

बिहार कृषि विश्वविद्यालय, सबौर, भागलपुर

आवास आवंटन नियमावली

2017

BIHAR AGRICULTURAL UNIVERSITY, SABOUR, BHAGALPUR

**REGULATION FOR ALLOTMENT OF RESIDENTIAL ACCOMMODATION, 2017**

**1.0 SHORT TITLE, COMMENCEMENT AND APPLICATION**

1.1 These Regulations framed as specified under section 10 (i) read with section 37.1(ii) of Bihar Agricultural University Act, 2010 shall be called THE BIHAR AGRICULTURAL UNIVERSITY (Residential Accommodation) REGULATION, 2017.

1.2 This regulation shall come into force with immediate effect.

1.3 Unless otherwise specifically provided, these regulations shall apply to:-

- i. All University employees whose conditions of service the University is competent to prescribe,
- ii. Employees of the State Government, Central Government / and of other bodies who are on deputation to the University, and
- iii. All campuses of the University including its stations and sub-stations.

1.4 In these regulation unless the context otherwise requires:-

- i. 'Allotment' means the grant of a license to occupy a residence in accordance with the provisions of the regulations.
- ii. 'Family' means the wife or husband, as the case may be, and children, step children, legally adopted children, and parents, unmarried brothers or sisters as ordinarily reside with and are dependents on the employee.
- iii. 'Eligibility date' of an employee is related to a type of residence to which he/she is eligible and earliest date from which he/she has been continuously drawing pay relevant to a particular type in a post under the University except for priority allotment, provided that where the eligibility date of two or more employees is the same. The seniority among them shall be determined by the amount of pay the employee in receipt of higher pay taking precedence over the one in receipt of lower pay, and where their pay is equal by the length of service, and where their length of service and amount of pay is equal, the seniority for house allotment would be decided from the panel of appointment.
- iv. 'Rent' means and includes the license fee i.e. the sum of money payable monthly in respect of a residence allotted under these regulations.
- v. 'Residence' means any residence under the administrative control of the University.
- vi. 'Subletting' includes sharing of accommodation by an allotted with another person with or without payment of rent by such other person beyond as defined in 1.4 (b).
- vii. 'Pay' means the GP/AGP for the purpose of allotment of residence.
- viii. 'Type' in relation to an employee means the type of residence to which he/she is eligible.
- ix. 'University' means the Bihar Agricultural University, Sabour, Bhagalpur.
- x. 'One year' means financial year from April to March.

- xi. All other words and expression used but not defined in these regulations shall have the meanings respectively assigned to them in the Act, or the Statutes.

## 2.0 ELIGIBILITY FOR RESIDENTIAL ACCOMMODATION

2.1 Providing residential accommodation is not a matter of right or a condition of service. However subject to availability of houses an employee will be eligible for allotment or residential accommodation in accordance with the following:-

(i) an employee owing a house either in his / her own name or in the name of his wife or her husband, or in the name of his/her son or daughter or any other member of his/her family, or in the name of any other person depending upon him/her within local limits, i.e. within a radius of 8 K.M of the working campus, shall not be eligible for allotment of any house except those earmarked or belonging to the "Essential Services" category, with the approval of the Vice-Chancellor.

(ii) Where more than one member of the same family are in the service of the University each one of them will be eligible for housing accommodation according to his/her entitlement except in the case of husband & wife living together.

(iii) Joint occupation of quarter is not permissible. A house is to be allotted to one employee only except in special circumstances, with the approval of the Vice-Chancellor for temporary allotment.

2.2 There shall be a House Allotment Committee for each campus including stations and sub-stations constituted as under:-

### (A). Sabour (HQ) Campus

1. Any Deans/Directors of the University nominated by Vice-Chancellor for one year :Chairman
2. Director Administration :Vice-Chairman
3. Assoc. Dean-cum-Principal, Bihar Agriculture College, Sabour :Member
4. One teachers representative to be elected for one year :Member
5. One Non-teaching employee representative to be elected for one year :Member
6. Estate Officer :Member
7. Executive Engineer of the University H.Q. :Member Secretary

### (B). Bihar Veterinary College, Patna

1. Principal, Bihar Veterinary College, Patna :Chairman
2. One member from amongst the Chairmen/Heads of Department of BVC in alphabetical order of the department for one year : Member
3. One teaching employee representative to be elected for one year. :Member
4. One Non-teaching employee representative to be elected for one year :Member
5. Executive Engineer/Officer nominated by Principal, BVC, Patna :Member Secretary

(C). **Sanjay Gandhi Institute of dairy Technology, Patna**

1. Dean-cum-Director, SGIDT, Patna :Chairman
2. One member from amongst the Chairmen/Heads of Department of SGIDT in alphabetical order of the department for one year : Member
3. One teaching employee representative to be elected for one year. :Member
4. One Non-teaching employee representative to be elected for one year :Member
5. Executive Engineer/Officer nominated by Dean, SGIDT, Patna :Member Secretary

(D). **Agricultural Research Institute, Patna**

1. Regional Director, A.R.I, Patna :Chairman
2. One member from amongst the Chairmen/Heads of Department of ARI in alphabetical order of the department for one year : Member
3. One teaching employee representative to be elected for one year. :Member
4. One Non-teaching employee representative to be elected for one year :Member
5. Executive Engineer/Officer nominated by Regional Director :Member Secretary

(E). **Mandan Bharati Agriculture College, Agwanpur, Saharsa**

1. Assoc. Dean-cum-Principal, MBAC, Agwanpur :Chairman
2. One member from amongst the Chairmen/Heads of Department of MBAC in alphabetical order of the department for one year : Member
3. One teaching employee representative to be elected for one year. :Member
4. One Non-teaching employee representative to be elected for one year :Member
5. Executive Engineer/Officer nominated by the Principal :Member Secretary

(F). **Nalanda College of Horticulture, Noorsarai, Nalanda**

1. Assoc. Dean-cum-Principal, NCOH, Noorsarai :Chairman
2. One member from amongst the Chairmen/Heads of Department of NCOH in alphabetical order of the department for one year : Member
3. One teaching employee representative to be elected for one year. :Member
4. One Non-teaching employee representative to be elected for one year :Member
5. Executive Engineer/Officer nominated by the Principal :Member Secretary

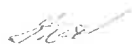








- (G). **Veer Kunwar Singh College of Agriculture, Dumraon, Buxar**
1. Assoc. Dean-cum-Principal, VKSCOA, Dumraon :Chairman
  2. One member from amongst the Chairmen/Heads of Department of VKSCOA in alphabetical order of the department for one year : Member
  3. One teaching employee representative to be elected for one year. :Member
  4. One Non-teaching employee representative to be elected for one year :Member
  5. Executive Engineer/Officer nominated by the Principal :Member Secretary
- (H). **Bhola Paswan Shastri Agriculture College, Purnea**
1. Assoc. Dean-cum-Principal, BPSAC, Purnea :Chairman
  2. One member from amongst the Chairmen/Heads of Department of BPSAC in alphabetical order of the department for one year : Member
  3. One teaching employee representative to be elected for one year. :Member
  4. One Non-teaching employee representative to be elected for one year :Member
  5. Executive Engineer/Officer nominated by the Principal :Member Secretary
- (I). **Dr. Kalam Agriculture College, Kishanganj**
1. Assoc. Dean-cum-Principal, DKAC, Kishanganj :Chairman
  2. One member from amongst the Chairmen/Heads of Department of DKAC in alphabetical order of the department for one year : Member
  3. One teaching employee representative to be elected for one year. :Member
  4. One Non-teaching employee representative to be elected for one year :Member
  5. Executive Engineer/Officer nominated by the Principal :Member Secretary
- (J). **Stations /Sub-Stations**
1. Controlling Officer/Station In-charge :Chairman
  2. One member from amongst the Officers in alphabetical order of the discipline for one year : Member
  3. One teaching employee representative to be elected for one year. :Member
  4. One Non-teaching employee representative to be elected for one year :Member
  5. Executive Engineer/Officer nominated by Regional Director :Member Secretary



**NOTE :-** (i). The Chairman of the House allotment committee of the Sabour Campus/Colleges/Institute/Station/Sub-Stations will be the returning officer for the election of teacher and Non-teacher member of the respective campuses.

(ii). The returning officer shall hold election as per rules framed by the Bihar Agricultural University, Sabour.

(iii). The election shall be completed positively by 31<sup>th</sup> of March every year.

### 3.0 CLASSIFICATION OF RESIDENCE

3.1 Each building or a part there of is classified and categorized as follows:-

Sl. No.	Type of Quarter	Entitlement as per GP/AGP
1	Type-VII	Earmark Quarter for Vice-Chancellor
2	Old B1/1	Earmark Quarter for Assoc. Dean-cum-Principal
3	Type-VI	₹ 10000/- and above
4	Type-V	₹ 7600/- to 9000/-
5	Type-IV	₹ 5400/- to 7000/-
6	Type-III	₹ 4200/- to 4800/-
7	Type-II	₹ 1900/- to 2800/-
8	Type-I	₹ 1300/- to 1800/-

3.2 The Scientist home quarters will be allotted temporarily to the desirous employees entitled for Type 3 and above category quarters without affecting their seniority in the actual category in which they are entitled.

3.3 **Earmarked Quarters:** - At each campuses, one earmarked quarter for Head of the respective institution shall be declared reserved and also for other services as declared by the order of the Vice-Chancellor from time to time.

### 4.0 APPLICATION FOR ALLOTMENT

4.1 Every employee desirous of allotment of residential accommodation shall submit an application in the prescribed form (ANNEXURE I) to the Secretary, House Allotment Committee. The applicant shall also furnish an Undertaking in the form specified in schedule, promising that they would pay rent regularly and vacate the premise whenever asked to do so.

4.2 The applicant shall be listed according to their eligibility date for appropriate category of quarter.

4.3 Because of increase of increment in the pay on or account of promotion, if an employee becomes eligible for the next higher category of quarter he/she should immediately intimate the same through their controlling officer with details to the Secretary, House Allotment Committee and his/her name in that event would be placed at appropriate place in the list of seniority for house allotment.









4.4 On the basis of application received, the Secretary, House Allotment Committee will prepare a list of all employees for the category to which they belong as per their eligibility date for allotment of a quarter by House Allotment Committee.

4.5 An applicant may withdraw his/her application for allotment of quarter before ensuing meeting of the House Allotment Committee. If he/she fails to do so, an appropriate action would be imposed as per section 6.4 of the regulation.

## 5.0 ALLOTMENT OF RESIDENCE

5.1 Residence shall be allotted by the House Allotment Committee at the campus level. All quarters of BAC, Sabour & BAU, Sabour will be in one pool to be treated as one campus. All quarters will be allotted by House Allotment Committee on the basis of eligibility date except those to be allotted by the Vice-Chancellor. The order of allotment shall be in the form specified and will be signed by the Member Secretary at Sabour and other campuses and Head of Units or Stations/Sub-stations. The conditions of tenancy shall be mentioned in every allotment order.

5.2 All efforts will be made to allot quarter to an employee as per his/her eligibility for a particular type of quarter, if such a house is not available then a quarter in the category next below may be allotted provided there is no claimant senior to him/her for that lower category of quarter.

5.3 The recommendation of the House Allotment Committee shall be placed on the Notice Board and sent to the Heads of Departments concerned for circulation amongst the staff members affected by the allotment and may represent to the Chairman, House Allotment Committee within a week thereof with a copy to the Secretary House Allotment Committee. The Chairman, House allotment committee must dispose of the case within a month.

5.4 The decision of the committee with approval of Vice-Chancellor shall be implemented after the expiry of one week.

5.5 If there is difference of opinion in respect of any particular case and the committee's decision is not unanimous it would be referred to the Vice-Chancellor. It shall not be implemented till of the final order of the Vice-Chancellor.

5.6 If an order being revised by the Vice-Chancellor on appeal or otherwise, the same shall be implemented immediately. In case, the house has already been occupied by another allottee on the basis of the decision of the House Allotment Committee, it shall be vacated within a week and allotted to the person in whose favour it is approved by the Vice-Chancellor.

5.7 No out of turn allotment shall ordinarily be made to any individual except in a very-very exceptional case and that by the order of the Vice-Chancellor. Those quarters which have already been allotted on priority basis to persons under essential services by the Vice-Chancellor stands earmarked for the period incumbent renders his/her services in that category.

5.8 (i) Exchange of residence with the mutual consent of the occupant is strictly forbidden. However, employees desirous of an exchange in similar category of quarters should make an

application to Secretary, House Allotment Committee who will put up the case before House Allotment Committee and the exchange will take effect only after the approval of Vice-Chancellor on the recommendations of House allotment committee.

(ii) Request for change of a quarter will only be permissible in case of multistoried buildings by House Allotment Committee on the basis of seniority amongst desirous applicant.

(iii) Section (i) and (ii) above will be applicable only once in entire service for similar category of quarters.

5.9 Residence earmarked for specified post will invariably be allotted to the incumbents of those posts. In case, the incumbent of any particular post has his/her own residential house at the place of posting or the resident earmarked for his/her vacant for any other reason, it may temporarily be allotted to some other employees, if he/she qualify for allotment of such a residence and shall vacate the residence without fail when it is required by any further incumbent of the post for whom the residence stands earmarked. However, the claim of such temporary occupant for the type of residence to which he/she is entitled shall remain unaffected.

## 6.0 CONDITIONS OF OCCUPANCY

6.1 Residential accommodation provided by the University will be for the use of allottee along with family members.

6.2 The allottee, shall at the time of taking over possession of the buildings, sign an inventory in the form specified of all furniture, fittings and fixtures in the premises and shall hand over the same in good conditions and obtain a clearance certificate from the person authorized by the Estate Officer at Sabour or the Member Secretary or Head of Units, as the case may be when he/she vacates the house last pay certificate and no dues certificate will not be issued without clearance from Estate Section/member Secretary/Head of Units as the case may be regarding quarter vacation and final clearance from the Electricity Department / Concerned Unit of University regarding no dues about on standing bill etc. in the name of the occupant.

6.3 The inventory at the time of taking over or making over shall be prepared in prescribed form (ANNEXURE II) in duplicate and signed by the official of other Estate Section/Member Secretary/Head of Units and the occupant. One copy of the inventory will be handed over to the allottee/occupant. The replacement cost of any missing item noted at the time of vacation of the premise will be charged from the allottee.

6.4 When allotted, the house should be occupied within a week either from the date of receipt of the allotment order, or from the date from which the premise became available for occupation whichever is later. If he/she fails to do so, his/her allotment order will be treated as automatically cancelled and his/her name will be put at the bottom of the list of the particular category quarters.

6.5 The allotment shall be effective from the date of which the house is occupied by the employee concerned as read in regulation 6.3.







6.6 The Estate Section /Member Secretary/Unit Head as the case may be for other campuses shall intimate the date of occupation of the quarter allotted to the employee along with rent etc to the concerned Heads of the institution and Comptroller/Asstt. Comptroller (ANNEXURE III).

6.7 The allottee, who refuses residential accommodation offered to him/her, shall be debarred for two years from the date of allotment. No fresh application for allotment or residential accommodation shall be entertained from him/her before the lapse of two years from the date of original allotment. In case of refusal of earmarked quarter from the concerned officer / employee, the house rent allowance will not be admissible to him for two years from the date of allotment.

6.8 The allotment shall only be for the period during which the allottee holds a post in the University at the place at which the accommodation is provided and shall be for the purpose of residence only. However, if he/she is absent on leave, deputation or training, he/she will be entitled to continue with the occupation in accordance with provisions laid down under section 7.0 of the regulation.

6.9 The allottee shall not subject the premises allotted to him/her or any part there of any one or take any paying guest (s).

6.10 The occupant will neither make nor permit any kind of unauthorized construction in the premise allotted to him/her. In case of unauthorized construction not being dismantled on notice by the University, the same will be demolished by the University and the cost of demolition would be charged from the concerned employees and recovered from his/her pay/outstanding dues with the University.

6.11 The allottee shall not be making any alteration or addition whether temporary or permanent, to the quarters.

6.12 No damage or disfigurement shall be caused to any part of the premises allotted. The expense on account of any such damage or disfigurement to the premises shall liable to be recovered from the salary/outstanding dues of allottee with the University.

6.13 The authorized officer of Estate Section and controlling officer himself or any official authorized shall have the right to enter and inspect the premises from time to time and occupant should allow the official to inspect the premises and furnish such information as may be required by him.

6.14 If any information supplied by the allottee is subsequently found to be false, the allotment shall be cancelled and he/she will have to vacate the premises, He/she will also forfeit all his/her claim for allotment of any residential accommodation in future.

6.15 The allottee shall vacate the accommodation when required to do so by the Vice-Chancellor.

6.16 An employee who is allotted residential accommodation shall be liable to pay the rent as assessed from time to time and the same will be charged on the basis of the rate fixed by the

University and will also pay the electricity, water and conservancy charge etc. at the prescribed rates and municipal and other taxes and dues, if any, in time.

6.17 The rent and other dues chargeable for the house shall be deducted every month from the allottee's salary or in cash.

6.18 An employee failing to occupy accommodation after allotment has become effective in terms of regulation 6.3 will be liable to pay rent from such date till the date of occupation of the accommodation by the next allottee. He/She shall not also draw house rent allowance during the said period.

6.19 No employee or class or categories of employees will enjoy rent free accommodation or benefit or reduced rent except those who are permitted rent free accommodation or benefit of reduced rent under general or special order of the University.

## 7.0 VACATION AND RETENTION OF HOUSE

7.1 The Estate Section /Member Secretary/Unit Head as the case may be for other campuses shall intimate the date of vacation of the quarter allotted to the employee along with rent etc to the concerned Heads of the institution and Comptroller/Asstt. Comptroller (ANNEXURE IV).

7.2 An employee under suspension may retain the quarter and pay rent proportionate to the subsistence allowance subject to full recovery on reinstatement.

7.3 In the case of study leave, an employee can retain the quarter for the period of leave on payment of usual rent for a maximum period of three years.

7.4 In the case of deputation for training sponsored & study leave granted by the University, an employee can retain the quarter for the period of training and pay usual rent from the date of training permitted.

7.5 An University employee on lien to other organization can retain the quarter for a period of three months on payment of usual rent.

7.6 An employee on deputation to the other University/Organization can retain the quarter for a period of three months on usual rent after relieving from the University service.

7.7 In case of death of the allottee, his/her family will be permitted to retain quarters for a period of six months on payment of actual rent. Beyond this period, panel rent will be charged as per section 8.0 of the regulation.

7.8 The allottee, if on transfer, from one place to another within the jurisdiction of the University, will be permitted to retain the quarters for a period of not more than three months from the date of relieving.

7.9 In case of retirement or terminal leave, the allottee shall vacate the quarter within a period of four months and he/she will pay the usual rent for this period.

7.10 In case of resignation, dismissal, removal or termination of service, the allottee shall vacate the quarter within one month.









## 8.0 CONSEQUENCES OF NON VACATION

8.1 If the accommodation is not vacated within the permissible time, panel rent at the following rates shall be recovered from the occupant employee.

- i. Up to a period of two (2) months, 10% of the Basic pay per month.
- ii. Beyond two months for a period of four (4) months, 20% of the Basic pay per month.
- iii. Beyond four months for a period of (6) month, 30% of the Basic pay per month.
- iv. Beyond six months 50% of the Basic pay per month.

The Heads Office/Units/Controlling officers who are responsible for disbursement of salary of the concerned allottee shall be accountable/ responsible for regular collection of rent and for strictly enforcing the above provisions of panel rent uniformly in all such cases without any discrimination. In case of non compliance of this provision the aforesaid amount shall be recovered from the salary of the concerned Controlling Officer.

8.2 In case of the occupant does not vacate the quarter even after 6 (six) months, necessary legal action may be taken to evict the employee from the quarter. Besides, he/she will be suspended forthwith including the realization of panel rent.

## 9.0 UNAUTHORISED OCCUPATION

9.1 Any Person who occupies or continues to occupy the house without the order of the competent authority in writing will be considered to be in unauthorized occupation of the residence and such an unauthorized occupation will invite both legal as well as disciplinary action. Unauthorized occupation will be treated as trespass and criminal case will be filed against unauthorized occupants in addition to other measures provided for eviction in such cases. For University (HQ) a committee consisting of Director (Administration) /One Dean/Director/Estate officer/Member Secretary/Officer In-charge, Security/Security officer/Estate inspector on the approval of Vice-Chancellor will be empowered to get unauthorized occupied house/houses vacated with the help of local administration, if required. For other campuses Principal/Head of the institution/ Head of the Station/Unit In-charge, as the case may be, is empowered to constitute a committee to get unauthorized occupation of quarters vacated. Against the action taken by the committee for vacation such unauthorized persons will have no right at all to sue against the said committee. Unauthorized occupant will be debarred from water supply, electricity and such other related facilities also.

9.2 All the expenditure relating to eviction proceeding launched whether in pursuance of the forgoing or other provisions of these regulations will be surcharged against and recovered from the unauthorized employee/persons. In case of outsiders who have criminally trespassed into the

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premises, the expenditure incurred for eviction in criminal & civil cases shall be recovered from such trespassers by civil suit.

9.3 All out houses in the University and its units are to be treated as independent residential accommodation and be properly categorized by the House Allotment Committee for allotment to the regular employee on the basis of their eligibility date. The occupant of the bungalow will have no right on the out houses. However, they would be entitled for one garage and one room, for their own purpose only during their period of stay in that Bungalow, The Estate Section for HQ and Head of units for other campuses would ensure that at the time of taking over charge of the Bungalow the concerned room and the garage is also taken over from the occupants of the Bungalow/Houses as the case may be.

#### 10.0 COLLECTION AND ACCOUNTING OF RENT

10.1 The Estate Section/Member Secretary/authorized Officer for other campuses will ordinarily send by the 20<sup>th</sup> of every month to the concerned drawing and disbursing officer, a rent roll in the form prescribed in duplicate for recovering house rent and related dues from the monthly salary bill of each allottee and the drawing and disbursement officer will return one copy of rent roll with particular or recovery noted there in by 10<sup>th</sup> of the following months to the Estate Section or concerned Member Secretary for his record.

10.2 Additionally, the drawing disbursing officer will send a consolidated monthly statement of rent and other related dues collected every month with the required details, to the Estate Section/Member Secretary and the concerned Assistant Comptroller.

#### 11.0 BUILDING & ALLOTMENT

11.1 Secretary, House allotment committee shall maintain a register building wise, showing allotment of the house, occupation thereof and recovery of rent and other related dues etc.

#### 12.0 MISCELLANEOUS

12.1 In case any vacant house is required by any University employee for the purpose of ceremonial functions like marriage, sacred thread ceremony or any other social function, the same may be permitted temporarily for a period not exceeding seven days in any circumstances on payment of the rent as given below:-

Category of Quarter	Charges (per day)
Type-VI	₹ 800.00
Type-V	₹ 600.00
Type-IV	₹ 400.00
Type-III	₹ 300.00
Type-II	₹ 200.00
Type-I	₹ 100.00

NOTE: i. Charges for electricity will be borne by the applicant/employee on temporary connection.

ii. The permission will be granted by Estate Officer at BAU and respective controlling officers of other campuses after receipt of advance amount of Rs. 1500/- for category and Rs 1000/- for other quarters.

iii. In case the employee retains the quarter beyond the aforesaid period, panel rent shall be realized at the rate of Rs. 400/- per day up till fifteen days and Rs. 600/- per day beyond this.

iv. Any kind of damage to the building of the fixtures there in shall be chargeable from the concerned employee.

12.2 The categorization of the building would be done by order of the Vice-Chancellor based on the recommendation of the Works and Plant Unit.

### 13.0 AMENDMENT OF THE REGULATION

13.1 The University in its description will have the right to add, to modify, alter or amend the regulation from time to time only after the approval of the Board of Management and the same will be binding on all allottees with effect from the day amendment are brought into force.

13.2 Notwithstanding such repeal anything done or any action taken in previous regulation shall be deemed to have been done or taken in exercise such powers.

### 14.0 RENT ROLL PROFORMA

Sl. No.	Name & Designation	Type of Quarter	No. of Quarter	Rent Rs/ month	Water Tax	Electricity Charges	Total	Remarks
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								

Controlling Officer

NOTE:-The concerned Controlling Officer will send the rent and electricity charge duly filled in by 20<sup>th</sup> of every month to the Estate Officer, Bihar Agricultural University, Sabour.

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## BIHAR AGRICULTURAL UNIVERSITY, SABOUR, BHAGALPUR -813210

## Application Form for allotment of quarter

## A. Entitlement

Type of Quarter	Employee drawing salary under GP/AGP
Type-VII	Earmark Quarter for Vice-Chancellor, BAU, Sabour
Old B1/I	Earmark Quarter for Assoc. Dean-cum-Principal, BAC, Sabour
Type-VI	₹ 10000/- and above
Type-V	₹ 7600/- to 9000/-
Type-IV	₹ 5400/- to 7000/-
Type-III	₹ 4200/- to 4800/-
Type-II	₹ 1900/- to 2800/-
Type-I	₹ 1300/- to 1800/-

B. Earmarked Quarters:-At each campuses, one earmarked quarter for Head of the respective institution shall be declared reserved and also for other service as declared by the order of the Vice-Chancellor from time to time.

1. Name & designation of the applicant with section : \_\_\_\_\_
2. Pay Band+GP/AGP (Rs) : \_\_\_\_\_
3. Date of joining on present GP/AGP : \_\_\_\_\_
4. Present Basic Pay (Rs) : \_\_\_\_\_
5. Eligibility date with GP/AGP for type of quarters entitled : \_\_\_\_\_
6. Basic pay on the date of entitlement : \_\_\_\_\_
7. Whether availing any quarter facility in the campus. If yes, please indicate the type of quarter allotted. : \_\_\_\_\_
8. Whether the applicant has ever been delisted from the seniority list of the quarters? If yes, please state the reasons : \_\_\_\_\_






9. Whether the applicant is entitled for allotment of quarter on priority basis as per regulation? If yes, specify \_\_\_\_\_
10. Whether the applicant has owned any house within the radius of 8 K.M from his/her working place? \_\_\_\_\_
11. Controlling Officer from where his/her pay is drawn \_\_\_\_\_

**Undertaking:** Certified that the above particulars are true to the best of my knowledge and belief. In case any particular is found incorrect and mis-leading my name may be struck off from the seniority list.

Signature with name &  
Designation of applicant

**(TO BE FILLED UP BY CONTROLLING OFFICER)**

It is certified that the above particulars have been checked and found correct. Shri/Smt /Dr./Dr. (Mrs) \_\_\_\_\_ is entitled for the following type of quarter with effect from the date mentioned against each.

S.No.	Category of Quarter	Eligibility date (w.e.f.)
1.		
2.		

Signature of the Controlling officer

**(TO BE FILLED UP BY THE ESTATE SECTION)**

Application No. \_\_\_\_\_

Date: \_\_\_\_\_

His/her name stands at S.No. \_\_\_\_\_ of the seniority list of \_\_\_\_\_ type of quarter.

\_\_\_\_\_  
Signature of the Assistant

\_\_\_\_\_  
Signature of the Section Officer

\_\_\_\_\_  
Signature of the  
Estate Officer/Member Secretary

*[Handwritten Signature]*

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*[Handwritten Signature]*

*[Handwritten Signature]*

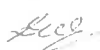
## BIHAR AGRICULTURAL UNIVERSITY, SABOUR, BHAGALPUR -813210

(Inventory Form to be prepared in duplicate)

1. Name & designation of the employee : \_\_\_\_\_  
to/by whom quarter allotted / \_\_\_\_\_  
vacated \_\_\_\_\_
2. Office/ Place of posting : \_\_\_\_\_
3. Type of House allotted/vacated and location : \_\_\_\_\_
4. Reference of allotment order : \_\_\_\_\_
5. Inventory of fixtures and fittings taken over charge:-

S.No.	Particulars	No. (s)	Remarks
i.	Electrical fittings: - 1. 2. 3.		
ii.	Sanitary fittings :- 1. 2.		
iii.	Other fixtures: - 1. 2. 3.		
iv.	Furniture: - 1. 2. 3.		
v.	Others, if any 1. 2. 3.		

To be counter signed with date by the representative of Estate Officer/Campus Engineer.

Signature of the with date of representative  
of Estate Officer/Campus EngineerSignature with date of  
the concerned employee



## BIHAR AGRICULTURAL UNIVERSITY, SABOUR, BHAGALPUR -813210

No. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Dated: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

From,

Estate officer

To,

The Controlling Officer (to be type specifically, as the case may be).

Subject:- Occupancy Report of quarters.

Sir,

The occupancy vacancy report is submitted herewith for your kind information and needful.

Sl. No.	Name/designation of occupants	Type of Quarter	Date of occupation	Remarks

Yours faithfully,

Estate Officer/Secretary HAC/  
Head of Unit

Memo No.-----/ Estate Section/BAU, Sabour

Dated ----/----/-----

Copy forwarded to the Director Administration/ Comptroller/ Head of Institute Concerned, Bihar Agricultural University, Sabour, Bhagalpur for information and necessary action.

Estate Officer/Secretary HAC/Head of Unit

ANNEXURE IV

BIHAR AGRICULTURAL UNIVERSITY, SABOUR, BHAGALPUR -813210

No. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Dated: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

From,

Estate officer

To,

The Controlling Officer (to be type specifically, as the case may be).

Subject:- Vacancy Report of quarters.

Sir,

The occupancy vacancy report is submitted herewith for your kind information and needful.

Sl. No.	Name/designation of occupants	Type of Quarter	Date of Vacation	Remarks

Yours faithfully,

Estate Officer/Secretary HAC/  
Head of Unit

Memo No.-----/ Estate Section/BAU, Sabour

Dated -----/-----/-----

Copy forwarded to the Director Administration/ Comptroller/ Head of Institute Concerned, Bihar Agricultural University, Sabour, Bhagalpur for information and necessary action.

Estate Officer/Secretary HAC/Head of Unit

*[Handwritten signatures and initials]*

# बिहार कृषि विश्वविद्यालय, सबौर (भागलपुर)

152

अधि.सं.: नि.प्र./149/.....155

दिनांक: 13/08/2019

## अधिसूचना

विश्वविद्यालय, प्रबंध बोर्ड की दिनांक 02.07.2019 को सम्पन्न 28 वीं बैठक की कार्यवली सं. 12 पर प्राप्त अनुमोदन एवं कुलसचिव के आदेश सं. 490 दिनांक 05.07.2019 के आलोक में बिहार कृषि विश्वविद्यालय, सबौर (भागलपुर) के आवास आवंटन नियमावली 2017 की कंडिका 6.7 को निम्नवत् संशोधित किया जाता है :-

कंडिका	आवास आवंटन नियमावली में पूर्व वर्णित प्रावधान	संशोधित प्रावधान
6.7	The allottee, who refuses residential accommodation offered to him / her, shall be debarred for two years from the date of allotment. No fresh application for allotment or residential accommodation shall be entertained from him/ her before the lapse of two years from the date of original allotment. In case of refusal of earmarked quarter from the concerned officer/ employee, the house rent allowance will not be admissible to him for two years from the date of allotment.	The allottee, who refuses residential accommodation offered to him / her, shall be debarred for two years from the date of allotment. No fresh application for allotment or residential accommodation shall be entertained from him/ her before the lapse of two years from the date of original allotment. Once the allotment is made the person concerned is no longer entitled to H.R.A. If he/she refuses to accept the allotment, till such time as that accommodation is allotted and occupied by someone else, no H.R.A can be paid to him/ her. In other words, the person who refuses official accommodation will not be entitled to H.R.A for the period during which that accommodation remains vacant and unoccupied.

oil

कुलपति के आदेश से,

ह./-

निदेशक प्रशासन

आपांक नि.प्र./149/ 773

दिनांक: 13/08/2019

प्रतिलिपि सभी निदेशक/अधिष्ठाता/कुलसचिव/निदेशक/सभी सरथान प्रधान, बिहार कृषि विश्वविद्यालय सबौर (भागलपुर) को सूचना एवं आवश्यक कार्यवाई हेतु प्रेषित।

13.8.19

निदेशक प्रशासन