



DIBRUGARH UNIVERSITY QUARTERS ALLOTMENT RULES 2003

[As recommended by the Quarters' Allotment Committee held on 27.10.2003 and approved by the Executive Council .D.U. vide Resolution No. (32) of the 262nd Meeting]

1. These rules shall be called the Dibrugarh University Quarters Allotment Rules 2003 within the meaning defined hereinafter.
2. These shall come into force from the date of approval of the Executive Council, Dibrugarh University and shall, except as may be specifically provided otherwise by the term of existing on and appointed after date provided that the University employees shall be governed by the special rules for those purposes as provided hereafter.
3. In these rules there may be anything repugnant in content, words and expression defined below shall have the meaning hereinafter, explained.
4.
 - i. Employees' means an employee of Dibrugarh University as defined in Dibrugarh University Act 1965 (amended upto date).
 - ii. 'Seniority' means the seniority of an employee as defined under clause 4(iii), Clause 4(iv) and 5(v).
 - iii. Seniority of teachers means the Seniority on the basis of date of joining in regular post of a teacher in the University.
 - iv. Seniority of Officer means the seniority ascertained on the basis of date of joining as Officer on promotion or on direct recruitment irrespective of cadres.
 - v. Seniority of Grade III and Grade IV employees means the seniority on the basis of their date of joining in their respective post in grade on Regular basis.
 - vi. Regular post/service mentioned herein above means employee appointed to a post/service on regular basis.
 - vii. Seniority as defined here in above for allotment of Quarters shall not include the Registrar, Controller of Examinations, Inspector of colleges, Director of College Development Council, Officer, Dy. Registrar (Admn) in charge of Dibrugarh University Campus ,Resident Medical Officer, Quarters

earmarked for the Officers mentioned herein above are meant exclusively for them.

- viii. 'Retirement' means termination of Service of an employee on attaining the age of 60(sixty) years, on completion of term under provisions of D.U. Act or on termination of service of an employee by the authorities of the University on specific ground.
 - ix. 'Lien' means the period of leave allowed to an employee to held substantively either immediately or on termination of a period or periods of absence in a permanent post under the University to which he has been appointed substantively.
 - x. 'Rent' means the amount fixed by the University to be payable by the occupant on monthly basis.
 - xi. 'Allotment Committee' means a committee duly constituted by the Vice-Chancellor, Dibrugarh University with the Presidents of Teachers, Officers and employees of the recognized Association/Union of the University and two members to be maintained by the Executive Council, Dibrugarh University.
5. Every year during the month of January, the University Administration on the basis of availability/probable availability during the year shall invite application from employees/Officers teachers on a format (as in Annexure: I) to be supplied by the office.
 6. Allotment Committee shall consider the applications on the basis of seniority in service as defined in these rules and prepare a list of allottees (with waiting list). The list shall be valid for the calendar year.
 7. The applications for quarters with better amenities, from employees already living in quarters shall be entertained only once on the basis of seniority bur repair/renovation of such changed quarter(s) has to be undertaken by the allottee .
 8. No occupant shall modify or damage the existing structure of the quarters allotted to him/her. For authorized alteration/willful damage, the University administration shall charge double the amount estimated (by University Engineer) and deduct the amount from salary/Leave Salary/Gratuity, etc. due to him/her.
 9. The allottee shall inform the administration his/her willingness to occupy the allotted quarters within 15 days. Willing employees must occupy the quarters within 1 (one) month from the date of issue of the order. If he/she fails to occupy the quarters within a month, the allotment shall automatically stand cancelled and the quarters shall be allotted to persons from the waiting list already prepared. In no case and under no circumstances it shall be allowed to be occupied by any other occupant of other quarters of the University or any other party by way of mutual exchange or subletting.

10. On retirement, an employee (quarters occupants of all categories) of the University shall be allowed to continue his/her occupation of the University quarters for a period not exceeding 3(three) months from the date of his/her retirement or on leaving the Dibrugarh University service for any other reason. Such period of occupation of quarters shall be extended for another period of 3(three) months or an appeal of submitted by the occupant on special ground to the satisfaction of the University administration. In such case, the occupant shall pay the house rent at the rate of three times the rent paid by him/her prior to his/her commencement of retirement /leaving the Dibrugarh University service. In no case and under no circumstances, the occupant shall be allowed to stay further from the date of expiry of the period so extended. However, re-employed and honorary occupying University quarters at the time of retirement shall also be eligible to stay in the quarters. The case of honorary teachers already occupying University quarters shall be treated individually on the basis of an application to the authority.
11. When an employee (quarter's occupant) is on lien/extra ordinary leave he/she be allowed to continue his/her occupation of the Quarters for a maximum period of two years on payment of rent at the beginning of every month at the cash counter of the university. The duplicate copy of the university money receipt should be submitted to the Planning & Construction Branch.
12. Leave salary/Gratuity, etc. admissible to an employee occupying university quarters shall be released only after he/she vacates the quarters and produce a clearance certificate from the competent authority of University.
13. No application shall be entertained from the employees of the University for at least 3(three) years in case he/she refused to occupy the quarters allotted to him/her by the Quarters Allotment Committee.
14. No application from the employees shall be entertained by the university at least for 3(three) years if he/she vacated the university quarter.
15. In cases not covered by the above rules, decision of the Quarters Allotment Committee shall be binding and final.