

CENTRAL UNIVERSITY OF KERALA  
ALLOTMENT RULES 2014 FOR TRANSIT QUARTERS

1. Short title:

These rules may be called the "Central University of Kerala Allotment Rules 2014" for Transit Quarters

2. Definitions

In these Rules:

- I. 'University' means "Central University of Kerala" established under the Central Universities Act 2009 with its headquarters at Periyar, Kasargod.
- II. 'Quarters' means the 24 units of transit quarters constructed by the Central University of Kerala at Periyar.

3. Eligibility

All regular employees (viz. Teaching and Non-teaching) of the University are eligible to apply.

4. Criteria for allotment


- (a) Of the 24 units, 4 quarters shall be kept reserved for discretionary allotment to essential service staff or operational staff or differently-abled persons or Warden of the Ladies Hostel (provided she does not qualify under seniority rules) with the approval of the Vice-Chancellor. Of the remaining 20 units, 50% shall be given to the teaching staff and the other 50% to the non-teaching staff – both posted in Periyar Campus only.
- (b) The priority for allotment of the quarters will be based on the date of joining of an employee in the University.
- (c) Where the date of joining of two or more employees is the same, then priority shall be determined by the emoluments, the employee in receipt of higher emoluments taking precedence over the employee drawing lower emoluments; where the emoluments are equal, the date of birth will be the criteria for determining priority, i.e., the older one will get priority over the younger one.

5. House Rent Allowance

An employee who has accepted the letter of allotment of quarters will not be eligible for House Rent Allowance from the date on which he/she occupies the quarters or seven days from the date of issue of order of allotment, whichever is earlier.

6. Payment of Licence Fee

Licence Fee, as fixed by the University from time to time, will be recovered from the employee. Licence Fee will be calculated on the basis of the area of accommodation actually allotted irrespective of the basic pay of the employee concerned and in this case it has been fixed as Rs.500/-

  
3/7/14

#### 7. Electricity and Water charges

Electricity charges will be recovered at actuals from the salary; a minimum of Rs.50/- per month towards water charges will be recovered from each allottee until individual meters are provided. As and when Cable Connection is provided to the quarters, charges payable to the cable operator from time to time will also be recovered from the allottees.

#### 8. Seniority List

The University will maintain a seniority list of applicants for allotment of quarters and as per the seniority in the waiting list, the quarters will be allotted from time to time.

#### 9. Application for allotment of Quarters

The University will invite application for allotment of quarters from time to time in such form and manner and before such date as may be specified by it. Employees are required to submit an application form (in the format annexed herewith) duly filled in all respects, to the Registrar for allotment of quarters.

#### 10. Quarters Allotment Committee

A Quarters Allotment Committee shall be constituted by the Vice-Chancellor periodically. It shall consist of 3 members from teaching staff and 2 members from non-teaching staff to be nominated by the Vice-Chancellor with the Registrar as the Chairperson and Executive Engineer (Civil) as the Member Secretary of the Committee. The Registrar shall forward the application to the Engineering Wing, which shall put up all the applications (after scrutiny) with comments to the Committee for consideration.

#### 11. Procedures for Allotment/Surrender of Quarters

- (a) On the basis of the prescribed criteria, a seniority list of eligible applicants will be drawn. As and when a unit of quarters becomes vacant, the same will be allotted to the first person in the list. At the time of taking possession of the house, the allottee shall return a copy of the Letter of Allotment duly signed in token of his acceptance of the terms and conditions. The allottee is required to take over all the fixtures and fittings provided in the house by signing an inventory thereof. He is required to return the articles in complete shape and working condition at the time of vacating the quarters. Any loss/damage caused to these properties shall be made good by the allottee.
- (b) If the allottee does not accept the above or fails to take possession of the allotted unit within seven days from the date of issue of the allotment order, the order will be treated as cancelled. In such a situation, the vacant quarters shall be allotted to the next person in the list. Further, the person who failed to occupy the quarters shall be shifted to the bottom of the seniority list.
- (c) An employee who is allotted quarters is normally permitted to retain the same till it is surrendered by him, or he/she ceases to occupy the quarters, or the allotment is cancelled/ deemed to have been cancelled by the University for any reason. If a person goes on leave of absence or on deputation for a period not exceeding 180 days, he/she can retain the quarters for the period of his/her leave. If a person goes on leave for a period exceeding 180 days, he/she will have to surrender the quarters to the University from the date of commencement of the leave, but his/her seniority will be kept intact. If a quarters becomes available and an employee is due to return in a month's time the same will be

  
3/5/14

retained for allotment to the person. The allotment letter will be issued only when the employee actually returns and rejoins the University.

- (d) The employee to whom the quarters has been allotted shall take the possession of the quarters from the Engineering Section. Likewise at the time of vacating the quarters, he/she shall hand over the quarters to the Engineering Section. An employee may at any time surrender an allotment by giving intimation so as to reach the administration at least seven days before the date of vacation of the quarters.
- (e) If the allottee fails to give due notice, he shall be responsible for payment of licence fee for seven days or the number of days by which the notice given by him/her falls short of seven days, provided that the University may accept a notice for a short period. If an allottee dies, while in service the allotment shall be cancelled w.e.f the date of death, provided that the competent authority will have the discretion to extend the period of retention by the family of the deceased in appropriate cases for up to 4 months after death of the allottee. During such occupation, the rent last paid by the deceased allottee shall be payable to the University. If an allottee retires or resigns or is dismissed or removed from service, the allotment shall be cancelled w.e.f the date of retirement, resignation, dismissal or removal. However, the competent authority will have discretion to extend the period of retention in appropriate cases for up to 4 months after the date of retirement and resignation.

#### 12. Maintenance of quarters

The employee to whom quarters has been allotted shall maintain the quarters and premises in a clean condition to the satisfaction of the University and shall not cause any damage to the building/fixtures. Employees shall not be permitted to make/effect any alterations, structural or otherwise to the building.

The allottee shall maintain the discipline and decorum expected of Central University personnel, failing which the allotment will be liable to be cancelled.

#### 13. Subletting of quarters

Subletting of quarters by an allottee shall not be permitted.

#### 14. Consequence of breach of rules and conditions

Any violation of the terms and conditions of occupation of quarters by the allottee shall be considered as breach of rules and the University shall be free to take action including cancellation of allotment.

#### 16. Other conditions

1. Wherever the procedures/rules are not clear or silent, the University shall follow the Government of India rules in force for quarters allotment.
2. Other terms and conditions of allotment will be as per the rules/instructions in this regard issued from time to time by the University/Government of India.

  
Registrar I/c  
कुलसचिव / Registrar  
केरल केन्द्रीय विश्वविद्यालय  
Central University of Kerala  
कासरगोड / Kasaragod