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


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Registrar
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 31st 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 / ^{HON. V.C} <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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