

# Charotar University of Science and Technology

## QUARTER ALLOTMENT POLICY

- Allotment should be made by the Quarter Allotment Committee and subsequently approved by the Provost.
- ❖ An employee who seeks allotment of residence may submit application in prescribed format specified by the University in this behalf.
- ❖ Research promotion and enhancement shall be the top priority while making allotments. Priority shall be given to staff with proven research potential and staff under Research Schemes / Research Projects etc.
- ❖ Following criteria will also be given consideration while allocation.
  - Permanent employee having rendered service for at least 3 years at Charusat.
  - Not having own residence within 10 KM radius from the University.
  - Tenure of service.
  - Cadre.

### ➤ QUARTER ALLOTMENT COMMITTEE:

1. Provost – Chairperson.
2. One member to be nominated by Convener (Building Committee – SCMSPKM)
3. Two faculty Deans - To be nominated by Provost.
4. University Engineer.
5. Registrar.

### ➤ FUNCTIONS OF QUARTER ALLOTMENT COMMITTEE:

The Quarter Allotment Committee shall:

- ❖ Decide allotment of residences under the provisions of Quarter allotment rules;
- ❖ Ensure proper utilization of residences;
- ❖ Exercise powers of cancellation of allotment and take any other action against the allottees for breach of rules and conditions for allotment of residences;
- ❖ Consider and decide all other matters relating to the University residences as may be referred to it from time to time by the University authorities.
- ❖ Review the monthly rental and accommodation policies every year.
- ❖ May take any other such decisions as necessary for Charusat.



*Am Patel*

## ➤ **RULES FOR ACCOMMODATION:**

- ❖ The allottee shall have to deposit Rs. 20,000/- (Rupees Twenty Thousand only) as a security deposit with Charusat. This security deposit shall be refundable without interest after deducting the dues from the allottee if any after hand over the quarter back to Charusat.
- ❖ The prevailing monthly rent should be as per mention below. It will be recovered from the monthly salary of an allottee. The liability for rent payment shall commence from the date of occupation of the residence or 05<sup>th</sup> day from the date of receipt of allotment order whichever is earlier.

	<b>Rent</b>	<b>Facilities</b>
Type - 1	Rs. 10,000/- per month	Existing facilities of furniture only.
Type - 2	Rs. 15,000/- per month	1. Along with furniture facilities, charusat shall provide Air conditioner (3 nos.), Geyser (2 nos.), and RO system (1 no). 2. This is a one-time instalment from charusat, further repairing and maintenance if required in future then charges for the same will be borne by allottees.

- ❖ An allottee shall have to pay monthly Electricity Charges for Quarter to Charusat as per actual consumption of Electricity measured by submetering @ prevailing Unit charges by MGVCL.
- ❖ An employee, who after acceptance of the residence, fails to occupy the same within 15 days on receipt of allotment letter, the allotment shall automatically stand cancelled. He/she will be liable to pay one month rent in such case.
- ❖ Fully /Partial sublet or transfer of allotted residence or any portion thereof shall not be allowed under any circumstances.
- ❖ An employee shall not be allotted any residence, if the employee's wife or husband, as the case may be, has already been allotted a residence, unless that residence is surrendered. If two employees who are in occupation of two separate residences marry each other, they shall surrender one of the two residences within one month of the marriage.
- ❖ If an allottee is discontinued from service, the allotment shall be cancelled with effect from one month after the date of discontinuation. The rent will be accordingly charged for the period.
- ❖ The staff members retiring from services on superannuation or voluntary retirement or after the deputation period at the Institute would be permitted to retain the quarters to a maximum period of two months by paying rent. In the event of the death of an employee, his/her family can retain the quarters to a maximum period of two months under rent last paid.
- ❖ The allottee shall maintain the allotted residence in clean and sanitized condition to the satisfaction of the University, Government authorities etc.
- ❖ The allottee shall not make any additions or alternations in the premises allotted. The allottee shall not carry out any structural changes;



- ❖ The allottee shall be responsible to pay for any damage beyond fair wear and tear of all fitting and fixtures provided in the allotted residence, during the period for which the residence remains allotted to him / her;
- ❖ The allottee should not entertain guests in his quarters for more than one month. If, however, the period is likely to exceed 1 month, specific prior approval of the Registrar shall be obtained. This restriction will not apply in the case of domestic help.
- ❖ The allottee shall not grow any tree shrubs or plants contrary to the instructions issued by the University nor cut or chop off any existing tree or shrub in any garden, courtyard or compound attached to the residence save with the prior permission in writing of the University; and tree, plantation or vegetation grown in contravention of this rule may be caused to be removed by the University at the risk and cost of the employee concerned.
- ❖ The allottee shall have to register complaints related to Electricity, Water supply, provided furniture maintenance etc. in Complaint Register available with Security guard. Action will be taken by Charusat for solving complaints. However, an allottee shall have to keep patience till complaint gets solved.
- ❖ All matters related to differences among occupants and complaints against theft shall be brought to the notice of the Quarter Allotment Committee. No police complaint will be lodged by the allottee before taking prior permission from the Quarter Allotment Committee.
- ❖ The University officer designated by the Quarter Allotment Committee shall have the right of entry into the premises.
- ❖ Every allottee, shall, at all reasonable times, permit any officer of the University or employees of the maintenance, estate etc. to enter the allotted premises at all reasonable hours for purpose of inspection.
- ❖ The allottee shall keep it in such a manner that it does not become public nuisance; Unwanted gatherings / Playing music/record player etc. loud enough to cause disturbance to neighbor(s) is prohibited.

If an allottee commits breach of any rules or bylaws of Residency, Charusat University, Government authority whatsoever or uses or permits the residence or premises to be used for any purposes, which the Quarter Allotment Committee considers to be improper, the Committee may-

- Impose penalty.
  - Order him/her to vacate the premises and;
  - Declare him/her ineligible for University residence for a period as may be specified by him / her in each case.
- ❖ An allottee shall, before vacating the residence, give not less than 30 days notice in writing to the the Quarter Allotment Committee.
  - ❖ The Quarter Allotment Committee will review the monthly rental and residence rules periodically.
  - ❖ Rent agreement in standard proforma decided by Charusat shall be executed with an employee while finalizing accommodation.



*Am Patel*

- ❖ Any disputes related with the accommodation shall be subject to Anand jurisdiction.

➤ **INVENTORY / SERVICE OF RESIDENCE:**

- ❖ Each Quarter shall be equipped with following furniture items:
  - Single Bed (6' x 3') with Mattress – 2 Nos.
  - Double Bed (6' x 6') with Mattress – 1 Nos.
  - Wardrobe – 02 Nos.
  - Modular Kitchen (Length - 14' Height - 2.5').
- ❖ Charusat shall provide following services for the Staff Quarters:
  - 24 Hours Security (1 point for 3 shifts).
  - Housekeeping for Common area. (Residence area housekeeping to be managed by occupant).
  - CCTV Surveillance and WI-FI for Common Area.
  - Fire protection system for Common Area.
  - Maintenance and Electricity charges for common area services such as Lift, Water Supply, Drainage, Lighting, Generator, CCTV, Fire protection system etc.
- ❖ An allottee shall be responsible for maintenance of provided furniture items and minor electrification for allotted quarter.
- ❖ An allottee shall on occupation or vacation of the residence, will sign an inventory of fittings and or furniture in the residence. Such an inventory shall be prepared and signed by an Officer of the University authorized by the Quarter Allotment Committee to do so;
- ❖ Further while giving/taking over possession of the residence, the handing/taking over certificate(s) will be signed by both the parties showing the date and time of the transaction so that the residences are allotted strictly according to policy.

  
REGISTRAR  
CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY  
CHARUSAT CAMPUS, CHANGA



# **CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY**

## **Application for the Allotment of Staff Quarters / Application Form**

1	Name of Applicant	
2	Employee ID	
3	Designation & Department	
4	Date of Joining	
5	Pay Type	
6	PHD	
7	Present Residential Address	
8	Permanant Address as per AADHAR CARD	
9	Marital Status	
10	Details of Family Members (Name and Birthdate) to stay in quarters	
11	Contact No.	

### **DECLARATION**

I Solemnly declare that

- 1) I do not own a residence access to accomodation within a radius 10 Kilometres from CHARUSAT either in my name or in the name of my Husband/Wife.
- 2) The information furnished by me in this application is true to the best of my knowledge and belief
- 3) I have read and understand the rules (Preferred Annexure-1) for the allotment of residential quarters of the University and shall abide by them.

Place:

Date:

Signature of the Application

Signature of the Principal