



**NATIONAL LAW UNIVERSITY AND JUDICIAL ACADEMY,  
ASSAM  
HAJO ROAD, AMINGAON  
GUWAHATI - 781031**

**GUIDELINES FOR ALLOTMENT  
OF  
ADMINISTRATIVE STAFF (GRADE III & IV) QUARTERS**

1. SHORT TITLE AND APPLICATION:

- a) These rules/ guidelines may be called the rules for allotment of all residential quarters/ flats in National Law University and Judicial Academy, Assam.
- b) Additions/ amendments can be made on the recommendations of the concerned allotment committees in their periodic meetings and shall take effect from the date these are approved by the Vice-Chancellor.

2. DEFINITIONS:

"Allotment" means grant of entitlement to a University employee to occupy a residential quarter/ flat or a portion thereof, owned by the University for use by him as a tenant.

"Cadre" means the designation of the employee for the purpose of determining eligibility for a class of residence.

"Family" means the wife or husband, as the case may be, and children, stepchildren, legally adopted children, parents, brothers and sisters of the employee as ordinarily reside with, and are dependent on the employee.

"University" means the National Law University and Judicial Academy, Assam.

"Rent" means the sum of money payable monthly by an allottee for the use of residential quarter/flat and can be changed from time to time.

"Residence" means any residential quarter/flat under the administrative control of the University.

"Subletting" means letting of a residential quarter/flat by an allottee to any other person without the knowledge of University.

"House Allotment Committee" means a Committee constituted by the Vice Chancellor to consider the application of the University employees for a certain quarter/flat on first cum first basis.

\*"Employee" means whole time University employee appointed on regular basis and does not include persons appointed under projects, schemes or on an Ad-Hoc/Casual basis.

\*EXPLANATION: Employees on deputation to the University and re-employed staff holding essential position/post shall be considered for allotment.



### 3. CONSTITUTION OF HOUSE ALLOTMENT COMMITTEE:

There shall be a House Allotment Committee (HAC) constituted by the Vice-Chancellor.

Quorum: Two third of the members shall form the quorum.

Functions: The house allotment committee shall:

- a. Recommend allotment of residential quarters/flats to the desirous employees on first-cum-first served basis.
- b. Ensure proper utilization of residences;
- c. Recommend cancellation of allotment of a deceased or defaulting allottee and recommend its allotment to the next in queue;
- d. Consider all other matters relating to the University residential quarters/flats as may be referred to it from time to time.

Explanation: The House Allotment Committee shall at least meet once in three months and the recommendations thereof shall become effective after these are approved by the Vice-Chancellor. An appeal against the decision of the House Allotment Committee shall lie with the Vice-Chancellor.

### 4. APPLICATION FOR ALLOTMENT:

A permanent employee of the University can apply for allotment of university accommodation/better accommodation on a prescribed form (refer Annexure A). The Registry shall maintain the proper record of all such employees in respect of each category/cadre who apply for residential accommodation or for better accommodation.

### 5. ALLOTMENT PROCEDURE:

Allotment of University accommodation shall be made on first-cum-first served basis. Should there be more than one applicant for the same quarter, then the senior staff member shall be considered for the same. A quarter/flat falling vacant shall be allotted to a desirous and eligible applicant on the following conditions:

- (i) The applicant has applied on the prescribed application form complete in all respects;
- (ii) The applicant shall be allotted a quarter/flat as per the cadre of entitlement.
- (iii) An employee on duly sanctioned leave, unless he/she chooses otherwise may authorize a member of his/her family which includes father, mother, wife & son/daughter to stay in his allotted quarter/flat with a proof of his relationship to be submitted in the office of Registrar.

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## 6. ELIGIBILITY OF HUSBAND AND WIFE:

No employee shall be entitled to any University accommodation if he/she is already putting up in Government or Semi-Government quarter/flat allotted to his/her wife/husband, unless he/she surrenders the same and applies for fresh University accommodation. However, this shall not apply for a couple who have separated under proper judicial procedure.

Where two employees in occupation of separate residences allotted under these rules marry each other they shall within one month of the marriage surrender either of the residences allotted to them, failing which their right to allotted University accommodation shall automatically freeze.

## 7. ALLOTMENT IN URGENT & DESERVING CASES:

(i) In case of emergency, the Allotment Committee or Chairman, Allotment Committee shall recommend allotment of a quarter/flat to an employee of University to the Vice-Chancellor and Vice-Chancellor shall have the power and discretion to allot maximum of 20% of the available/vacant quarters in respect of each category in a year to the employee of the University out-of-turn, subject to the fulfilment of following conditions by the employee:

1. Employee shall submit an application along with the prescribed application form in the Registrar Office.
2. Shall have deposited the required application fee in the Registrar Office.
3. Shall have to submit a proof of his substantive/contractual appointment.
4. The employee shall be entitled for the type/category of accommodation he/she has requested.

(ii) The following category of employees shall be entitled for out-of-turn accommodation:

1. Non-Teaching employees working in essential services e.g. medical staff working during night hours, drivers who are attached with the Health Centre/Registrar/Vice-Chancellor's Office.
2. Any other employee who has met natural disaster like fire, flood, earthquake etc.
3. Other conditions as determined by University from time to time.



8. **NON-ACCEPTANCE OF OFFER OF ALLOTMENT OR FAILURE TO OCCUPY THE ALLOTTED HOUSE AFTER ACCEPTANCE OF OFFER:**

If any employee fails to accept the offer of allotment of allotted quarter/flat within 15 days and/or fails to physically occupy for use within one month, the allotment shall stand cancelled and will be allotted next in queue. If the said employee later on desires to avail the University accommodation, he/she shall have to apply a fresh.

9. **PERIOD OF RETENTION OF UNIVERSITY ACCOMMODATION:**

A quarter/flat allotted to an employee may be retained by him/her for the period mentioned below after his/her resignation, retirement, leave etc.

Events	Permissible period for retention of the University accommodation
Resignation, dismissal/ removal or termination of service or unauthorized absence from University.	Two months (The employee shall have to pay the electricity charges, rent, water and other charges as per the norms).
Retirement or repatriation to the parent organization on completion of tenure of appointment or death of allottee.	Six months (The employee shall have to pay the electricity charges, rent, water and other charges as per the norms).
Leave(Study leave /sabbatical leave or another type of leave)/ deputation/period of lien	Full period of leave/ deputation/ lien subject to maximum of five years (The employee shall have to pay the electricity charges, rent, water and other charges as per the norms).

**Explanation:**

- (i) A retired University employee can retain the University accommodation at the most for six months only as mentioned in the above table. If he/she is re-employed again for a particular period and is in need of University accommodation, he/she shall have to apply afresh and his/her case shall be decided accordingly by the allotment committee. The re-employed person cannot retain the same accommodation which was allotted to him as permanent employee of the University.

- (ii) If the retired employee is re-employed on consolidated basis for a period more than six months and if he/she is allotted University accommodation, then after the expiry of six months from the date of his/her retirement, he/she shall have to pay the electricity charges, rent, water and other charges as per the norms and amount equivalent to House Rent Allowances (HRA) as was admissible to the employee at the time of retirement.
- (iii) In case of happening of any of the events mentioned in the table above, the concerned employee has to submit an application to the Registrar that he/she wants to retain the University accommodation for the period mentioned in the table. Otherwise, it will be assumed that the concerned employee is not interested or in need to retain the allotted accommodation and the said quarter/flat will be allotted to the employee next in queue.

#### 10. CHANGE OF QUARTER/ FLAT:

An allottee who is in actual occupation of a quarter/flat may apply only once for a change to another quarter/flat of the same type or a type to which he/she is entitled/eligible. However, the allottee has to submit an application in the prescribed form for change of quarter/flat (refer Annexure-B).

The allottees can only once mutually exchange their quarter/flats in their respective cadre/type provided they seek prior permission from the University authorities. No such mutual exchange shall be permitted at the time of surrendering the University accommodation by either of the allottee.

#### 11. PROPER MAINTENANCE OF QUARTER/ FLAT :

The employee to whom a quarter/flat has been allotted shall:

- a) Maintain it to the satisfaction of the University;
- b) Keep it in such a manner that it does not become public nuisance;
- c) Carry out no structural changes on its own.

#### 12. SUBLETTING AND SHARING OF QUARTER/ FLAT :

- a. The University accommodation shall not be sublet by the allottee to any of his relatives/friends or employee of the University.
- b. The allottee can share the part of University accommodation with other employee of the University only with the permission of the Vice-Chancellor in exceptional and deserving cases.

**13. PAYMENT OF CHARGES TO AVAIL UNIVERSITY ACCOMMODATION FACILITY:**

An allottee shall pay the following charges during the occupation of a quarter/flat:

- a. Monthly *Electrical Charges* as per actual bill amount.

(Note: HRA will be demitted from the monthly salary of staff who opt to avail of the university accommodation facility).

**14. CONSEQUENCES OF BREACH OF RULES & REGULATIONS:**

- a. If an allottee violates the terms of agreement by affecting any unauthorized structural change in the quarter/flat, fails to pay the rent and other dues, sublets the quarter/flat to any relative/friend on his own, his/her allotment shall be cancelled forthwith, without any provision of appeal in the court of law.
- b. If any employee forcefully/illegally occupies the University accommodation without any proper allotment order, the office of the Chief Proctor shall vacate the employee within 24 hrs of its illegal occupation. Such employee shall be disqualified/shall not be eligible for any type of University accommodation during his/her services in the University.

**15. INTERPRETATION OF RULES:**

If any question arises regarding the interpretation of these rules, it shall be referred with due recommendations of Allotment Committee to Vice Chancellor for final decision.

**16. INVENTORY OF RESIDENCE:**

The employee who has been allotted a residence shall sign an inventory of fixtures and fittings at the time of taking over the possession of residence (refer Annexure-C).



**17. SURRENDER OF UNIVERSITY ACCOMMODATION:**

An allottee can surrender a quarter/flat under his/her occupation by intimating to the Registrar's Office (refer Annexure-D). If the allottee surrenders the quarter/flat before 15<sup>th</sup> of the month, no HRA shall be deducted. However, if the quarter/flat is surrendered after 15<sup>th</sup> of the month, all charges including HRA as applicable under rules shall be deducted.

**18. ISSUANCE OF NO DEMAND CERTIFICATE (NDC) :**

A retired/ retiring teacher/ officer / official shall submit the application in the prescribed format (refer Annexure-E) for issuance of NDC by the Registrar's Office provided he/she has surrendered the allotted quarter/flat.

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**NATIONAL LAW UNIVERSITY AND JUDICIAL ACADEMY, ASSAM**  
Hajo Road, Amingaon, Guwahati - 781031

**APPLICATION FOR ALLOTMENT OF QUARTERS**

1. Name of the applicant : .....
2. Designation : .....
3. Department : .....
4. Scale of Pay : .....
5. Caste (if SC/ST/OBC(NC)  
copy of certificate duly attested  
by officer to be enclosed) : .....
6. Date of Appointment : .....
7. Date of Birth : .....
8. Whether married. If so, whether  
Husband/Wife has been allotted  
Quarters : .....
9. Type of Quarter applied for : .....

**Declaration**

I,..... hereby agree to abide by the rules of allotment and conditions for use the accommodation allotted to me.

Date:

Signature of the applicant



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**APPLICATION FOR CHANGE OF QUARTERS**

1. Name of the applicant : .....
2. Designation : .....
3. Department : .....
4. Scale of Pay : .....
5. Caste (if SC/ST/OBC(NC)  
copy of certificate duly attested  
by officer to be enclosed) : .....
6. Date of Appointment : .....
7. Date of Birth : .....
8. Whether married. If so, whether  
Husband/Wife has been allotted  
Quarters : .....
9. Type of Quarter occupied by applicant : .....
10. Type of Quarter sought by applicant : .....
11. Reason for requesting change of Quarter : .....
- .....

**Declaration**

I,..... hereby agree to abide by the rules of allotment and conditions for use the accommodation allotted to me.

Date:

Signature of the applicant



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# Form for handover of Accommodation and Inventory List

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The Tenant has received ..... keys to the accommodation

Electricity meter reading on handover: ..... date: .....

The Tenant has noted the following problems/issues on handover:

### INVENTORY LIST:

Object	Note

Signature of Tenant

Registrar



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**APPLICATION FOR SURRENDER OF QUARTERS**

I, Mr./Mrs./Ms. \_\_\_\_\_ hereby surrender quarter no. \_\_\_\_\_ which I have been occupying since \_\_\_\_\_. Herewith, the keys to the quarter, \_\_\_\_\_ copies, is submitted. All fitting and fixtures of the quarter are in working condition (except natural wear and tear). Should the University detect any major damage to the structure of the quarter after the same is handover by me, I Mr./Mrs./Ms. \_\_\_\_\_ shall be liable to compensate for the damage.

Date:

Signature of the applicant



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**FORM OF NO DEMAND CERTIFICATE**

Mr./Mrs./Ms. \_\_\_\_\_

has surrendered staff quarter no. \_\_\_\_\_. All fittings and fixtures are in good condition (except natural wear and tear) and there is no outstanding due against him/her in so far as university staff quarter in concerned.

**Registrar**