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**RULES FOR  
ALLOTMENT OF  
QUARTERS FOR  
THE STAFF  
OF GUJARAT  
TECHNOLOGICAL  
UNIVERSITY**

  
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Gujarat Technological University  
Ahmedabad-382424

**RULES FOR ALLOTMENT OF QUARTERS FOR THE STAFF**  
**OF GUJARAT TECHNOLOGICAL UNIVERSITY, 2007**

1. **Title:-** These rules shall be called the "Rules for allotment of quarters for the Staff of Gujarat Technological University, 2007".
2. **Application and Commencement :-** These rules shall apply to all the Teaching and Non - teaching Staff of the University including those working in, who are the regular/contractual employees of the University. These rules shall come into force with immediate effect.
3. **Definitions:-** In these rules, unless the context other wise requires,--
  - (a) 'Vice-Chancellor' means the Vice-Chancellor of GTU.
  - (b) 'Chairman' means the head of the faculty of GTU Administration. i.e.Registrar
  - (c) 'Registrar' means the Registrar of GTU.
  - (d) 'BOG' means the BOG of GTU.
  - (e) 'Dean' means the head of constituent college of GTU.
  - (f) 'Estate officer' means the 'OSD/Estate' of GTU.
  - (g) 'University' means the GTU with all its Constituent Colleges.
  - (h) 'Staff' means the regular Teaching and Non-Teaching employees of GTU.
  - (i) 'Staff Quarters' means the houses / quarters situated within the Chandkheda Main Campus of GTU at Chandkheda and earmarked for allotment to the regular/contractual employees.
4. **Classification of categories:-** For the purpose of allotment of quarters, the staff members of the University are classified into four categories as indicated below:-
  - (i) Priority category
  - (ii) Essentiality category
  - (iii) Seniority basis

  
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**5. Allotment of quarters:-**

The allotment of quarters to the various categories listed in Rule 4 will be made based on the following conditions and for every one allotment of quarters for each classification (Type of quarters) under Rule 5.1, 5.2 and 5.3.

Where there is no request for allotment under Rule 5.1 before the Quarters Committee all vacancies shall be allotted under Rule 5.2 and 5.3.

**5.1 Priority Category - University Level Officers:-** University Level Officers mentioned in the Act (The GTU Act, 2007) as furnished below are entitled for residential accommodation in the quarters from the date of assuming office :

1. Vice-Chancellor
2. Registrar
3. Chief Accounts Officer
4. Controller of examinations


The Vice-Chancellor's quarters is a designated quarters and the same is post attached. The quarters would be made available to the University level officers other than the Vice-Chancellor and the Registrar on their request. Except the Vice-Chancellor all the other officers mentioned above shall pay the rent and other charges as per rules in force from time to time on occupation.

**5.2 Essentiality Category**

The category of staff whose services are essential for effective functioning of the University are to be considered for allotment of quarters on priority basis as decided by the Quarters Committee. The category of post are identified in **Annexure – I** and the allotment would be given on preference over the categories mentioned in Rule 5.3, on rotational basis given in Rule 5 subject to condition that.

- i) the quarters are available for allotment.
- ii) the allotment would be considered on their application in the prescribed format.
- iii) he / she does not own a house / flat either in his / her name or in the name of the spouse within 8 Kms. radius of the respective Campus where he / she is posted.

  
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- iv) the allotment of quarters would be made in the Campus where he / she is posted.

### 5.3 Seniority Basis

Staff of GTU on permanent or contractual basis but those are not under essentiality category are also entitled for allotment of quarters on the basis of seniority of application but not on the basis of seniority in age & service. Allotment of quarters on seniority basis can be considered based on the following conditions:

- i) subject to the availability of quarters after fulfilling the requirements on rotational basis as mentioned in Rule 5.
- ii) he / she does not own a house / flat either in his / her name or in the name of the spouses within 8 Kms. radius of the respective Campus where he / she is posted.
- iii) their application is enclosed with specific recommendation from the Unit Heads concerned.

6. **Application procedure:-** The staff members seeking allotment shall apply in the form prescribed in **Annexure – III**. The applicant should renew the registration by 31<sup>st</sup> March every year in the form prescribed in **Annexure - IV** failing which his / her registration stands cancelled automatically.

Once he/she gets allotment of quarters the registration gets cancelled automatically.

7. **Register of Applications:-** The applications of staff members as per Rule 6 received through the Head of the Department / Division or Heads of Centres / Units, shall be forwarded to the Estate Officer within one week from the date of receipt. The date of receipt of the application in Estate Office will be the date of registration. Estate Officer shall maintain separate Registers for each category and periodically display the seniority list in the month of April every year and also before every Quarters Committee meeting. Once the quarter is allotted there shall be no change except committee's approval.

8. **Change of Quarters:-** Once the quarter is allotted there shall be no change except committee's approval. The change of quarter shall be considered as prescribed in **Annexure-IV**.

  
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9. **Quarters Committee:-** A Committee called as 'Quarters Committee' shall be constituted with the following members:

Hon. Vice Chancellor / <sup>HON. V.C</sup> <i>Nominee</i>	: Chairman
Chief Accounts Officer	: Member
Dy. Director, Establishment	: Member
Legal Officer/OSD	: Member
Estate Officer/OSD	: Member Secretary

The Quarters Committee will meet at least once in three months to perform the following functions :

- To review the rules and guidelines periodically and suggest changes if required.
- To scrutinise applications and recommend for allotment of quarters as referred in Rule 5.2 to 5.3.

On directions from the Chairman, the Member Secretary shall convene the meeting as and when required and submit the vacancy position under each category of quarters along with the requisitions for allotment of quarters. The Convener shall record the proceedings of the meetings and the recommendations of the Committee shall be forwarded to the Vice-Chancellor's decision.

10. **Authority:-** The Vice-Chancellor has the authority to decide on the recommendations of the Quarters Committee with regard to the allotment of quarters. The Vice-Chancellor's decision is final and binding on all concerned.

11. **Conditions for Allotment:-** The terms and conditions for allotment of quarters under all categories are prescribed in the **Annexure – V**.

However, the applications for registration / renewal of quarters for all categories referred in Rule 5.2 and 5.3 will not be considered if, the employee has indulged in any action / activity which is detrimental to the interest of the University.

12. **Cancellation of allotment :-** In the case of an employee who is residing in the quarters, the allotment is liable to be cancelled if,

- the allottee indulges in any action / activity which is detrimental to the interest of the University.

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- b) the allottee indulges in activities such as gambling, unruly behaviour, misconduct of any kind, noise pollution, eve teasing etc.
- c) they sublet or transfer the residence allotted to him / her or any portion thereof.
- d) they use the quarters for any other purpose except as residence for his / her family and dependent parents and fail to maintain the premises and compound if any, attached thereto in a clean and hygienic condition.
- e) the allottee keeps cattle, dog, etc. which may cause nuisance to the other residents in the Campus.
- f) the allottee makes any additions or alterations to the building or tamper with fitting or electrical installations or make any unauthorised construction or extension to the electrical or water supply lines without obtaining specific permission from the Estate Officer.

**13. Retention of Quarters:-** The University may at its discretion, on written request from the residents, permit an allottee or his family to continue to stay in the quarters allotted to him / her for a period as stipulated and on payment terms as detailed below in the following cases:

Sl. No	NATURE OF RETENTION	PERIOD ALLOWED	RATE OF RENT
1.	Retirement on superannuation.	3 Months	One and half times the normal rate of rent last paid.
2.	Voluntary retirement.	3 Months	One and half times the normal rate of rent last paid.
3.	Death while in service.	3 Months	Normal rate of rent last paid.
4.	Leave on outside assignment etc.	Upto 6 Months	Normal rate of rent.
		6 to 12 Months	Two times the normal rent.

Overstay in the quarters will attract penal rent at 3 times the normal rate of rent for maximum additional 3 months which is charged as standard rent beyond which action will be initiated to evict from there quarters and rent will be charged as economic rent or market rent as decided by the committee members.

**(a) The rent for the permanent and contractual staff members.**

Sr.No.	Quarters category	Normal monthly rent (flat rate)	Standard rent	Economic rent	Market rent
1	E-1	Rs.800/-	Rs.2400/-	Rs.4800/-	Rs.36000/-

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The permanent/contractual staff members who are getting HRA (House Rent Allowances) has to pay the normal monthly rent of **Rs.800/-** while the staff members who are not getting HRA (House Rent Allowances) has to pay monthly rent of **Rs.7200/-** which shall be deducted from the salary every month as per the rules force from time to time. The quarter holders will not be entitled for HRA. The employee or the officer will have to pay actual charges of Gas and electricity.

**14. Taking over and Handing over:-** The Estate Officer or his nominee shall be the competent authority either to hand over or take over the quarters on allotment / vacation as the case may be. The allottees are required to sign in a register maintained for this purpose both at the time of allotment and vacating the quarters.

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(Hon. Vice Chancellor)

**ANNEXURE- I**

**POSTS IDENTIFIED AS 'ESSENTIALITY CATEGORY'**

**OFFICIALS**

1. Director & Deans
2. Professor & Associate Professor & Asst. Professor
3. Dy. Registrar
4. Internal Auditor
5. Legal Officer
6. Estate Officer
7. OSD (All Departments)
8. Dy. Directors
9. Dy. Engineer
10. Asst. Registrar
11. Research Coordinator & Research Associate
12. System Analyst & Programmer
13. Account Officer, Admin/Account Officer, Accountant & Dy. Accountant
14. Office Superintendent
15. Store Officer

  
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**ANNEXURE – II**

**CLASSIFICATION OF STAFF QUARTERS AND ELIGIBILITY**

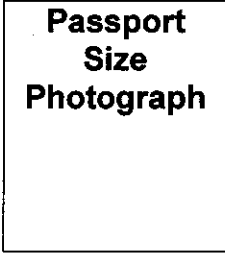
Sl. No	Name of Quarters	Identification	No. of Qtrs	Reserved / Recommended for
1.	VC's Bungalow	Vice Chancellor bungalow	1	Vice-Chancellor
2.	Registrar's Bungalow	Registrar bungalow	1	Registrar
3.	GTU Staff Quarters	E1	40	(A) Director/Dean/Dy.Registrar / CAO/COE/Professors/ Associate Professors / Assistant Professors / Internal Auditor/Research Coordinator/ Asst.Registrar/ Account Officer / Dy. Director/ OSD/ Dy.Engineer/System Analyst/ Programmer/ Admin-Account Officer / Research Associate/ Office Superintendent/ Accountant/ Store Officer/ Dy.Accountant (Permanent/Contractual Essential category)  (B) Technical Asst., Research Asst., Admin Asst., Sr. & Jr.Clerk, Computer Operator, Data Entry Operator or posts not mentioned in essential category. (Permanent/Contractual Seniority category)
		<b>Total</b>	<b>42</b>	

  
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**ANNEXURE- III**

**FORM OF APPLICATION FOR ALLOTMENT OF STAFF QUARTERS**



1. Name of the Applicant :
2. Designation :
3. I.D. Card No. :
- 3(A). Aadhar card no. :
4. Scale of Pay :
- 4(A). Contractual Pay :
5. Name of the Department / Division / Unit :
6. Date of Joining to GTU  
(Copy of orders to be enclosed) :
7. Nature of appointment  
Permanent/On Probation/ Contractual. :
8. Date of Birth :
9. Present residence address :
10. Permanent residence address :
11. Name of family members and their  
relationship with the applicant. :

Name of person

Relation with applicant

Date :

Signature of the applicant

  
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**DECLARATION**

I,----- S/o / D/o / W/o-----  
-----, am working as -----  
-----in GTU and have been temporarily allotted Quarters No:-----  
under-----Category, do hereby execute this undertaking and certify to  
the Registrar, GTU the following:

1. I have read the above conditions for allotment of quarters carefully and understood the contents with clarity.
2. I fully and whole heartedly agree to all the above conditions.
3. I will fully abide by the above rules and conditions strictly.

Signature

Name :

Designation :

**OFFICE USE**

1. Date of receipt of Application :  
2. Category of post : Teaching / Non-teaching  
3. Registration : Sl. No. Page No.

Date :

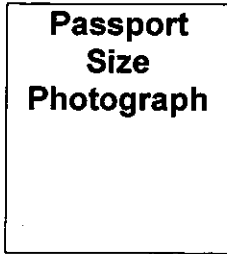
**ESTATE OFFICER**

  
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**ANNEXURE- IV**

**FORM OF APPLICATION FOR CHANGE OF QUARTERS/RENEWAL**




1. Name of the Applicant :
2. Designation :
3. I.D. Card No. :
- 3(A). Aadhar card no. :
4. Scale of Pay :
- 4(A). Contractual Pay :
5. Name of the Department / Division / Unit :
6. Date of Joining to GTU :  
(Copy of orders to be enclosed)
7. Nature of appointment :  
Permanent/On Probation/ Contractual.
8. Date of Birth :
9. Present Quarters No. :
10. The present quarters was allotted during : Month : Year:
11. Tenure in the present Quarters : \_\_\_\_\_ Years
12. Type of Quarters opted for :
13. Reason for the change of Quarters :

Date :

Signature of the applicant

  
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**OFFICE USE**

1. Date of receipt of Application :  
2. Category of post : Teaching / Non-teaching  
3. Registration : Sl. No. Page No.

**Date :**

**ESTATE OFFICER**

  
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## ANNEXURE – V

### CONDITIONS FOR ALLOTMENT OF QUARTERS

1. The allotment is purely temporary and liable to be cancelled at any time when the quarters is required for University purpose and the allottee shall vacate the quarters at one month notice.
2. The quarters should be occupied immediately on receipt of allotment order so as to avoid the loss to GTU.
3. The allottee shall be required both at the time of occupation and vacation of the quarters to sign an inventory of the fittings and fixtures available with the Dy. Engineer (Civil), Assistant Engineer (Electrical), Estate Office.
4. The liability of rent will commence within 15 days from the date of allotment or from the date of taking possession whichever is earlier.
5. The allottee shall be personally responsible for the payment of rent thereof and for any damage beyond fair wear and tear caused thereto or to services provided therein during the period for which the residence has been and remains allotted to him / her.
6. The rent will be deducted from the pay every month as per rules in force from time to time plus charges towards amenities provided, if any and the allottee has to pay the electrical consumption charges at the rate fixed by the University / T.N.E.B. from time to time.
7. No allottee shall sublet or transfer the residence allotted to him / her or any portion thereof.
8. The allottee should not use the quarters for any other purpose except as residence for his / her family and dependent parents and shall maintain the premises and compound if any, attached thereto in a clean and hygienic condition.
9. The allottee shall not keep cattle, dog, etc. which may cause nuisance to the other residents in the Campus.
10. The allottee shall not make any additions or alterations to the building or tamper with fitting or electrical installations or make any unauthorised construction or extension to the electrical or water supply lines without obtaining specific permission from the Professor & Estate Officer.
11. Activities such as gambling, unruly behaviour, misconduct of any kind, noise pollution, eve teasing, indulgence in illegal activities will attract forceful eviction from the quarters and disciplinary action without any warning.
12. The University may at its discretion permit, on written request, an allottee or his family to continue to stay in the quarters allotted to him / her beyond the date of retirement, death while in service etc. for a period as stipulated and on payment terms as detailed below:

  
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Sl. No	NATURE OF RETENTION	PERIOD ALLOWED	RATE OF RENT
1.	Retirement on superannuation.	3 Months	One and half times the normal rate of rent last paid.
2.	Voluntary retirement.	3 Months	One and half times the normal rate of rent last paid.
3.	Death while in service.	3 Months	Normal rate of rent last paid.
4.	Leave on outside assignment etc.	Upto 6 Months	Normal rate of rent.
		6 to 12 Months	Two times the normal rent.

Overstayal in the quarters will attract penal rent at 3 times the normal rate of rent for maximum additional 3 months beyond which action will be initiated to evict them from the quarters.

13. In case of any dispute amongst the residents, written complaints may be sent to the Quarters Committee which shall adjudicate the matter. However, the decision of the Vice-Chancellor is final and binding on all concerned.
14. As far as the meaning and interpretation of these rules are concerned, the decision of the Vice-Chancellor is final and binding.

  
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