



स्वामी राम हिमालयन विश्वविद्यालय
Swami Rama Himalayan University

**PROCEDURE FOR ALLOTMENT AND
MAINTENANCE OF RESIDENTIAL
ACCOMMODATION PROVIDED BY THE
UNIVERSITY**

Approved by the Board of Management in its 10th Meeting held on
21st January, 2016

Swami Rama Himalayan University

Swami Ram Nagar, Jolly Grant- 248 016, Dehradun, Uttarakhand

SWAMI RAMA HIMALAYAN UNIVERSITY

Procedure for Allotment & Maintenance of Residential Accommodation provided by the University

1. This procedure shall be called “Procedure for Allotment & Maintenance of Residential Accommodation provided by the University”.
2. This procedure shall be deemed to have come into force from the date it has been approved by the Board of Management of the University.

3. Classification of Residences:

The residences are classified in categories like A, B, C, D & E based on the number of rooms available in each accommodation. The categorization of residences is subject to revision.

4. General Eligibility Criteria for allotment of Residence:

- 4.1 Faculty member(s)/Staff employed in essential/emergency services will be given priority in allotment of accommodation.
- 4.2 For other categories of regular Staff/Faculty member(s), provision of accommodation will be subject to availability of houses.
- 4.3 The criteria for allotment of different categories of residences will be based on the eligibility & seniority of the employee.

5. Application for Allotment:

The employee desirous of an accommodation should submit his/her application to the HR Department through proper channel. The application will be kept on record and allotment of vacant residences will be made by duly constituted ‘House Allotment Committee’ on the basis of the seniority list and eligibility of the employee. Mere submission of application cannot be construed as a matter of right to allotment of accommodation.

The HR Department will communicate the allotment information to the concerned employee(s). In case an allottee fails to accept the allotment or does not move into the allotted residence within the stipulated time period, as mentioned in the allotment order, his/her allotment shall automatically stand cancelled and such an employee will be eligible for re-allotment only after a period of one year. The residence in question will then be allotted to the next eligible employee in waiting.

The University reserves the right to cancel/withdraw allotment of the allotted accommodation at any time without assigning any reason thereof.



Registrar

Swami Rama Himalayan University

6. Change of Residence:

An allottee may apply for a change of a similar type residence after a period of one year from the date of possession of the current residence. It shall be at the discretion of the Appropriate Authority to permit change of residence. Such a change will not be permitted more than twice in the service period.

Where an allottee, in possession of one residence, is allotted another residence the allotment of the old residence will be deemed cancelled from the date of possession of the new residence. However, he/she can retain the old residence upto 15 days for shifting purpose. If the allottee delays the shifting beyond this period he/she shall be charged for both the residences for that month and his/her new allotment will also stand cancelled. However, in case the delay is contributed due to requirement of maintenance in the newly allotted residence, the allottee will have to obtain a prior written approval, for extension of the shifting period, from the Appropriate Authority and his shifting period will then be counted from the date of completion of such maintenance.

7. Terms & Conditions of Allotment:

- 7.1 A monthly rent & maintenance charges, as applicable, shall be recovered from the salary of the allottee. The charges are subject to revision from time to time. There is no provision of deduction of maintenance charges on proportionate basis in case wherein the allottee takes possession of the accommodation on any date of the month.
- 7.2 The allottee shall pay the electricity, water and other charges as per his/her actual consumption.
- 7.3 The allottee shall not make any additions/alterations to the allotted accommodation, water & electricity connections or otherwise tamper with any part/portion of the residence and fittings. However, the University may decide for identical alteration or addition in a group of identical houses.
- 7.4 The allottee shall report the defects in the residence to the Engineering Department. Any attempt to rectify any defect by any other means other than them, except with their prior approval, is forbidden.
- 7.5 The allottee shall not plant any fruit tree or other tree without approval of the Competent Authority. The allottee shall not construct any temple, or any other structure in the lawns/kitchen gardens of the allotted residence.
- 7.6 The allottee shall permit access to the authorized officers of the University for inspection of the residence, fittings & installations for repairs and maintenance.

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7.7 The allottee shall sign the inventory of the fixtures and fittings provided in the house at the time of taking possession of the residence. At the time of vacating the accommodation, the allottee shall hand over the items as per the inventory in working condition and the cost of any loss/damage shall be recovered from him/her.

8. Retention of Residence:

The allottee is permitted to retain the allotted accommodation till the time he/she surrenders it or his/her allotment is cancelled or deemed to have been cancelled for any reasons by the University.

9. Retention of Residence - Permissible Period & Admissible Rent:

S. No.	Event	Permissible Period / Admissible Rent
1	Resignation, Dismissal, Termination, Retirement or Unauthorized Absence	One month Rent and applicable maintenance charges.
2	Terminal Leave	A maximum of Six months on applicable rent and maintenance charges.
3	Death of an Allottee	A maximum of Two months without any rent and maintenance charges.
4	Sabbatical Leave	A maximum of Six months with applicable rent and maintenance charges.
5	Study Leave in or outside India	For the entire period of leave but not exceeding one year, without any rent but only on applicable maintenance charges (provided that the employee has signed an agreement with the University). However, if spouse or other family member is also working with the University and residing in the same accommodation the rent shall be charged from such a spouse or family member.

In case of a long leave, the allottee shall surrender the residence from the date of commencement of leave or the end of the permissible period. However, a prior approval from the Appropriate Authority is required if the allottee wishes to retain the accommodation for a further period whose decision shall be final.


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10. Surrender of Accommodation:

The allottee may, at any time, surrender the accommodation by tendering a 10 days prior intimation to the HR Department. The allottee shall hand over accommodation to the Engineering Department at the time of vacation.

11. Maintenance of Residences:

The Engineering Department shall take-over the vacated residence, inspect it for any loss/damages of any of the facilities and record the same on the clearance certificate (No Dues Certificate) for recovery.

The HR & Engineering Department shall conduct a joint inspection of all the vacant residences to assess the maintenance requirements so that only petty repairs, white washing & painting (if due) and the security related repairs remain to be carried out at the time of their allotment.

The Engineering Department shall prepare the maintenance budget and on its approval, take up the necessary repairs, white washing etc. and hand over the keys to HR Department.

12. University reserves the right to interpret, alter, amend, modify, cancel or withdraw any provision made in this allotment procedure without any notice.
13. In case of any dispute, decision of the Vice Chancellor of the University would be final and binding.


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