The Registrar, SDUAHER shall be competent to take all or any of the action under sub-Rules (1) to (3) of this Rule and also to declare the employee, who commits a breach of the Rules and instructions issued to him/her to be ineligible for allotment of residential accommodation for the remaining period of service or a period of not exceeding three years, as the case may be.

Rule.No.17. Continuance of allotment made prior to the issue of these Rules.

- (1) A valid allotment of a residence which is subsisting immediately before the commencement of these Rules and correlate with these Rules shall be deemed to be an allotment duly made under these Rules notwithstanding that the employee to whom it has been made is not entitled to residence of that type under Rule 4 and all the provisions of these Rules shall apply in relation to that allotment and that employee accordingly.
- (2) In case of an invalid allotment, the employee will be given a period of six months to vacate the residence, in case of not vacating the residence a rent equal to 10 times per month will be levied and the Registrar, SDUAHER may without prejudice to any other disciplinary action that may be taken against him cancel the allotment of the residence.

Rule.No.18. Interpretation of Rules/ Relaxation of Rules/ Delegation of power or functions

- (1) If any question arises as to the interpretation of these Rules, it shall be decided by the Governing Body of the Institute.
- (2) The Governing Body may for reasons to be recorded in writing relax all or any of the provisions of the Rules in this respect or residence or case of any employee or residence of class or employee or type of residence.
- (3) The Governing Body of the Institute may delegate any or all the powers.