

**SHRI LAL BAHADUR SHASTRI RASHTRIYA SANSKRIT VIDYAPEETHA
(DEEMED TO BE UNIVERSITY)
B-4, QUTAB INSTITUTIONAL AREA, NEW DELHI-110016**



No:F.1(164) LBSV/Admn/2011/480

Dated: 14.09.2011

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NOTIFICATION

The existing Bye-Laws Governing the Allotment of Residential Accommodations"-2009 stand amended and hereby notified as the Bye-Laws Governing the Allotment of Residential Accommodations "-2011 of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha(Deemed to be University), New Delhi in accordance with the resolution Nos. 74.6 and 75.6 of the 74th and 75th meeting of the Karya Parishad held on 29.03.2011 and 11.08.2011 respectively for implementation.

These Bye-Laws have been framed by the Vidyapeetha in pursuance to the Clause-4- (xx) and 54 (xiii) of the Memorandum of Association of the Vidyapeetha and Rule-21.0 (Part-III Section.4) of the UGC (Institutions Deemed to be Universities) Regulations, 2010 duly adopted by the Vidyapeetha. These bye-laws shall apply to all concerned as specified under these bye-laws with effect from the date of issue of this notification which may be brought to the notice of all concerned for their information and compliance. The employees may have access to these bye-laws which shall be available in the Vidyapeetha's web-site-www.slbsrsv.ac.in. The Bye-Laws shall also be available in the Library for reference of the employees.

This issues with the approval of the Vice-Chancellor.

**(BK Mohapatra)
Registrar**

**SHRI LAL BHADUR SHASTRI RASHTRIYA SANSKRIT VIDYAPEETHA
(DEEMED TO BE UNIVERSITY)
B-4, QUTUB INSTITUTIONAL AREA, NEW DELHI-110016**



(A CENTRAL AUTONOMOUS BODY UNDER THE MINISTRY OF HUMAN RESOURCE DEVELOPMENT, DEPARTMENT OF HIGHER EDUCATION, GOVERNMENT OF INDIA)

In exercise of the powers conferred upon it under Clause- 4(xx) and Rule 54(xiii) of the Memorandum of Association, Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha (Deemed to be University), New Delhi and Rule-21.0 (Part-III Section.4) of the UGC (Institutions Deemed to be Universities) Regulations, 2010 duly adopted by the Vidyapeetha is authorized to frame the bye-laws of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha

1. Short title and commencement–

The "Bye-Laws Governing the Allotment of Residential Accommodations",2009 of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha (Deemed to be University), B-4, Qutab Institutional Area, New Delhi-110016 hereby stand amended and shall be called hereafter as "The Bye-Laws Governing the Allotment of Residential Accommodations",2011" .

These bye-laws shall come into force w.e.f. the date of issue of notification in this regard.

2. Extent of Application:

These Bye-Laws shall apply to all the employees of the Vidyapeetha as specified under these bye-laws and others, wherever applicable.

3. Authority:-

- i) Clause- 4 (xx) and Rule -54 (xiii) of the Memorandum of Association (MOA) of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha, New Delhi duly registered (vide Registration. No.S-17454 dated 20.01.1987) under the Societies Registration Act, 1860 (Act XXI of 1860) of the Union Territory of Delhi and Rule-21.0 (Part-III Section.4) of the UGC (Institutions Deemed to be Universities) Regulations, 2010 duly adopted by the Shishta Parishad of the Vidyapeetha on 10.11.2010.
- ii) The Resolution Nos. 74.6, 75.6 of the 74th and 75th meetings of the Karya Parishad held on 29.03.2011 and 11.08.2011 respectively.

4. Definitions: In these bye-laws, unless the context otherwise requires:

- a. 'Allotment' means grant of a license to an employee of the Vidyapeetha to occupy a residence or portion thereof owned by the Vidyapeetha for use by him/her as residence as per the terms of the license.
- b. 'Allotment Year' means the year commencing from 1st January or such other period as may be notified by the Vidyapeetha.
- c. 'License Fee' means the sum of money payable monthly for the residence allotted in accordance with the provisions of these bye-laws.
- d. 'Emoluments' mean the emoluments as defined in the Fundamental Rules. In the case of an employee of the Vidyapeetha under suspension, the emoluments drawn by him/her on the first day of the allotment year in which he is placed under suspension or if he is placed under suspension on the first day of allotment year, the emoluments drawn by him immediately before that date shall be taken as emoluments.
- e. 'Employee' means the whole time teaching and non-teaching employee duly appointed by the Vidyapeetha who is eligible for allotment of residence in terms of these bye-laws.
- f. 'Family' means the wife or husband, 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 employee concerned.
- g. 'Vidyapeetha' means Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha, New Delhi.
- h. 'Board of Management' means Principal Executive Body of the Vidyapeetha
- i. 'Kulapati' means the Vice Chancellor of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha, New Delhi
- j. 'Kulasachiv' means the Registrar of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha, New Delhi
- k. 'Priority date' - In respect of lower type of accommodation i.e. Type-I to Type-IV is the date of joining the service of the Vidyapeetha and for the higher type accommodation i.e. Type-V, the date on which the officer starts drawing the admissible grade pay (i.e.Rs.10000/- or its corresponding Grade Pay to be made applicable in future as per the directive of the Government of India issued from time to time) in the Vidyapeetha. Inter se seniority for allotment of Type V accommodation amongst the eligible employees shall be determined w.e.f the date of entry in the relevant grade. Clause -10(ii) of these bye-laws shall also be taken into account to decide the priority date of an employee.

However, it may be noted that while allotting the staff quarters (Type-I to V), there may be situations in which two or more employees may have similar eligibility conditions. In such circumstances, the following criteria shall be applied:

If two or more employees possess the same eligibility conditions for allotment of accommodations between Type-I to V as stated above,

then the date of superannuation may be considered on the principle that the officer superannuating earlier may be accorded higher priority over the officer superannuating later and where all the above-mentioned factors are equal, seniority shall be decided by draw of lots.

- l. 'Residence' means any residence including temporary accommodations for the time being under the administrative control of the Vidyapeetha
- m. 'Sharing' means permitting an employee of the Vidyapeetha only to occupy a part of the accommodation allotted or to be allotted to another employee with the prior approval of the Registrar.
- n. 'Subletting' means un-authorized letting out either the whole or any part of the allotted accommodation by an allottee to any employee of the Vidyapeetha or any other person with or without payment of licence fee by such other persons.
- o. 'Type' in relation to an officer means the type of residence to which he is eligible under these bye-laws.
- p. Memorandum of Association means Memorandum of Association duly registered under the Societies Registration Act, 1860(XXI of 1860) vide registration No.S-17454 - 1987 for the time being in force or as amended from time to time as per the prescribed procedures.
- q. 'Bye-laws' means the bye-laws of the Vidyapeetha for the time being in force.
- r. "Delhi" means the area within the limits of the Union Territory of Delhi.

Note:- As per the UGC (Institutions Deemed to be Universities) Regulations, 2010, the Karya Parishad has been renamed as "Board of Management

5. **Schedule:** The terms and conditions, eligibility criteria, prescribed formats of applications for allotment/change of staff quarters, formats of affidavits, vacation/occupancy reports etc. and any other information relevant to the allotment of staff quarters shall be as specified in the respective schedules which are quoted below:

	Particulars	Subject	Page Nos.	
1.	"Bye-Laws Governing the Allotment of Residential Accommodations"- 2011		1	55
2.	Schedule-I	Application Forms relating to the Allotment/ Change of Staff Quarters, Temporary Allotment for holding functions and ceremonies to Vidyapeetha staff and outsiders not connected with the Vidyapeetha.	34	42
3.	Schedule-II	Prescribed formats relating to the Offer of Allotment, Acceptance of Offer, Allotment Letter, Affidavit, Occupancy Report/ Vacation Report, Undertaking to be submitted annually and Surety Bond	43	55

6. Classification of Residences:

Save as otherwise provided under these bye-laws, an employee shall be eligible for allotment of residence of the type shown in the table below:

Type of Residence & total number of Staff Quarters	Entitlement of Groups	Living Area (in sq.mt.)
I 15	Multi Tasking Staff (MTS) and Group C (up to the Grade Pay of Rs.1900)	30
II 08	Group C (GP between Rs.2000 to 2800)	36
III 08	Group B & A (GP between Rs.4200 to 6000)	45
IV 08	Assistant Professor/Associate Professor & Group 'A' Officer (with AGP/GP-between Rs.6600 to 9000)	91.5
V 07	Professor, Registrar, Finance Officer and equivalent (with AGP/GP-Rs.10000)	114

The license fee should be charged from the allottees as per the Government of India rates as amended from time to time.

The earmarked accommodations shall be kept out of the general pool and priority quota. The remaining staff quarters shall be allotted to the eligible employees under the General Pool and the Priority quota. The roster shall be maintained in respect of the total number of accommodations from Type-I to IV which are meant for the employees under the essential and general pool categories. The allotment between both categories of employees who will be eligible and apply for allotment of staff quarters as per their seniority (general pool) and under the essential services, shall be made in the ratio i.e. 01:01 (General Pool : Essential Categories) till the quota prescribed under the essential category is exhausted in the respective type of staff quarters. The reserved categories of employees shall be adjusted in their respective roster point(s) as per rule. The Vice-Chancellor at his discretion may allot any accommodation(s) to any employee(s) of the Vidyapeetha in the interest of the functioning of the Vidyapeetha. While doing so, if there is any backlog, such backlog shall be filled-up from the forthcoming roster points. Further, the benefit of priority allotment of staff quarters

allotted under essential category shall be extended to an employee once only and he shall not be considered either for change of accommodation or for allotment of higher entitled accommodation on priority. The details of accommodations provided to each category are given below:-

Type of staff quarters	No. of staff quarters	Staff Quarters to be allotted to the earmarked category	Staff Quarters to be allotted under priority quota	Staff Quarters to be allotted under the general pool.	No. of staff quarters to be placed in the Roster Points in respect of the priority and general pool allotment.
Type-I	15	-	03	12	15
Type-II	08	-	03	05	08
Type-III	08	-	03	05	08
Type-IV	08	-	03	05	08
Type-V	07	02	01	04	N.A.
Total	46	02	13	31	39

Note:-The reservation for allotment of accommodations shall not be permitted over and above the prescribed percentage of reservation applicable for all the respective categories.

7. Category classified for Allotment of Staff quarters:

For the purpose of allotment of staff quarters, the members of the staff of the Vidyapeetha are classified into three categories as indicated below:-

- (i) Ear-marked Accommodation
- (ii) Accommodations under the Essential Category (Priority Allotments)
- (iii) Accommodation under the General Pool

(i) **Ear-marked Accommodation:-** The following officers of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha are entitled to the ear-marked residential accommodations from the date of assuming the office :

<u>S.No.</u>	<u>Entitlement</u>	<u>Type of Staff Quarters</u>
1.	Vice-Chancellor	Vice-Chancellor's Bungalow (post attached accommodation)
2.	Registrar	Type-V - Qtrs No. -1
3.	Finance Officer	Type-V - Qtrs No.- 4

The Vice-Chancellor's Bungalow is a designated bungalow which is attached to the post. Except the Vice-Chancellor, all other officers mentioned above shall pay the Licence Fee and other charges as per the Government of India rules as amended from time to time during their occupation. In case of death, resignation, dismissal and retirement of the Vice-Chancellor, the rent shall be charged as per clause 15(xii) of these bye-laws.

(ii) Allotment of Accommodations under the Essential Category (Priority Allotments):-

The category of staff whose services are essential for effective functioning of the Vidyapeetha and who are required to attend duties during odd hours, Sundays and holidays are to be considered for allotment of staff quarters on priority under the essential category subject to the condition that :

- a) the quarters must available for allotment.
- b) such allotments shall not be treated as a matter of right.
- c) the allotment would be considered on their application in the prescribed format.

The following categories of employees shall be entitled to allotment of staff quarters either as per their entitlement or one below category under essential category in view of the exigency of their services. The allotment of accommodation shall be considered in order of priority as mentioned below:

1. Proctor
2. Hostel Warden
3. PS to VC
4. PS to Registrar
5. Two Staff Car Drivers attached to the Vice-Chancellor and Registrar
6. One Cook who will be assigned the duties of cooking in the Guest House of the Vidyapeetha
7. Electrician
8. Pump-Operator
9. University Engineer
10. Junior Engineer in charge of care-taking duties of the Vidyapeetha or any other person designated for the purpose by the Competent Authority.
11. PS to Finance Officer
12. One of the Deputy Registrars as per the discretion of Vice-Chancellor.

13. One of the Assistant Registrars as per the discretion of Vice-Chancellor.
14. Any other officer to be incorporated by the Karya Parishad (Board of Management) on the recommendations of the Vice-Chancellor.

Note:- A) As and when the concerned officer/employee who was allotted the staff quarters under the essential category, ceases to perform his essential duties due to his/her transfer to another section either by rotational change or by appointment/promotion to another post which does not fall under the essential category, he/she shall be required to vacate the staff quarters within two months from the date of receipt of notice in this regard. Such an officer/employee shall not be required to vacate this accommodation allotted on priority, if their juniors have already been allotted accommodations under the general pool.

B) The employee/officer holding the post mentioned under the Essential Category may be allotted accommodation as per the entitlement or one below category as per the discretion of the Registrar/Vice-Chancellor subject to availability of accommodation.

C) If any employee holding the appointment under the Essential Category, expresses his/her unwillingness to occupy the accommodation under the essential category, the Vice-Chancellor or Registrar at his discretion, may temporarily place the accommodation for allotment under the general pool as per the priority date defined under these bye-laws in case there is no one waiting for allotment under the essential category. The Vice-Chancellor or the Registrar at his discretion, may sanction HRA to such an employee or may disallow HRA in the interest of the Vidyapeetha.

D) In case of Staff Car Drivers, Cook, Electrician, Pump Operator, Junior Engineer- In-charge of Care-Taking duties or any other employees whose services are needed for day to day maintenance work or any other essential duty, their stay in the Campus shall be compulsory and in case of non-compliance of this directive, they shall not be entitled to draw HRA and consequently be liable to disciplinary action

(iii) Accommodation under the General Pool Category and Priority date of the employees:

The allotment of staff quarters under these categories shall not be treated as a matter of right. The General Pool accommodation shall be allotted to the employees of the Vidyapeetha as per the priority date defined under clause 4 (k) of these bye-laws.

The allotment of staff quarters on seniority basis shall be considered subject to the availability of quarters after fulfilling the eligibility criteria and the prescribed requirements as per these bye-laws or in the absence of any specific provisions in the bye-laws, the Govt. of India rules as amended from time to time shall be made applicable. In case of clash between any rule/proviso between the Government of India and the Bye-Laws, the provision prescribed under these bye-Laws shall prevail.

8. Employees not entitled to allotment of Accommodation:

(A) As per the norms prescribed by the MCD/DDA, the Vidyapeetha is authorized to construct 15% of the total area for construction of staff quarters. Accordingly, the Vidyapeetha has already constructed its staff quarters as per the above-mentioned norm and there is no further scope for construction of new staff quarters in the Vidyapeetha premises unless there is an amendment to the existing rules. The Vidyapeetha has only 46 staff quarters. At present, the total sanctioned strength of teaching and non-teaching positions of the Vidyapeetha is 244 which is likely to increase further in future in the subsequent Five Year Plans. The ratio of the existing staff quarters and staff(Teaching and Non-Teaching) is 46:244 i.e. 1:5.3 Keeping in view the acute shortage of staff quarters, it shall not be feasible to allot the staff quarters to every employee of the Vidyapeetha. Therefore, the following categories of the employees shall not be eligible for allotment of residential accommodations:

i) No employee shall be allotted a residence under these bye-laws if his/her spouse, as the case may be, has already been allotted a residence either by Vidyapeetha or by any organization under the Government/ Semi Government or Autonomous Body, Public Undertaking or Non-Government/ Private Sector in the National Capital of Delhi. This condition shall not apply where the husband and wife are residing separately pursuant to an order of judicial separation made by any Court of Law.

(B) In addition to the above, the employees shall not be entitled to allotment of accommodations under the following circumstances:-

i) An employee who owns any house in the National Capital of Delhi either in his/her name or name of his/her spouse (not legally divorced) or dependant children shall not be entitled to allotment of staff quarters.

NOTE:

(1)The conditions mentioned at Clause 8(A)-i) & B-i) above shall not apply where the allotment is to be made under the ear-marked or essential category.

(2) The conditions mentioned at Clause 8(A)-i) & B-i) above shall also not apply in case of reserved categories viz. SC/ST/Women and other reserved category of employees (if any), in case no application for allotment is received from those reserved categories of employees who do not own any residential accommodation in Delhi. Under such circumstances, allotment shall be made to the next eligible employees as per seniority in the concerned category only(not under other category) to maintain the percentage of reservation in that particular category in relaxation of the restrictions on allotment of residential accommodations to house owning employees as mentioned above.

ii) An employee against whom any criminal case is/ has been pending in any court in the country or an employee who has been convicted in a criminal case by any court.

iii) An employee with an unsound mind.

iv) If in the opinion of the Vice-Chancellor or otherwise, an employee is considered as a persona non-grata due to misconduct, alcoholism, unruly and undesirable behaviour not in conformity with the public decency and whose presence in the campus residential area is prejudicial to the peace, tranquility and privacy of other allottees of the Vidyapeetha.

9. Application for Allotment:

Notification inviting applications for preparation of the list of eligible employees to be considered for allotment of staff quarters of the Vidyapeetha may be issued and be posted on the Web-site - www.slbsrsv.ac.in and the notice boards of the Vidyapeetha subject to availability of accommodations.

Note:- The employees who desire to apply for allotment of staff quarters of the Vidyapeetha are required to contact the concerned section or go through the web-site and the notice boards of the Vidyapeetha on regular basis to avoid any communication gap. Once the notification/information is posted on the web-site, the Vidyapeetha shall not entertain any grievance of any employee under the pretext of non-receipt of any information/notification issued by the Vidyapeetha relating to allotment of Staff Quarters of the Vidyapeetha.

- i. The Notification for inviting the applications in the prescribed format along with the terms and conditions shall normally be issued once in a year, preferably between 1 to 30 days of January and the employees of the Vidyapeetha shall be required to submit their applications within 15 days from the date of issue of notification. In case the closing date is a holiday, the next working day shall be treated as the closing/last date. Incomplete applications and the applications received after the due date shall not be entertained. The Vice-Chancellor or the Registrar may order for issue of the notification at any point of time during the year in case the notification inviting the applications for allotment could not be issued in the month of

January due to whatever reasons. The Vice-Chancellor may also permit submission of application by an employee at any point of time in a year in exceptional circumstances for allotment by an employee, if he deems fit and if such an action is in the interest of the Vidyapeetha.

- ii. The printed application form as placed at **Schedule-1 (page nos. 34 to 36)** shall be available in the Administration Section of the Vidyapeetha. The employees may also download the application form from the Website of the Vidyapeetha.
- iii. The members of the staff seeking allotment shall submit and register their applications with the concerned Section of the Vidyapeetha within the time period as prescribed in the Notification in this regard. A receipt to this effect shall be issued by the concerned section to the applicant at the time submission of duly filled-in applications.
- iv. At the time of submission of application, every allottee has to sign the declaration/undertaking prescribed in the application to the effect that neither he himself/herself nor his/her spouse or dependant children has owned any house/flat or any accommodation is allotted to his/her spouse by any Government/Semi-Government/autonomous organizations, public sector organizations and private firm etc. in the National Capital of Delhi keeping in view the conditions prescribed under clause 12-(c) and (d) of these bye-laws.
- v. The concerned unit of the Vidyapeetha shall prepare the provisional list for circulation and the employees may be required to submit their objections within 7 working days from the date of issue of notification, if any with specific details which shall be taken care of before preparing the final list of the employees. In case any employee fails to file his objection within the specified time limit, his objection at a later date particularly after the allotment of the concerned accommodation to his junior shall not be entertained. The final list as per the priority date shall also be placed on the web-site and notice boards of the Vidyapeetha for information of all the employees.

10. Criteria for determining the Eligibility of the employee for allotment of staff quarters:

- i. An employee will be considered for allotment of accommodation as per the entitlement and provisions mentioned under clause 5, 6, 7, 8 and fulfillment of other conditions as specified under these bye-laws.
- ii. Those employees who were holding pensionable services under Central/State Government/Central/State Autonomous bodies/ Central/UGC maintained Deemed to be Universities, and have joined the Vidyapeetha after completion of all technical formalities like submission and acceptance of the technical resignation by their previous employer and their past spell(s) of service are to be counted by the Vidyapeetha for pensionery benefits, 50% of their regular past services shall be taken into account to decide their seniority for allotment of accommodation. The past services of the employees who have been

appointed in the Vidyapeetha under the New Pension Scheme of the Govt. of India shall not be counted for this purpose.

- iii. An employee who is entitled to a higher type of accommodation either on priority or other- wise may be offered lower entitled accommodation at the discretion of the competent authority.
- iv. The Registrar may cancel the existing allotment of an employee and allot him an alternative residence of the same type 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 an employee is required to be vacated by the Registrar due to whatever reasons.
- v. Where two employees of the Vidyapeetha are in occupation of separate residences allotted under these bye-laws marry each other, they shall within one month of the marriage, surrender one of the residences as per their convenience. Failure to surrender the residence within the prescribed time shall result in automatic cancellation of allotment of residence of one of them followed by imposition of double the market rent and initiation of disciplinary proceedings.
- vi. Where both husband and wife are employed at the Vidyapeetha, the entitlement of each one of them for allotment of a residence under these bye-laws shall be considered independently. Any one of them may opt for allotment as per his/her entitlement.
- vii. **Allotment of accommodations to the spouse, son, daughter-in-law, un-married daughters of the retiring employee under the General Pool Category:-** When a Vidyapeetha employee in occupation of any Vidyapeetha staff quarters superannuates on attaining the age of superannuation from the service, his/her spouse, son, daughter-in-law, un-married daughters may be allotted the Vidyapeetha staff quarters under general pool category on payment of normal licence fee, if the proposed allottee satisfies the following conditions. However, this allotment shall not be treated as a matter of right:
 - a) The proposed allottee must be a Vidyapeetha employee eligible for allotment of the Vidyapeetha staff quarters as on the date of retirement of the original allottee
 - b) He must apply to the Registrar in the prescribed format two months before the date of retirement of the original allottee.
 - c) He must have been residing with the retiring employees continuously for the last three years or more immediately preceding the date of retirement and should not have drawn HRA from the Vidyapeetha for the last yhree years as on the date of retirement of the original employee.

- d) He must be a regular employee of the Vidyapeetha who shall be eligible for such concession if he secures employment in the Vidyapeetha on or before the date of retirement of the original allottee.
- e) The retiring employee or the employee himself/herself or any dependant member of his/her family should not own a house in the National Capital of Delhi.
- f) The employee under this category shall be allotted the accommodation to which he/she is entitled subject to availability of accommodation in the Vidyapeetha. This concession would not be available to an employee under this category if any other member of the family is already in occupation of the Vidyapeetha accommodation.
- g) If, the dependant employee is not entitled to the type of accommodation in which he/she was staying with the retiring employee, he/she may be allotted a lower type of accommodation as per his/her entitlement. In case lower type of accommodation is not available for allotment, the employee concerned shall vacate the accommodation within the prescribed time limit as applicable to the retiring employee. It may be noted that allotment of such accommodation to the dependant of the retiring employee shall not be treated as matter of right.

11. Reservation of staff quarters:

- i) The policy of the Government of India with regard to the reservation to the SC/ST and other categories, if any, as notified from time to time shall be followed for allotment of staff quarters of the Vidyapeetha after its adoption by the Board of Management.
- ii) The Vidyapeetha shall reserve 02 staff quarters between Type- I to IV (@5% of the total number of accommodations from Type-I to IV (except Type-V) for female employees. These staff quarters shall be allotted by the Registrar or Vice-Chancellor at his discretion in any type of vacant accommodations available between Type -I to IV as per priority date and eligibility criteria prescribed under clause 4(k) and 8 (A) & (B) of these bye-laws. It shall also be ensured that only the entitled accommodations (not one below category) under women quota shall be allotted to the women employees of the Vidyapeetha.

12. Issue of Offer and Allotment Letter:

- a. The offer of allotment as at– **Schedule-I - (page no.43)** shall be communicated to the allottee who will be required to submit his/her acceptance in the prescribed format **(page no.44)** along with an affidavit, if applicable as at **Schedule-II (page no.51-52)** within 5 days from the date of receipt of the offer failing which the allotment shall be treated as cancelled and no request for extension of time shall be entertained in this regard. Consequently, the residence in

question shall be allotted to the next eligible candidate in the waiting list immediately thereafter.

- b. On receipt of the acceptance in the prescribed format along with an affidavit from the allottee, the Allotment letter (**Schedule-II- page no.44**) shall be issued to the concerned employee and he/she will be required to take possession of the staff quarters within 3 working days from the Junior Engineer of the University Works Department of the Vidyapeetha after completion of all formalities in this regard. The Junior Engineer shall be required to issue Occupancy Report (**Schedule-II - page no. 49 to 50**) after taking the possession by the allottee.
- c. Every allottee under the general pool shall submit an undertaking/declaration in the prescribed format (**Schedule-II page no.53**) on yearly basis in the first week of January to the effect that neither he himself/she herself nor his/her spouse or his/her dependant children has owned any house **or** any accommodation is allotted to his spouse by any Government/Semi-Government/autonomous organization or public sector organization or private firm etc. in the National Capital of Delhi during the calendar months between January to December. In case any allottee takes possession of any house at any stage after January or immediately after allotment, he/she shall instantly inform the Registrar with documentary proof through a formal declaration.
- d. The required condition at -C above shall not apply where the allotment is to be made under the ear-marked, essential category and SC/ST/Women etc. categories who have been allotted staff quarters in relaxation of the restrictions mentioned under clause 8 of these bye-laws. In case the exigency of the work of allottee under the essential category is over and the residential accommodations allotted to him under essential category is converted to general pool accommodations due to his seniority as mentioned under Clause 7(ii) Note-A) of these bye-laws, he/she has to submit an undertaking/declaration annually as mentioned above. Further, the above-mentioned clause shall not apply to those allottees who were allotted accommodations prior to the date of issue of the notification of the earlier bye-laws (2009) of the Vidyapeetha i.e. 30.06.2009. However, they shall be required to submit the afore-mentioned undertakings prior to their retirement, resignation or other-wise for considering their requests for retention of residence as mentioned under clause 15 of these bye-laws.

13. Non-acceptance of allotment or failure to occupy the allotted residence after acceptance:

- i. If any allottee fails to communicate the acceptance of the offer of allotment of a residence within 5 working days or if any employee fails to take possession of that residence after acceptance within 3 working days from the date of receipt of allotment letter or refuses to accept the

offer in writing, he/she shall not be eligible for another allotment for a period of two years from the date of refusal of the offer of allotment and the licence fee for non-occupancy period from the date of offer of allotment shall be recovered from his/her pay as specified in these bye-laws. The employee shall not be entitled to HRA for non-occupancy period also.

14. Change of residence:

- i. Change of residence shall not be a matter of right of any allottee.
Before allotment of any staff quarters in a block, the allotting authority may at his discretion circulate by notification along with the application form prescribed at "**Schedule-I – (page Nos...37-38)**" amongst all the allottees of the same block to exercise their option for change of accommodation. Change shall be offered as per the seniority to be counted w.e.f. the date of occupation of the quarters in a particular block irrespective of the priority date. Once an employee is permitted to change his accommodation either from upper floor to lower floor or from lower floor to upper floor, he shall not be permitted any more change of accommodation in future except under situations when he becomes entitled to higher category of accommodation.
- ii. It is the discretion of the Competent Authority (Vice-Chancellor/Registrar) to float any vacant accommodation inviting applications for change of accommodation from one floor to the other or he may directly allot the accommodation to any eligible employee without permitting such change of accommodation depending upon the exigency of the situation. However, in case of the following categories of employees, the allotting authority shall allot any accommodation directly without floating for change of accommodation irrespective of rank/grade/seniority in a particular block or seniority as per priority date. The allotting authority shall explore allotment of lower floors to such categories of employees.
 - (a) Employees such as Staff car Driver, Pump Operator, Electrician, Proctor eligible for allotment of accommodation under the essential category or otherwise.
 - (b) Women employees eligible for change of accommodations under any category.
 - (c) P.H (Visually or Orthopedically Handicapped only)
- iii. If an officer fails to accept a change of residence offered to him within five working days from the date of the issue of such offer of allotment letter, he/she shall not be permitted any change of accommodation in future except under situations when he/she becomes entitled to higher category of accommodation.
- iv. Once the change of accommodation is permitted after accepting the offer, the process of occupation of the new residence must be completed within 7 working days and the earlier residence shall be

surrendered within this period failing which market rent shall be charged on the earlier residence w.e.f. the 8th day onwards till the date of surrender of the old residence or the new residence as the case may be.

15. Period for which allotment subsists and the concessional period for retention:

An allotment of residence ordinarily shall continue to be in force until the employee ceases to be in the service of the Vidyapeetha. It shall however be within the competence of the Registrar/Vice-Chancellor to cancel the allotment, in case any employee violates any of the terms and conditions of allotment of these rules due to whatsoever reasons.

The allotment of a residence shall come to an end automatically on the happening of any of the following events mentioned below. The employee or his legal representatives, as the case may be, on their written request may be allowed the grace period mentioned against each event at col.3 below, to vacate the premises. The grace period shall not confer any right on the allottee/legal representatives to retain the accommodation as the case may be and the allotting authority may at his discretion cancel the allotment, in case the accommodation is required by the Vidyapeetha. The events as mentioned at S.No.(i) to (xi) shall apply in case of allotment under general pool, essential categories and ear-marked accommodations (except VC's Bungalow). In case of VC's accommodation, the events as mentioned at S.No.(xii) shall apply. The allottee/legal representative may be permitted to retain the quarters for the period noted against the events on payment of licence fee as mentioned below:-

S.No	Events	Permissible grace period for retention of the residence
1.	2.	3.
(i)	Resignation, dismissal or removal, from service, termination of services or unauthorized absence which results in break in service or Cancellation of allotment.	One month on normal licence fee and another one month on double the licence fee.
(ii)	Retirement or terminal leave	Two months on normal licence fee and another two months on double the normal licence fee. On medical /educational grounds:- Further retention of 2 months on four times of the normal licence fees <i>and</i> subsequent 2 months on six times of the normal licence fee subject to production of proof.

(iii)	<p>Employee or his/her spouse or his/her dependant children who has owned house in the National Capital of Delhi:-</p> <p>a) The employees who were allotted the staff quarters as per the old staff quarters allotment rules(1992) or prior to the date of issue of notification of the bye-laws (2009) i.e. 30.06.2009 of the Vidyapeetha.</p> <p>b) The employees who were allotted the staff quarters on or after 30.6.2009 i.e. date of issue of the notification relating to the "Bye-Laws Governing the Residential Accommodation, 2009" of the Vidyapeetha and acquires residential accommodations in the National Capital of Delhi subsequently.</p>	<p>One month on normal licence fee and another one month on double the normal licence fee from the date of retirement, acceptance of resignation, dismissal or in case of death of allottee.</p> <p>One month on normal licence fee and another one month on double the normal licence fee from the date of retirement, acceptance of resignation, dismissal or death of allottee.</p>
(iv)	Cessation of essential duty under clause -7(ii)- Note-A)	One month on normal licence fee and another one month on double the normal licence fee after retirement or in case of death of allottee.
(v)	Death of the allottee	Four months on normal licence fee and another four months on double the normal license fee if the deceased or his/her dependant does not own a house in the in the National Capital of Delhi or in the N.C.R.
(vi)	Leave (Other than preparatory to retirement, refused leave, terminal leave, medical leave or study leave)	Four months
(vii)	Leave preparatory to retirement .	For the full period of leave on full pay subject to maximum of 180 days

(viii)	Study leave or *deputation in or outside India or proceeding on foreign service on lien within or outside India.	<p>Maximum period of two years in the whole service career either in one spell or more than one spells combined. This period shall include the complete or by combining the fragmented period of retention of staff quarters already availed by an allottee while on deputation prior to the date of issue of the notification of these bye-laws. However, in case the period of retention of staff quarters exceeds two years then it shall attract payment of double the market rent from the allottees irrespective of the date of allotment.</p> <p>*In case any officer joins the new assignment on deputation in another organization/department, he/she shall be required to deposit the HRA received from the borrowing organization/department along with the licence fee as admissible under rule.</p>
(ix)	Leave on medical grounds	Full period of leave
(x)	On proceeding on training	Full period of training
(xi)	Maternity leave	For the period of maternity leave plus leave granted in continuation up to a maximum of 5 months
(xii)	<p>Rent Free reserved accommodation (VC's Bungalow):-</p> <p>(a) On death of the officer</p>	Rent free accommodation for a period of one month from the date of officer's death and thereafter for a further period of 3 months on payment of rent under FR-45-A.
	(b) On resignation, dismissal or removal	Rent free concession ceases from the date of resignation, dismissal or removal but can be retained for a period of one month on payment of rent under FR-45-A.
	(c) On retirement	No rent free concession; but can be retained for a period of one month on payment of rent under FR-45-A.

- a. In special circumstances, the Vice-Chancellor is authorized to increase the period of retention of the staff quarters(except VC's Bunglow and in case of those allottees having their own houses in the National Capital of Delhi) up to a maximum period of two months on ten times of the normal licence fee beyond the limitation period as prescribed in Rule-15 above. If it exceeds two months, the matter shall be reported to the Board of Management for an appropriate decision in this regard. As regards the rent free reserved accommodation, the matter shall be referred to the Board of Management for approval.
- b. Any employee retaining the accommodation for whatever reasons beyond the permissible limit will be charged licence fee equal to double the market rent unless he has sought and obtained prior approval of the competent authority.
- c. An allottee may be permitted to retain the accommodation for a certain period on market rent which shall in any case not exceed a maximum period of 3 months after the entire grace period is over including the period of two months already availed on ten times of the normal licence fee with the prior approval /permission of the Vice-Chancellor.
- d. If an employee who has been allotted the Staff Quarters of the Vidyapeetha before or after the date of issue of the Bye-Laws Governing the Allotment of Residential Accommodations",2009 i.e 30.06.2009, owns a house in the National Capital of Delhi in his/her name or name of the spouse(not legally divorced) or dependant children, he or she shall be required to vacate the staff quarters of the Vidyapeetha as specified under clause - 15(iii)- a) & b) of these bye-laws and after which no extension shall be allowed under any circumstances except the conditions as mentioned at -a. above.
- e. Notwithstanding anything contained in these bye-laws when an employee is dismissed or removed from service or when his services have been terminated and the Vidyapeetha is satisfied and it is necessary or expedient in the interest of the Vidyapeetha to do so, the Vidyapeetha may cancel the allotment of the residence made to such employee either forthwith or with effect from such date prior to the expiry of the period of one month referred as item (i) of the table above.
- f. In addition to the above-mentioned events, the Vice-Chancellor may decide the period of retention in other cases which are not specified in the above-mentioned columns from S.No.(i) to (xi).

16. Cancellation of allotment:

- i. The allotment of staff quarters cannot be treated as a matter of right and the Vidyapeetha administration may cancel the allotment at any time and at any stage during an employee's service career depending upon the exigency of the situation which may be resorted to due to the following reasons by giving a notice of 2 months in advance:
 - a) When the accommodation of any employee is converted from General Pool to Ear-marked or Essential Category or vice-versa.
 - b) Implementations of the guidelines OR carrying out the directive of the DDA, MCD, Town & Planning Department or any other regulatory authority under the Central/State Government, as amended from time to time.
 - c) When the accommodation is declared unsafe for habitation and if the accommodation is required to be placed under major repair and maintenance, demolition, reconstruction or any other structural flaw as per the certification of the University Engineer or the Engineer In-Charge. During this period of unauthorized occupation, the employee concerned shall be personally liable to any eventuality including his loss to life and property.
 - d) if the house is required by the Vidyapeetha due to administrative or any other emergent reasons whatsoever subject to the satisfaction of the Vice Chancellor. During such situations, the employee shall have to vacate the accommodation within three months and shall have no claim of allotment of an alternative residence of the same type or an alternative residence of the type next below the type of residence in occupation of the employee. It shall be the prerogative of the Registrar or the Vice Chancellor to consider allotment of alternative residence subject to availability of surplus accommodation as per his entitlement or one below category. However, it shall not be claimed as a matter of right.
- ii. The allotment of staff quarters shall be cancelled forthwith apart from initiation of disciplinary action against the allottee if he/she:
 - a. un-authorized subletting of the staff quarters on whatever considerations.
 - b. erects any unauthorized structure in any part of the residence;
 - c. tampers with the electric or water connections;
 - d. puts the residence into improper use;
 - e. conducts himself in a manner which is prejudicial to the maintenance of harmonious relations with his neighbours;

- f. Indecent and undesirable behaviour amounting to mis-conduct which interferes with the peaceful habitation of other residents;.
- g. has knowingly furnished incorrect information for securing allotment of the residence.
- h. Breach of rules /contract/discipline / terms of these bye-laws governing the allotment of staff quarters.
- i. Carry-out activities such as gambling, unruly behaviour, misconduct of any kind, noise pollution, eve-teasing, alcoholism, indulgence in illegal activities which will attract forceful eviction from the quarters and disciplinary action shall also be initiated as per the CCS (Conduct) Rules, 1964.
- j. Holding religious functions without prior permission near to the residential area, inviting outsiders inside the campus and using PA system and music system for entertainment of the guests which disturb the peace and tranquility of the area and other inmates.
- k. Any other conduct/action which according to the decision of the Vice-Chancellor or Registrar is detrimental to the general interest of the residents of the area/ or the Vidyapeetha as a whole;
- l. The Staff Quarters occupied by him/her is needed for allotment to any person under essential category in the interest of the Vidyapeetha.

17. Provision relating to License Fee:

Where an allotment of residence has been accepted or if any employee fails to take possession of that residence after acceptance within 3 working days from the date of receipt of allotment letter or refuses to accept the offer in writing, the license fee for non-occupancy period from the date of offer of allotment shall be recovered from his/her pay. The employee shall not be entitled to HRA for this period also. Provided that no license fee shall be charged from the Vice-Chancellor occupying the accommodation earmarked for the Vice-Chancellor under these bye-laws except the events mentioned under clause -15(xiii) above.

- i. Where an officer, who is in occupation of a residence is allotted another residence and he/she occupies the new residence, the allotment of the former residence shall be deemed to be cancelled from the date of occupation of the new residence. He/she may, however, retain the former residence on that day and the subsequent day for shifting. Retention of the old residence beyond 7 working days shall be treated as unauthorized occupation and he shall be charged double the market rent.

- ii. The License Fee shall be recovered from the allottee as per the Government of India rules as amended from time to time.
 - iii. If an employee who has already been allotted the Staff Quarters of the Vidyapeetha under general pool category prior to the date of issue of notification of the bye-laws (2009) i.e. 30.06.2009, owns a house in the National Capital of Delhi in his/her name or in the name of the spouse(not legally divorced) or dependant children, the liability for license fee in respect of such an employee would be determined as per the at the rate prescribed under the Govt. of India rules. In this regard, the concerned employees shall be required to show their income annually earned from his/her own house for calculating the enhanced rate of licence fee as per rule.
- 18. Personal liability of the allottee for payment of License fee till the residence is vacated and furnishing of surety bond by temporary employees:**
- i. The employee to whom a residence has been allotted shall be personally liable to pay the license fee or the market rent as the case may be and also pay for any damage beyond fair wear and tear caused thereto the furniture, fixtures, fittings or facilities provided therein by the Vidyapeetha during the period of stay in the residence. The allottee is also required to ensure that all kinds of dues in respect of the allotted residence shall be cleared by the end of the same month, failing which the Vidyapeetha has the prerogative to recover the dues with interest @ 12% per annum. It is also the responsibility of the allottee to surrender the residence in scheduled time as soon as the authorized period of stay is over to avoid imposition of penalty at the discretion of the Registrar/Vice-Chancellor.
 - ii. Where the employee to whom a residence has been allotted is not a permanent employee of the Vidyapeetha, he/she shall furnish a surety bond in the prescribed format given at **Schedule-II (page no.54-55)** to be executed by a surety who shall be necessarily a permanent Vidyapeetha employee serving the Vidyapeetha for payment of license fee and other charges due from the allottee in respect of such residence and services and any other residence provided in lieu.
- If the surety ceases to be in the service of the Vidyapeetha or becomes insolvent or ceases to be available for any other reasons, the officer shall furnish a fresh bond executed by another surety within thirty days from the date of his acquiring knowledge of such event or fact, and if he/she fails to do so, the allotment of the residence to him/her shall, unless otherwise decided by the Registrar, be deemed to have been cancelled with effect from the date of that event.
- 19. Surrender of an allotment and period of notice:**
- i. An allottee may surrender his/her allotted accommodation at any time by giving intimation in writing so as to reach the Registrar at least one month in advance prior to the date of vacation of the residence. The allotment of the residence shall be deemed to be cancelled with effect from the date of the expiry of the period. If he/she fails to give due notice as mentioned above,

he shall be responsible for payment of the license fee for 30 days and no pro-rata should be allowed.

- ii. An allottee who surrenders the residence shall not be considered again for allotment of accommodation the Vidyapeetha.

20. Maintenance of residence:-

- i. The Care-Taker of the Staff Quarters shall be the Junior Engineer (Civil) of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha, New Delhi or any other person designated for the purpose by the Competent Authority who will act under the overall supervision of the University Engineer/Registrar of the Vidyapeetha. The Junior Engineer(Civil) shall maintain an allotment/vacation registers clearly showing the name of the allottees, date of possession/vacation etc., reconcile his record with the records of the concerned Section on yearly basis and issue "Occupancy & Vacation Reports (**Schedule-II, page nos. 47-50**) at the time of possession and vacation of staff quarters.
- ii. A certificate declaring a house as dangerous should be issued by an officer not below the rank of University Engineer/Registrar(on the recommendation of a technical committee to be constituted for the purpose and duly approved by the University Works Committee with the association of at least two Civil Engineers not below the rank of Executive Engineer or Associate Professor either as member or co-opted as members.
- iii. The Vidyapeetha shall have the right to undertake any type of repair, maintenance and other related works including renovation even after occupation of the staff quarters by an allottee. There may be situations in which the repair of one staff quarters may have link with the other staff quarters located in the lower floors or higher/other floors of the same block. In such circumstances, the Works Department of the Vidyapeetha shall have the right to undertake the repairs in any of the staff quarters as may be deemed necessary. The allottees of these accommodations may be required even to vacate the accommodation in such circumstances to complete the repair and maintenance work, if necessary without any pre-condition of allotment of any alternative accommodation. In case of any non-cooperation in this direction by any allottee, the allotment shall be cancelled forthwith by the Registrar after giving him/her a notice of two months and such an employee shall not be considered for allotment of accommodation in future. In case any particular accommodation or block is declared dangerous or unsafe for living by the competent authority, the allottee(s) shall be required to vacate the accommodations at the earliest but not later than one month to avoid any undesirable situation including loss of life and property. In case any allottee fails or willfully neglects the warning to vacate the accommodation, he/she will be responsible and shall be liable to any kind untoward situation or eventuality which is likely to cause in future. It is not the responsibility of the Vidyapeetha to provide any alternative accommodation or leased accommodation to such an allottee

due to vacation of staff quarters which is declared unsafe. However, he/she will be paid HRA as per rules.

- iv. The Junior Engineer(Civil) shall be responsible for proper maintenance of the staff quarters including that of recovery of dues, if any.
- v. The charges shall be deducted from the pay of the allottee every month as per rules in force from time to time plus the charges towards amenities provided, if any and the allottee has to pay for the electricity consumption charges at the rate fixed by the Electricity Board/BSES/or any other authorized agency from time to time.
- vi. In case of any dispute amongst the residents, written complaints may be sent to the Registrar with documentary proof or statements from the eye witness(s) who shall decide the matter either directly or by ordering an inquiry through an impartial and independent committee. The details of the report of the inquiry shall be submitted to the Registrar at the earliest for further action in the matter. However, the decision of the Vice-Chancellor shall be final and binding on all concerned.

vii. An employee to whom a residence has been allotted shall:

- a) maintain the residence and surroundings and environment in a clean condition to the satisfaction of the Vidyapeetha. Such employee shall not grow any trees, shrubs or plants contrary to the instructions issued by the Registrar from time to time or cut or lop off any existing tree or shrub in any garden, courtyard or compound attached to the residence.
- b) not to keep earthen pots, gamlas and other containers for growing plants in the balcony which may damage the structure, cement plasters or disturb the peaceful stay of the lower floor allottees.
- c) not throw water, filth, garbage through the window which may disturb the peaceful stay of the lower-floor allottees.
- d) not keep pets, animals without prior permission of the Registrar.
- e) not make any additions or alterations and carry out any structural changes in the premises allotted .
- f) not use the premises for any purpose other than residence
- g) not use the premises against any rules or bye-laws of the MCD, DDA or any other local authority whatsoever
- i) save electricity and water
- j) not waste the water

21. Temporary Allotment:

- i) Temporary Allotment of Staff Quarters should be discouraged and should not be considered as a matter of right.
- ii) The temporary allotment of the staff quarters may be given at the discretion of the Registrar or the Vice Chancellor for the social functions/marriages etc. of the employee(s) of the Vidyapeetha and their dependants i.e. parents, son, daughter and dependant brother/sister only whose name figures in the declaration given by the employees for LTC and Medical Reimbursement etc., if any staff quarters has been lying vacant in the Vidyapeetha on payment of the following charges (including cleanliness charges):

Type-I: Rs.750/- per day

Type-II: Rs.1000/- per day

Type-III: Rs.1500/- per day

Type-IV: Rs.2000/- per day

Type-V: Rs.2500/- per day

In case of functions like marriage, betrothal, reception etc., the temporary allotment shall be strictly restricted to blood relations i.e. parents, real brothers and real sisters (not friends, distant relatives and acquaintances) or non-dependant family members i.e. "unmarried son and daughter" on payment of the afore-mentioned charges.

- iii) The allottee shall be required to deposit Rs.5000/- as the Security deposit.
- iv) It is the responsibility of the allottee to get the floors properly washed and clean the sanitary fittings and other fixtures neatly failing which the Care-Taker shall get such things done at the expenses of the allottee and deduct the requisite amount out of the security deposit.
- v) The period of allotment for such purposes shall normally be one week. However, the allotment for a period up to 15 days may be permitted in exceptional cases with the approval of the Registrar. The Vidyapeetha employees who have been allotted temporary accommodations for any other purpose or regular stay for one month period or more, shall not be entitled to HRA.
- vi) The request for allotment in prescribed Application Form (**Schedule-I – page no.39-40**) will usually be supported by documentary proof such as marriage invitation cards, etc.
- vii) The application in the prescribed format for temporary allotment may be submitted in the concerned Section of the Vidyapeetha. The employees may also download the application form from the Website of the Vidyapeetha.
- viii) The electricity and water charges etc. as per norm shall be charged for the period of allotment.
- ix) Damages, if any, caused to the building shall also be charged to the allottee upon getting a report from the University Engineer. Allotment for marriage

purposes shall not be made more than 15 days in advance of the actual date of marriage.

- x) No staff quarters shall be kept un-allotted intentionally without any justifiable reasons for the purpose of making such allotments.

22. The Allotment of Staff Quarters to the employees not connected with the Vidyapeetha.

- i. The allotment of residential accommodation to the out-sider under any Government/Autonomous bodies not connected with the Vidyapeetha shall be discouraged and this shall not be treated as a matter of routine.
- ii. However, the Vice-Chancellor may at his discretion allot any residential accommodation to any employee of the Govt. of India/State Government/Central Autonomous Body on a temporary basis not exceeding six months on payment of the "usual Licence Fee +HRA" - being paid to the employee, as per the GOI rules or by his organization, whichever is higher. Further, the electricity and water charges etc. as per the prevailing rates shall be charged for the period of allotment.
- iii. At the time of allotment of the staff quarters, the concerned allottee shall be required to deposit an advance along with the refundable security deposits etc as mentioned below:

S.No.	Particulars	Amount
a)	Advance payment	Total licence fee of the actual period of allotment or part of it at the discretion of the Vice Chancellor(added)
b)	Refundable Security deposits	Rs.5,000/- (fixed)

- iv. The applications in the prescribed format for temporary allotment (**Schedule-I – page no-41-42**) may be submitted in the concerned Section of the Vidyapeetha. The application form may be downloaded from the Website of the Vidyapeetha or be obtained from the concerned Section of the Vidyapeetha.
- v. Damages, if any, caused to the building shall also be charged to the allottee upon getting a report from the University Engineer.
- vi. The allottee shall be required to make all payments in time. In case he fails to deposit the payment within the prescribed time period, the amount shall be recovered from his pay based on the undertaking/declaration of the allottee duly accepted/recommended by the competent authority of his/her parent department. Even recoveries may be effected from the amount kept as security deposit.

23. Subletting and sharing of residences:

- i. No employee shall share the residence allotted to him/her or any of the out-houses, garages etc. with none other than the employees of the Vidyapeetha eligible for allotment of residences under these bye-laws with the prior approval of the Registrar. The servant's quarters, out-houses garages etc., may be used only for the bonafide purposes including residences of the authorized servant of the allottee or for such other purposes as may be permitted by the Registrar.
- ii. No employee shall sublet the residential accommodation allotted to him/her.

PROVIDED that an employee proceeding on leave may with the prior approval of the Registrar, accommodate in the residence, any other employee eligible to share the Vidyapeetha's accommodation as a caretaker for the period of leave but not exceeding six months. The caretaker shall not be entitled to HRA during this period.

- iii. Any employee who shares his residence with any other employee of the vidyapeetha with due permission , shall do so at his own risk and responsibility and shall remain personally liable for any license fee payable in respect of the residence and for any damage caused to the residence or its premises or grounds or services provided therein by the Vidyapeetha beyond fair wear and tear.
- iv. As regards the payment of HRA to the concered employee sharing accommodation with another employee with prior permission of the Registrar, the admissibility etc. has to be decided as per the Government of India rules.

24. Consequences of breach of rules and conditions:

If an employee to whom a residence has been allotted, sublets the residence or charges rent from the sharer at a rate which the Registrar considers excessive or erects any unauthorized structure in or around any part of the residence or uses the residence or any portion thereof for any purpose other than that for which it is meant for or tampers with the electric or water connections or commits any other breach of the rules or of the terms and conditions of the allotment or uses the residence or premises for any other purpose which the Registrar considers to be improper or conducts himself in a manner which is prejudicial to the maintenance of harmonious relations with his/her neighbours or knowingly furnishes incorrect information in any application or written statement with a view to securing the allotment, the Registrar may without prejudice to any other disciplinary action that may be taken against him/her may cancel the allotment forthwith under intimation to all concerned.

Explanation:

- i. If an employee sublets a residence allotted to him/her or any portion thereof or any of the out-houses, garages etc. in contravention of these rules, he/she may, without prejudice to any other action that may be taken against him/her, be charged enhanced licence fee of 10 times of the flat rate of licence fee or double the market rent, whichever is higher.
- ii. Where action to cancel the allotment is taken on account of subletting of the premises by the allottee, a period of 30 days shall be allowed to the allottee and any other person residing therein to vacate the premises. The allotment shall be cancelled with effect from the date of vacation of the premises or expiry of the period of 30 days from the date of orders for the cancellation of the allotment, whichever is earlier.
- iii. The Registrar shall be competent to take all or any of the actions under these bye-laws and also declare the employee ineligible who commits a breach of the rules of allotment of residential accommodation for the remaining period of his services and the disciplinary proceedings under Rule 14 of the CCS (CCA) Rule, 1965 of the Government of India shall also be initiated for infringement of the provisions of these bye-laws and also rule 3 of the CCS (Conduct) Rules-1964.
- iv. Where the allotment of a residence is cancelled for any misconduct prejudicial to the maintenance of harmonious relations with neighbors, the employee at the discretion of the Registrar may be allotted another residence of the same type. However, in case he/she is considered a persona non-grata, he/she may be asked to vacate the Vidyapeetha accommodation within a period of one month and stay in a rented house outside for which he/she shall be entitled to HRA.

25. Un-authorized stay in residence after cancellation of allotment:

Even after an allotment has been cancelled or deemed to be /have been cancelled under any provisions contained in these bye-laws and the residence remains or has remained in occupation of the employee to whom it was allotted or of any person claiming through him, such employee shall be liable to pay damages for use and occupation of the residence, services, furniture and garden charges, equal to the licence fee at market rate as may be determined by the Registrar from time to time.

26. Inventory of Residence:

The Housing Inventory list has to be prepared by the University Works Department of the Vidyapeetha. At the time of taking possession of the staff quarters, the allottee shall be required to sign the Inventory list with a certification prescribed in the "Occupancy Report" that the staff quarters allotted to him/her is in good condition. Similarly, at the time of issue to vacation report, the Junior Engineer shall be required to report the deficiencies of the staff quarters in the Vacation Report. Before

vacation of the staff quarters including ear-marked accommodations and VC's bungalow, the allottee is liable to clear all the dues relating to the licence fee, electricity and water charges etc. and to pay all for any damages, losses, theft etc. at market rate for which depreciation shall not be allowed.

27. Allotment prior to issue of rules:

Any valid allotment of residence which is subsisting immediately before the commencement of these rules shall be deemed to be an allotment duly made under these bye-laws.

28. Relaxation of rules:

- i. The Board of Management may, under special circumstances to be recorded in writing for example on grounds of extreme hardship to any employee, or when the Vidyapeetha enters into a contractual obligation with a person whose services are required in the interest of Vidyapeetha, or for any other compelling reasons in the interest of the Vidyapeetha, relax all or any of the provisions of the Rules in case of any particular employee or residence or class of employee or type of residence.
- ii. Notwithstanding the provisions or procedures for allotment of accommodation contained in these bye-laws, the Vice-Chancellor at his discretion may allot any accommodation to any employee out of general pool accommodation, if his/her services are considered essential and in the interest of the Vidyapeetha. This allotment shall however be subject to ratification by the Board of Management and shall be considered to be valid as long as the services of such an employee come under essential category.

29. Removal of difficulties:-

- i) The Board of Management may from time to time, issue such general and specific directions as may be necessary to remove difficulties in the operations of any of the provisions of these bye-laws.
- ii) All existing rules and orders in relation to the matters covered under these bye-laws, shall stand superseded but any action already taken by or in pursuance to such existing rules and orders shall be deemed to have been taken under these bye-laws.

30. Interpretation:-

In case of any ambiguity or lack of clarity with regard to any clause of the Bye-Laws, the decision of the Board of Management shall be final.

31. Amendment of Bye-laws:-

The Board of Management shall have the authority to amend, modify, change, withdraw, suspend, relax any or all the provisions of these Bye-Laws. The decisions of the Board of Management shall be final and binding on all the employees.

32. Residuary matters:-

In respect of all matters not specifically provided for in these Bye-Laws, the corresponding provisions as prescribed by the Govt. of India relating to its employees, as amended from time to time, shall be followed. In case any particular provision in these bye-laws clashes with any provision of the MOA, the provision of the MOA shall prevail and the provision in these bye-laws shall stand superseded. In case any provision of these bye-laws clashes with any rule of the Government of India relating to its employees, the provision of these bye-laws shall prevail.

33. Territorial Jurisdiction:

In case of any disputes, the territorial jurisdiction for adjudication shall be Delhi only.

34. Delegation of Powers & Functions:-

The Vice-Chancellor/Registrar may delegate any or all the powers conferred upon him under these Rules to any officer(s) under his control subject to such conditions as he may deem fit to impose.

35. General "Terms and Conditions:

- a) The staff quarters of the Vidyapeetha shall be allotted to the employees as per the classification of residences, category classified for allotment of staff quarters and entitlement as specified under clause 5, 6,7 & 8 of the "Bye-Laws Governing the Allotment of Residential Accommodations", 2011.
- b). The allotment will be governed by the Memorandum of Association, "Bye-Laws Governing the Allotment of Residential Accommodations", 2011 as amended from time to time and resolutions/orders of the Board of Management of the Vidyapeetha and rules of the Govt. of India/UGC adopted by the Vidyapeetha from time to time . The allottee shall abide by these Bye-Laws as amended from time to time.
- c). The Vice-Chancellor, Registrar and Finance Officer are entitled to the ear-marked accommodations as specified under clause 7 (i) of these bye-laws. The category of staff whose services are essential for effective functioning of the Vidyapeetha and who are required to attend duties during odd hours, Sundays and holidays are to be considered for

allotment of staff quarters under essential category subject to conditions as specified under clause 7 (ii) of these Bye-Laws. The General Pool accommodation shall be allotted to the employees of the Vidyapeetha as per the priority date defined under clause 4 (k) and other conditions laid down under clause-8 of these bye-laws.

- d). The allotment of staff quarters cannot be treated as a matter of right and the Vidyapeetha administration may cancel the allotment any time and at any stage during an employee's service career depending upon the exigency of the situation as specified in the bye-laws.
- e) The following categories of the employees shall not be eligible to allotment of residential accommodations as per clause 8 of these Bye-Laws:
 - i) No employee shall be allotted a residence under these bye-laws if his/her spouse, as the case may be, has already been allotted a residence either by Vidyapeetha or by any organization under the Government/ Semi Government or Autonomous Body, Public Undertaking or Non-government/ Private Sector at National Capital of Delhi. This condition shall not apply where the husband and wife are residing separately pursuant to an order of judicial separation made by any Court of Law.
 - ii) An employee who owns any house in the National Capital of Delhi either in his/her name or name of his/her spouse (not legally divorced) or dependant children shall not be entitled to allotment of staff quarters.

NOTE:

(1)The conditions mentioned at Clause 8(A)-i) & B-i) of these bye-laws shall not apply where the allotment is to be made under the ear-marked or essential category.

(2) The conditions mentioned at Clause 8(A)-i) & B-i) of these bye-laws shall also not apply in case of reserved categories viz. SC/ST/Women and other reserved category of employees (if any), in case no application for allotment is received from those reserved categories of employees who do not own any residential accommodation in Delhi. Under such circumstances, allotment shall be made to the next eligible employees as per seniority in the concerned category only(not under other category) to maintain the percentage of reservation in relaxation of the restrictions on allotment of residential accommodations to house owning employees as mentioned under clause 8 of these bye-laws.

- iii) An employee against whom any criminal case is/ has been pending in any court in the country or an employee who has been convicted in a criminal case by any court.
- iv) An employee with an unsound mind.

- v) If in the opinion of the Kulapati or otherwise, an employee is considered as a persona non-grata due to misconduct, alcoholism, unruly and undesirable behaviour not in conformity with the public decency and whose presence in the campus residential area is prejudicial to the peace, tranquility and privacy of other allottees of the Vidyapeetha.
- f). The allotment is purely temporary and is liable to be cancelled at any time when the staff quarters is required in the interest of the Vidyapeetha and the allottee shall vacate the quarters within the prescribed time period of the notice.
- g). The employees of the Vidyapeetha shall be required to submit their applications within 15 days from the date of issue of notification. In case the closing date is a holiday, the next working day shall be treated as the closing/last date. Incomplete applications and the applications received after the due date shall not be entertained. The Vice-Chancellor may order for issue of the notification at any point of time during the year in case the notification inviting the application for allotment could not be issued in the months of January and July due to whatever reasons. He may also permit submission of application at any point of time in a year for allotment by an employee, if he deems fit and if such an action is in the interest of the Vidyapeetha.
- h). The members of the staff seeking allotment shall submit and register their applications with the Administration Section of the Vidyapeetha within the time period as prescribed in the Notification in this regard. A receipt to this effect shall be issued by the concerned section to the applicant at the time of submission of duly filled-in applications.
- i) At the time of submission of application, every allottee has to sign the declaration/undertaking enclosed with the application to the effect that neither he himself/she herself nor his/her spouse or dependant children has owned house/flat **or** any house/flat is allotted by any Government/Semi-Government/autonomous organizations, public sector organizations and private firm etc. in the National Capital of Delhi. However, this condition shall not applied in case of allotment to the ear-marked and essential categories of the Vidyapeetha.
- j) The concerned section shall prepare the provisional list for circulation and the employees may be required to submit their objections within 7 working days from the date of issue of notification, if any with specific details which shall be taken care of before preparing the final list of the eligible employees. The final list as per the priority date shall also be placed on the web-site and notice boards of the Vidyapeetha for information of all the employees.
- k). Those employees who were holding pensionable services under Central/State Government/Central/State Autonomous bodies/ Central/UGC maintained Deemed to be Universities, and have joined the

Vidyapeetha after completion of all technical formalities like submission and acceptance of the technical resignation by their previous employer and their past spell(s) of service are to be counted by the Vidyapeetha for pensionary benefits, 50% of their past regular services shall be taken into account to decide their seniority for allotment of accommodation. The past services of the employees who have been appointed in the Vidyapeetha. under the New Pension Scheme of the Govt. of India shall not be counted for this purpose.

- l). An employee who is entitled to a higher type of accommodation either on priority or other wise may be offered lower entitled accommodation at the discretion of the competent authority.
- m). The Registrar may cancel the existing allotment of an employee and allot him an alternative residence of the same type 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 an employee is required to be vacated by the Registrar due to whatever reasons.
- n). When a Vidyapeetha employee in occupation of any Vidyapeetha staff quarters superannuate on attaining the age of superannuation from the services, his/her spouse, son, daughter-in-law, unmarried daughters may be allotted the Vidyapeetha staff quarters on payment of normal licence fee, if the proposed allottee satisfies the conditions as prescribed under clause 10(ix) of these bye-laws. However, this shall not be treated as a matter of right.
- o). The policy of the Government of India with regard to the reservation to the SC/ST and other categories, if any as notified from time to time, shall be followed for allotment of staff quarters of the Vidyapeetha after its adoption by the Board of Management. 5% of the total number of accommodations of Type-I to IV shall be reserved for the female employees of the Vidyapeetha as per the conditions prescribed under clause 11(ii) and 4(k) and 8(A) & (B) of these bye-laws
- r). Change shall be offered as per the criteria defined under clause 14 of these bye-laws. Once an employee is permitted to change his accommodation either from upper floor to lower floor or from lower floor to upper floor, he shall not be permitted any more change of accommodation in future except under situations when he becomes entitled to higher category of accommodation.
- s). It is the discretion of the Competent Authority (Vice-Chancellor/Registrar) to float any vacant accommodation inviting applications for change of accommodation from one floor to the other or he/she may directly allot the accommodation to any eligible employee without permitting such change of accommodation depending upon the exigency of the situation as per clause 14 -ii of these bye-laws.

- t) The detailed terms and conditions, provisions, eligibility criteria, prescribed formats of applications for allotment/change of staff quarters, formats of affidavits, occupancy/vacation orders etc. and any other information relevant to the allotment of staff quarters are specified in the respective schedules of the "Bye-Laws Governing the Allotment of Residential Accommodations", 2011. For reference of the bye-laws, employees may have access to the bye-laws which shall be available in the Vidyapeetha's web-site- www.slbsrsv.ac.in, Library and Administration Section wherever possible.

Schedule-I

**Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha
(Deemed to be University)
B-4, Qutab Institutional Area, New Delhi-110016**



**Application for Allotment of Staff Quarters
(To be filled up by the applicant)**

1.	Name (In block letters)	
2..	Designation & Department	
3.	Date of appointment in the Vidyapeetha	
4.	Whether Permanent/Temporary If permanent, indicate the date of confirmation in the Vidyapeetha.	
5.	Whether the applicant is governed under the NPS?	
6.	Whether your past services are to be counted by the Vidyapeetha for pensionary benefits, If so indicate the period of qualifying service and the date from which your technical resignation has been accepted by your parent department.	Yes / No
7.	Date of Superannuation	
8.	Date of Birth	
9.	Basic Pay as on the date of issue of notification for allotment	
10.	Type of Staff Quarters for which the applicant is entitled	

11.	Category under which you apply: i) Essential category ii) General Pool iii) SC/ST/PH iv) Women employee v) Allotment to the spouse, son, daughter-in-law, unmarried daughters of the retiring employee, give details vi) Others (please specify)	
12.	Marital Status	Married/Unmarried
13.	Present Address	
14.	Permanent Address	
15.	Have you ever been debarred from consideration of allotment of staff quarters? If yes, mention the date of such debarment	Yes/No
16.	Whether you have refused the offer of allotment within the last two years. If yes, give the date of the allotment	
17.	For temporary employees, indicate particulars i) Name of Surety ii) Designation iii) Date of Superannuation iv) Name of the Department v) Address of Surety	
18.	Whether you or your spouse are under occupation of any accommodation allotted by the Vidyapeetha or any other organization under the Government/Semi Government/Autonomous Body/Public Undertaking or Non-Government/Private Sector, If yes, please give details	
19.	Whether you/your spouse or dependant children, owns any house in the National Capital of Delhi? If yes, please give details	
20.	Any other information, if any	

DECLARATION BY THE APPLICANT

- i. I have read the terms and conditions of the "Bye-Laws Governing the Allotment of Residential Accommodations", 2011 of the Vidyapeetha and I hereby undertake that I shall abide by these Bye-Laws as may be amended from time to time in case a residential accommodation is allotted to me.
- ii. I hereby declare that I or my spouse or dependant children have/ have not owned any house or allotted any accommodation in the National Capital of Delhi. I shall inform the Vidyapeetha as and when I or my spouse or dependant children become(s) the owner of any house subsequently within one month from the date of acquiring such ownership and the residential accommodations allotted by the Vidyapeetha shall be vacated as per clause-15-iii of these bye-laws.
- iii. I hereby declare that no criminal case is/ has been pending in any court in the country or I have not been convicted in a criminal case by any court.
- iv. The information as declared by the undersigned is true to the best of my knowledge and belief. I also declare that no part of it is false and no material information has been concealed/suppressed. Further, I am aware of the fact that if my declaration as given above is found to be incorrect in any manner, my allotment is liable to be cancelled and disciplinary proceedings shall be initiated against me.

Dated.....

Signature of applicant

Name:.....

Designation.....

List of Enclosures:

For office use only:-

Registration Number	Date of Receipt of application	Remarks
Dealing Assistant	Officer Section / (Assistant Registrar Admn.)	

Schedule-I

**Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha
(Deemed to be University)
B-4, Qutab Institutional Area, New Delhi-110016**



Application for Change of Staff Quarters

(To be filled up by the applicant)

1.	Name (In block letters)	
2.	Designation & Department	
3.	Date of appointment in Vidyapeetha	
4.	Date of superannuation	
5.	Date of birth	
6.	Basic Pay as on the date of issue of notification for change of accommodation	
7.	Name of the Section/Department	
8.	Type of Staff Quarters occupied	
9.	Date of occupation	
10.	Pool under which the applicant was allotted accommodation	
11.	Choice for change accommodation	
12.	Reasons for change	
13.	In case, change is requested on Medical Ground, please give details with documentary proof/certificate issued by the concerned Medical Officer/Superintendent of the Hospital.	
14.	Any other Information, if any	

DECLARATION BY THE APPLICANT

- i. I have read the terms and conditions of the "Bye-Laws Governing the Allotment of Residential Accommodations", 2011 of the Vidyapeetha and I hereby undertake that I shall abide by these Bye-Laws as may be amended from time to time in case a residential accommodation is allotted to me.
- ii. I shall inform the Vidyapeetha as and when I or my spouse or dependant children become(s) the owner of the house subsequently within one month from the date of acquiring such ownership and the residential accommodations allotted by the Vidyapeetha shall be vacated as per clause-15-(iii) of these bye-laws.
- iii. I shall inform the Vidyapeetha as and when my spouse is allotted any quarters by the organization wherever he/she works..
- iv. I hereby declare that I have neither changed any quarters of my grade in the past nor any change was offered to me.
- v. I further declare that I have not made any application for change nor refused any change of accommodation in the past.
- vi. The information as declared by the undersigned is true to the best of my knowledge and belief. I also declare that no part of it is false and no material information has been concealed/supressed. Further, I am aware of the fact that if my declaration as given above is found to be incorrect in any manner, my allotment is liable to be cancelled and disciplinary proceedings shall be initiated against me.

Dated.....

Signature of applicant

Name:.....

Designation.....

List of Enclosures:

For office use only:-

Registration Number	Date of Receipt of application	Remarks
Dealing Assistant		Officer Section / (Assistant Registrar Admn.)

Schedule-I

**Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha
(Deemed to be University)
B-4, Qutab Institutional Area, New Delhi-110016**



Application for allotment for holding functions and ceremonies

(To be filled up by the applicant)

1.	Name (In block letters)	
2.	Designation & Department	
3.	Name of the Section/Department	
4.	Period for which seeking allotment	
5.	Purpose with documentary proof	
6.	Name of the person getting married	
7.	Relationship with applicant	
8.	Date of submission of application	
9.	Any other information, if any	

DECLARATION BY THE APPLICANT

- i. I have read the terms and conditions of the "Bye-Laws Governing the Allotment of Residential Accommodations", 2011 of the Vidyapeetha and I hereby undertake that I shall abide by these Bye-Laws as may be amended from time to time in case a residential accommodation is allotted to me.
- ii. I undertake to pay the license fee in advance for the period of allotment as per rule. Further I undertake to clear all the dues in respect of the electricity and water charges.

- iii) I undertake to bear the cost of repairs of damages, if any, as assessed by the Vidyapeetha caused to the building, fittings, fixtures and lawn etc.
- iv) I undertake that during the period of allotment, the relatives or other members of family of the undersigned will not carry-out activities such as gambling, display of unruly behaviour, misconduct of any kind, noise pollution, eve teasing, alcoholism indulgence in illegal activities in the Vidyapeetha premises failing which the undersigned will responsible for all consequential action in this regard.
- v) The information as declared by the undersigned is true to the best of my knowledge and belief. I also declare that no part of it is false and no material information has been concealed/suppressed. Further, I am aware of the fact that if my declaration as given above is found to be incorrect at any stage of my service career in any manner, the allotment is liable to be cancelled and disciplinary proceedings can be initiated against me.

**Signature of the Surety
(who must necessarily be an employee
of the Vidyapeetha)**

Signature of applicant

Name.....

Name:.....

Designation.....

Designation.....

**List of Enclosures:-
Dated :-.**

For office use only:-

Registration Number	Date of Receipt of application	Remarks
Dealing Assistant	Officer Section / (Assistant Registrar Admn.)	

Schedule-I

**Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha
(Deemed to be University)
B-4, Qutab Institutional Area, New Delhi-110016**



**Application for Temporary Allotment to the out-side officials
(To be filled up by the applicant)**

1.	Name (In block letters)	
2.	Designation & Pay Scale	
3.	Name of the parent organization/department	
4.	Complete Postal Address of the Organization/Department with name of the controlling officer and contact number	
5.	Pay drawn at parent department (with documentary proof)	
6.	Period for which the applicant is seeking allotment	
7.	Purpose (with documentary proof)	
8.	Date of submission of application	
9.	Any other information, if any	

DECLARATION BY THE APPLICANT

- i. I have read the terms and conditions of the "Bye-Laws Governing the Allotment of Residential Accommodations", 2011 of the Vidyapeetha and I hereby undertake that I shall abide by these Bye-Laws as may be amended from time to time in case a residential accommodation is allotted to me.

- ii. I undertake to the pay license fee in advance for the period of allotment as per rule. Further I undertake to clear all the dues in respect of the electricity and water charges.
- iii) I undertake to bear the cost of repairs of damages, if any, as assessed by the Vidyapeetha caused to the building, fittings, fixtures and lawn etc. In case the undersigned fails to compensate as mentioned above, my parent department will do so and for that purpose, I authorize my controlling officer to recover this amount from my salary.
- iv) I hereby undertake that during the period of allotment, the undersigned shall not carry-out activities such as gambling, unruly behaviour, misconduct of any kind, noise pollution, eve teasing, alcoholism indulgence in illegal activities in the Vidyapeetha premises failing which the undersigned will responsible for all consequential action in this regard.
- v) The information as declared by the undersigned is true to the best of my knowledge and belief. I also declare that no part of it is false and no material information has been concealed/Suppressed. .

Dated.....

Signature of applicant

Name:.....

Designation.....

List of Enclosures:

Recommendations of the Head/Controlling Officer of his/her parent Department:-

Signature of Controlling Officer
with seal

For Vidyapeetha office use only:-

Registration Number	Date of Receipt of application	Remarks
Dealing Assistant	Officer Section / (Assistant Registrar Admn.)	

**SHRI LAL BAHADUR SHASTRI RASHTRIYA SANSKRIT VIDYAPEETHA
(DEEMED TO BE UNIVERSITY)
B-4, QUTAB INSTITUTIONAL AREA, NEW DELHI-110016**

No:.....

Dated:.....

.....

.....

.....

Sub:- OFFER OF ALLOTMENT OF STAFF QUARTERS NO:.....

This has reference to your application dated..... for allotment of residential accommodation in the Vidyapeetha. Accordingly, the Staff Quarters No..... is hereby offered to you for allotment under..... category.. This allotment of accommodation shall be governed by the Memorandum of Association, "Bye-Laws Governing the Allotment of Residential Accommodations", 2011 as amended from time to time and resolutions/orders of the Board of Management of the Vidyapeetha and rules of the Govt. of India/UGC adopted by the Vidyapeetha from time to time . The allottee shall abide by these Bye-Laws as amended from time to time. For reference of the bye-laws, employees may have access to the bye-laws which shall be available in the Vidyapeetha's web-site- www.slbsrsv.ac.in, Library and the Administration Section wherever possible.

Accordingly, you are required to communicate your acceptance within five working days from the date of receipt of this letter, failing which this offer will be treated as cancelled without any further communication in this regard and the residence concerned shall be allotted to the next eligible candidate in the waiting list as per the rule.

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Schedule-II

The Assistant Registrar(Administration)
Shri Lal Bahadur Shastri
Rashtriya Sanskrit Vidyapeetha,
(Deemed to be University),
New Delhi - 110016

Dated:.....

**Sub.: Acceptance of "Offer of Allotment/Change of Staff
Quarters No:**

Sir/Madam,

This has reference to this office letter No.....dated.....on the subject cited above. In this context, I am to inform that I have gone through all the terms and conditions of the "Bye-Laws Governing the Allotment of Residential Accommodations",2011. I have understood the implications from all angles. Accordingly, I hereby accept the offer of allotment/offer of change of the Staff quarters No..... on the terms & conditions as laid down in the offer letter communicated to me vide letter dated..... under reference.

Yours faithfully,

()

Copy to:-

1. The Junior Engineer(Civil), S.L.B.S.R.S. Vidyapeetha, New Delhi

Schedule-II

**SHRI LAL BAHADUR SHASTRI RASHTRIYA SANSKRIT VIDYAPEETHA
(DEEMED TO BE UNIVERSITY)
B-4, QUTAB INSTITUTIONAL AREA, NEW DELHI-110016**

No:.....

Dated:.....

.....

.....

Sub:- Allotment of Staff Quarters No.....

With reference to this office letter No..... dated communicating the offer of allotment followed by your acceptance dated, you are hereby allotted the staff quarters No.....in the Vidyapeetha campus. You are required to take possession of the said staff quarters within 3 working failing which this allotment will stand cancelled without any further communication in this regard. You are required to deposit the requisite amount i.e. Rs..... as electric meter security and complete other formalities as prescribed under these bye-laws under the intimation to the Junior Engineer of the Vidyapeetha.

()

Copy to:-

1. Assistant Registrar(Admn.)
2. Assistant Registrar(Accounts)
3. Section Officer(Admn.)
4. Junior Engineer(Civil) - with the instructions to hand over the possession to the allottee after completing necessary formalities in this regard.
5. Concerned file
6. Personal file

Schedule-II

**SHRI LAL BAHADUR SHASTRI RASHTRIYA SANSKRIT VIDYAPEETHA
(DEEMED TO BE UNIVERSITY)
B-4, QUTAB INSTITUTIONAL AREA, NEW DELHI-110016**

No:.....

Dated:.....

.....

.....

Sub:- Change of accommodation: Staff Quarters

No.....

This has reference to your application dated..... on the above quoted subject. I am directed to inform you that you have been permitted by the Competent Authority to shift from Staff Quarters No..... to Staff Quarters No..... Accordingly, you are required to submit your acceptance within five working days from the date of issue of this letter and to take possession of the Staff Quarters No..... within seven working days from the date of your acceptance. In case, you fail to submit your acceptance and occupying the above-mentioned staff quarters within the stipulated periods as given above, the offer of change will be treated as cancelled without any further communication in this regard. You may please note that if you fail to vacate the existing staff quarters No..... within 7 working days after submission of your acceptance, you will be charged market rent as per clause 14-iv of the Bye-Laws Governing the Allotment of Residential Accommodation-2011 from the 8th day onwards.

()

Copy to:-

1. Assistant Registrar(Admn.)
2. Assistant Registrar(Accounts)
3. Section Officer(Admn.)
- 4.. Junior Engineer(Civil) - with the instructions to hand over the possession to the allottee after completing necessary formalities in this regard.
5. Concerned file
6. Personal file
5. Personal file

Schedule-II

**Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha
(Deemed to be University)
B-4, Qutab Institutional Area, New Delhi-110016**



**VACATION REPORT OF THE VIDYAPEETHA'S RESIDENCE
(University Works Department)**

1.	Name of the Allottee	
2.	Designation & Department	
3.	Date of vacation of the accommodation (FN/AN)	
4.	Particulars of accommodation vacated by the allottee i. Type ii. Quarter No. iii. Floor	
5.	Date & Time of vacationF.N / A.N.
6.	Reasons for vacation i) Allotment of Higher Type ii) Surrendered by allottee iii) Change of floor iv) Transfer v) Dismissal/removal from service vi) Death vii) Superannuation viii) Eviction ix) Marriage Allotment x) Safety Ground(Staff	

	Quarters declared unsafe) xi) Others		
7.	Details of the articles(durable non-durable) supplied furniture etc. appliances	Durable	Non-durable
8.	Details of shortcomings or defects in fittings		
9.	Amount to be recovered, if any		
10.	Any other information, if any		

UNDERTAKING BY THE ALLOTTEE

Certified that the staff quarters was surrendered by the allottee on.....(F.N./A.N) in good condition except the deficiencies mentioned at column No.9 of the Vacation Report.

**Signature of the Junior Engineer/
In-Charge with date**

Copy to:-

1. Shri/Smt....., allottee of Staff Quarters No.....
2. Assistant Registrar(Accounts)
3. Assistant Registrar(Admn.)/Section Officer(Admn.)
4. Electrician
5. Concerned file
6. Personal file

Schedule-II

**Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha
(Deemed to be University)
B-4, Qutab Institutional Area, New Delhi-110016**



**OCCUPANCY REPORT OF THE VIDYAPEETHA'S RESIDENCE
(University Works Department)**

1.	Name of the Allottee		
2.	Designation & Department		
3.	Date of Occupation of the accommodation		
4.	Particulars of accommodation vacated by the allottee i. Type ii. Quarters No. iii. Floor		
5.	Category under which the allotment has been made	SC/ST/PH/Women/Ear-marked/Priority/General	
6.	Details of the articles(durable non-non-durable) supplied furniture etc. appliances	Durable	Non-durable

7.	Details of shortcomings or defects in fittings		
8.	Any other information, if any		

UNDERTAKING BY THE ALLOTTEE

Certified that I have personally checked the inventories, furniture, fixtures, sanitary & electrical fittings which are perfectly in good condition. I took possession of the Staff Quarters from the Junior Engineer after being satisfied with the condition of the Quarters.

**Signature of the Junior Engineer/
In-Charge with date**

**Signature of Allottee
with date**

Copy to:-

1. Shri/Smt....., allottee of Staff Quarters
No.....
2. Assistant Registrar(Accounts)
3. Assistant Registrar(Admn.)/Section Officer(Admn.)
4. Electrician
5. Concerned file
6. Personal file

**PROFORMA OF THE AFFIDAVIT ON NON-JUDICIAL STAMP PAPER OF
RS.10/- DULY CERTIFIED BY THE NOTARY TO BE SUBMITTED BY THE
EMPLOYEE AT THE TIME OF ALLOTMENT OF THE UNIVERSITY
ACCOMMODATION**

I..... son/daughter/wife
of.....employed as..... in
the Department/Section..... of Shri Lal Bahadur
Shastri Rashtriya Sanskrit Vidyapeetha do hereby solemnly affirm and state
on oath as under:-

1. That the deponent states on oath that the deponent is employed
as..... in the Department/Section..... of Shri Lal
Bahadur Shastri Rashtriya Sanskrit Vidyapeetha(Deemed to be University) is
fully acquainted with the facts deposed herein below.

2. I have read the terms and conditions of the Bye-Laws Governing the
Allotment of Residential Accommodations - 2011 of the Vidyapeetha and I
hereby undertake that I shall abide by these Bye-Laws as may be amended
from time to time in case a residential accommodation is allotted to me.

3. That neither I himself nor my spouse or dependant children has owned
house/flat or any house/flat is allotted by Vidyapeetha or any
Government/Semi-Government/autonomous organizations, public sector
organizations and private firm etc. in the National Capital of Delhi. Further, I
will submit undertaking annually to this effect during the period of occupation.

4. That I am aware of the fact that if my declaration as given by the
undersigned is found to be incorrect in any manner, the allotment is liable to
be cancelled and disciplinary proceedings can be initiated against me.

5. I shall inform the Vidyapeetha as and when I or my spouse or
dependant children become(s) the owner of the house subsequently within
one month from the date of acquiring such ownership.

6. That the deponent verified on oath that the information as declared above by the undersigned is true to the best of my knowledge and belief. I also declare that no part of it is false and no material information has been concealed.

Date.....

Place.....

DEPONENT

UNDERTAKING TO BE SUBMITTED ANNUALLY

I, Dr/Mr/Ms/Shri/Smt..... son/daughter/wife of Shriemployed as..... in the Department/Section..... of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha is under occupation the allotted accommodation (Staff Quarters Type & No.....of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha . As per the terms and conditions of the Offer of Allotment duly accepted by the undersigned, I hereby declare that in the calendar year..... neither I myself nor my spouse or dependant children has owned house/flat **or** any house/flat is allotted by any Government/Semi-Government/autonomous organizations, public sector organizations and private firm etc. within the National Capital of Delhi.

That I shall inform the Vidyapeetha as and when I or my spouse or dependant children become(s) the owner of the house/Flat subsequently within one month from the date of acquiring such ownership.

The information as declared by the undersigned is true to the best of my knowledge and belief. I also declare that no part of it is false and no material information has been concealed. Further, I am aware of the fact that if my declaration as given above is found to be incorrect in any manner, the allotment is liable to be cancelled and disciplinary proceedings can be initiated against me.

Date.....

Signature.....

Place.....

Name & Designation of the employee

SURETY BOND

I, Dr./Shri/Smt./Km.
Son/Daughter of Shri/Smt.....presently
employed at Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha hereby
stand surety (which expression shall include my heirs, executors and
administrators) to the Vice-Chancellor (herein after called assignees) for
payment by Shri/Smt./Km..... of
Licence Fee and other dues in respect of the residence now allotted to him by
the Vidyapeetha and also for any other residence, additional accommodation,
extra servant quarters, or garage that may be allotted to him from time to time
by the Vidyapeetha.

I, the surety, shall indemnify the Vidyapeetha against all losses and
damages until the delivery of the vacant possession of the residence is made
to the Vidyapeetha. I, the surety, hereby undertake to pay the Vidyapeetha
forthwith on demand by the Vidyapeetha and without demand all such sums
as may be at liberty (and hereby irrevocably authorize to do so to recover the
said sums from the salary payable to me and the decision of the Vidyapeetha
as to the amount is to be recovered shall be final.

The obligation undertaken by me shall not be discharged or in any way
affected by an extension of time or any other indulgence granted by the
Vidyapeetha to the said Shri (Name of the
allottee)..... or any other matter of thing
whatsoever which under the law relating to sureties would but for this
provision have the effect so releasing me from such liability.

This guarantee, shall not be discharged by my death nor shall it be
recoverable by me at any time, except with the consent in writing of the

Vidyapeetha until the delivery of vacant possession of any such residence, servants quarters or garages, which is in occupation of the allottee.

Provided, however, that this guarantee shall terminate from the date Dr/Shri /Smt./Km. is declared as a permanent employee of the Vidyapeetha.

I agreed to bear the stamp duty, if any, for this document.

Signed and delivered by the (Signature of Surety)

Said (Surety) Designation:

At the New Delhi, dated..... Section/Department to which attached.

Signature, address and occupation of witness:.....

Signature, address and occupation of witness:.....

Certified that the above-named surety is a permanent employee of the Vidyapeetha . He is..... years of age and his pay is Rs.....

Date:.....

Signature of the Head of the Department or Office in which the Surety is employed
Office Stamp

