

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY : BURLA

(Formerly University College of Engg., Burla-Established by Govt. of Odisha in 1956 & Upgraded in 2009 to A State Govt. University covered under Section 2(f) & 12(B) of UGC Act.)



P.O: Engineering College, Burla (Siddhi Vihar), Dist: Sambalpur
Odisha- 768018, India

Letter No. VSSUT/C.Maint./

Date :

OFFICE ORDER

This is for information of all the Employees of the University that as per the recommendation of the committee constituted for revision of House allotment Rules and approval from the 33rd Board of Management, the Revised House allotment rules for allotment of University Quarters is implemented with immediate effect.

Enclosure:- Revised House Allotment Rules

Yours Sincerely

Registrar

Memo No. VSSUT/C.Maint/ 7469 (35)
Copy to:

Date: 17/12/19.

All H.O.Ds/ All Deans/All Prof.-In-Charge/ All vice President/Workshop Superintendent/Controller of Examination/Comptroller of Finance/PA to VC/PA to Registrar/ All Section Officer/University Notice Board for information and wide circulation among the employees.

Registrar

17/12/19

**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA,
ODISHA**

HOUSE ALLOTMENT RULES

Revised version with immediate effect

1. These rules shall be called House Allotment Rules of the Veer Surendra Sai University of Technology, Burla.
2. These rules shall be applicable for allotment of quarters in the possession of the Vice-Chancellor, Veer Surendra Sai University of Technology, Burla. and supercedes the existing rules in all matters in regard to the allotment of quarters.
3. There shall be a house allotment committee consisting of
 - i) One Professor nominated by the Vice Chancellor - Chairman
 - ii) One faculty member nominated by Vice Chancellor - Member
 - iii) One representative of non teaching employees - Member
 - iv) Registrar - Member
 - v) Maintenance Engineer - Member Convenor
 to advise and recommend to the Vice Chancellor on matters of house allotment for approval. After approval, the Registrar will issue house allotment order.
4. (a) The eligibility of the quarters as per plinth areas and Designation/ pay range shall be as follows

S.N.	Type of Qrs	Approx plinth area(Sq. Ft)	Eligibility	Flat rate of licence (Rs)*	Standard rate of licence (Rs)*
1	VC Bunglow	Upto 5000	Vice Chancellor	1110/-	4440/-
2	5R	1600 to 2140	Professor	820/-	3280/-
3	C,4R,M4R,F4R	1600 to 2140	Professor	610/-	2440/-
4	3R,F3R,D&TD	1000 to 1400	Assistant Professor & above	410/-	1640/-
5	E (old) & ME	1000 to 1200	Level 9 & above	290/-	1160/-
6	F, BF, New E	600 to 900	Level 4 & above	200/-	800/-
7	G,GE,RS	300 to 500	Level 3 & below	140/-	560/-

*These rates will vary from time to time as per Govt. of Odisha rules and implemented in University as per the approval in Board of Management.

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4. (b)

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- i) The eligibility of quarters 5R, C, M4R, 4R & F4R is for Professors.
 - ii) D,TD, 3R & F3R types of quarters exclusively for Assistant professors and above including officers of the University. However the Vice Chancellor can utilize HAR-18 for officers only.
 - iii) The, ME, New E, F, BF, G, GE & RS type of quarters are exclusively for providing accommodation to regular non-teaching staffs of the University only. However, the Vice Chancellor can utilize HAR-18, if the quarters remain vacant after allotment to the eligible regular non-teaching staff. The vacant quarters may be allotted to the Assistant Professor/Contractual employee. But as and when eligible accommodation for Assistant Professors will be available/provided through advertisement, they are bound to apply & move to the new allotment, failing which their accommodation shall be deemed unauthorised.
5. The University shall maintain a seniority list of employees for the house allotment purpose. This register shall be kept in the custody of Maintenance Engineer.
 6. The house allotment committee shall recommend allotment of quarters strictly as per the guidelines of House Allotment Rules.
 7. If the allottee refuses the allotment, he/she will not be eligible for consideration of allotment of quarters for a period of one year from the date of refusal.
 - i) The quarters ready for allotment shall be notified inviting application from eligible employees
 - ii) The allotment of the quarter shall be strictly on the basis of seniority from amongst the applicants
 - iii) If the quarters remains unallotted, then only the allotment will be made to the eligible employees strictly on seniority basis
 - iv) If the allottee refuses the allotment, then standard rent for the quarters under his occupation will be charged from the date of refusal.
 - v) The quarters shall then be made open for allotment to employees one below the eligible pay range and allotment shall be made by inviting applications.
 8. A type of quarters for which an employee is eligible according to his/her post will be allotted to him/her on basis of his/her rank seniority. Rank seniority will be considered on the basis of pay scale. Priority in the same rank will be given to station seniority. Seniority for house allotment purpose shall be decided as follows:-
 - i) Rank seniority
 - ii) Seniority in the rank
 - iii) If on the date of allotment employee in the lower rank draw higher or same basic pay due to overlapping of pay scales, station seniority will be the determining factor.
 - iv) Date of birth(in case of same rank, same pay, same DOJ)

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9. If an employee does not take possession of the quarters allotted to him/her within 15 days from the date of receipt of the allotment order, his/her allotment shall be deemed to be cancelled and the quarter shall be allotted to next eligible employee. Before allotment it is to be ensured that the quarter is in fit condition. The fitness is to be decided by the Vice Chancellor/ or Committee only.
10. The allottee shall take over the charge of fittings and fixtures, both electrical and civil of the quarters allotted, from the Maintenance Engineer at the time of occupation by signing against all the items in the register and hand over the same to the Maintenance Engineer at the time of vacation of quarter in good condition.
11. At the time of handing over quarter to the Maintenance Engineer, if any fitting or fixture is found to be missing or damaged the cost of the same at the existing market rate for the item shall be charged to the employee and realised from his salary/pension.
12. When an employee vacate/move to the next higher type of quarter, he/she shall submit the clearance of electricity and water bills for that quarter.
13. An employee provided with a particular type of quarters shall not be considered for a lower type of quarters except when he has been jointly accommodated by the order of the Vice Chancellor.
14. An employee should vacate and move to the next higher type of quarter when allotment to such type of quarter is made. If allotment is refused or possession of allotted quarter is not taken in time the allottee shall be charged rent from the quarter in his occupation at the rate of standard licence fee from the date of refusal of the allotment/deemed to have refused allotment.
15. An employee will be allowed to change quarter in the same type or equivalent once during his/her entire service period in the University, provided he/she has stayed in the quarter allotted in his/her name for a period not less than one year. Such employee must apply in prescribed form in the response to the advertisement. His/Her application will be considered along with other on basis of seniority.
16. A maximum period of one week shall be allowed to an allottee between handing over and taking over of quarter. Beyond this period, the allottee shall be charged rent of both the quarters.
17. No deviation from terms and condition of allotment shall be allowed.
18. The Vice Chancellor shall have the authority to allot a quarter to an employee out of turn provided he is satisfied that such action is in the interest of the University.
19. Any employee who owns his/her house in Burla area or in the name of his/her wife/husband or dependent children is not eligible for allotment of University quarter.
20. Allottees are normally not permitted to fell any tree within the boundary of the quarter. Permission must be obtained from Vice Chancellor in writing for felling of any tree.
21. If an employee goes on leave or is kept under suspension or is absent on some approved ground, he/she may be permitted by the Vice Chancellor to retain his/her

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quarter for the period of his/her absence or a part thereof, only for the occupation of his/her parents/wife/children on the basis of specific application made by him/her. Each individual case will be decided by the Vice Chancellor.

- 22. If the employee to whom the quarter is allotted dies, retire, resign or is dismissed, discharged or removed from his/ her service the provision of rule under section 114 to 118 of VSSUT first statutes, 2010 shall be followed. Eviction proceeding shall be started by the Vice Chancellor when his/her stay becomes unauthorised and the licence fee charge is in accordance with section 117&118 of the said statutes.
- 23. The rent fixed by the Board of Management of the University from time to time for each category of quarter shall be binding and recoverable from the occupant. The rent shall be deducted from the salary of the occupant every month.
- 24. The employee shall be personally responsible for the rent of the quarters and for any other damage beyond fair wear and tear caused to the quarters or to the electrical and Public Health Service connections fittings and fixtures provided in the quarters during that period of which the quarter has been under his/her possession and remained allotted to him/her.
- 25. No employee shall sublet a quarter allotted to him or any portion thereof, in violation of which he/she shall without prejudice to any other action that may be taken against him/her be charged rent as provided in the section 118 of VSSUT first statutes, 2010 for the period of such subletting. Beside, his/her allotment will be cancelled and he/she will be deprived of getting a quarter for a period the Vice Chancellor consider adequate and proper. Further, legal action shall be taken against the allottee .Violating of rule 22 shall be treated as subletting.
- 26. Erecting unauthorised structures, in any part of the quarters and its premises is forbidden and shall merit such disciplinary action has the authority may deemed fit.
- 27. Extension, addition or alteration to the quarters for a portion thereof, cannot be done by the occupant without the written permission of the Vice Chancellor. Tampering with the water supply, electrical connections to the quarters or its premises or committing any act of causing inconvenience to occupants of the adjoining quarter is strictly forbidden and shall merit such punishment has the authority is may deem fit.
- 28. If any question arises on the interpretation of these rules the decision of the Vice Chancellor shall be final
- 29. For all matters pertaining to allotment of quarters, the decision of the Vice Chancellor shall be final and legally binding. However the recommendation of the house allotment committee should be taken into consideration by the Vice Chancellor while allotting quarters to the employee of the University.
- 30. Rules as per the first statutes 2010 of Veer Surendra Sai University of Technology, Odisha Chapter -7: Residence, shall also be followed, relating to Allotment of residence, Retention of residence, Assessment and payment of license fee and unauthorised occupation.

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