DRAFT OF
SRI KARAN NARENDRA
AGRICULTURE UNIVERSITY
RULES FOR ALLOTMENT OF
RESIDENTIAL
ACCOMMODATION

2021

SKNAU, JOBNER
1. SHORT TITLE APPLICATION AND COMMENCEMENT:
(a) These rules shall be called the SRI KARAN NARENDRA AGRICULTURE UNIVERSITY RULES FOR ALLOTMENT ACCOMMODATION 2021
(b) These rules shall be applicable for allotment of residential accommodation belonging to the university, respective of teaching, research or extension campuses/units to the employees, (Teaching as well as non-teaching).
(c) These rules come into force w.e.f. January 01, 2022

2 DEFINITION:
(a) University means SKNAU, Jobner here after referred as SKNAU, Jobner University.
(b) State Govt. means Government of Rajasthan hereafter referred as GOR/State Government.
(c) Employee means regularly selected employee/person on deputation from GOR/ICAR etc. to the University (Teaching as well as non-teaching)
(d) Family means the wife or husband, as the case may be, and children, step-children, legally adopted children, parents, brother or sister who are dependent on the employee.
(e) Allotment means the grant of license to occupy a house in accordance with the provisions of these rules.
(f) Panel Rent: As per the standing order of PWD, GOR.

3 PAY SCALES, BUILDING CATEGORY
(a) For the purpose of house allotment and following slab will be followed.

<table>
<thead>
<tr>
<th>Pay Range/ Cargo</th>
<th>Eligible type of Accommodation Category</th>
<th>Sq. meter area</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Dean, Director, Professor &amp; equivalent cadre</td>
<td>B</td>
<td>196</td>
</tr>
<tr>
<td>2 Assoc. Professor &amp; equivalent cadre</td>
<td>C</td>
<td>112</td>
</tr>
<tr>
<td>3 Asstt. Prof. &amp; equivalent cadre</td>
<td>D</td>
<td>90</td>
</tr>
<tr>
<td>4 Jr. Officers Rank such as JEN, S.O., T.A., Farm Manager, Accountant &amp; equivalent cadre</td>
<td>F</td>
<td>65</td>
</tr>
<tr>
<td>5 Subordinate Staff such as U.D.C, L.D.C, Ag. Sup. &amp; other equivalent cadre</td>
<td>G</td>
<td>50</td>
</tr>
<tr>
<td>6 Class IV</td>
<td>H</td>
<td>35</td>
</tr>
</tbody>
</table>

4 ELIGIBILITY:
(a) SKNAU employee posted at a place, shall be entitled for the allotment of a house at that place depending upon the availability of house, on the basis of seniority in the cadre.
(b) All efforts will be made to allot accommodation to an employee as per eligibility for a particular type of accommodation as given in these rules.
(c) If the accommodation as per eligibility is not available then building of type one below the category of eligibility on acceptance of employee concerned may be considered for allotment subject to availability of such accommodation.
(d) If the quarters are vacant, it can be allotted to employees of university irrespective of his/her category with the condition that he/she will have to vacate of quarters as and when required by the university.

(e) The SRF/JRF/SMS, observer etc. (On contractual basis) will also be entitled for the residential accommodation subject to availability of accommodation. Their HRA and HRA deduction will be deposited in the university.

(f) The young professional will also be entitled for the residential accommodation subject to availability of accommodation and the house rent will charged @ 10 percent of the total emoluments.

(g) Security guard (RESCO/private agency) will be entitled for H type quarters subject to availability of accommodation. House rent will be charged @ 1200/- per month.

Note: Rule IV (b) shall, however, not apply to an employee who is entitled for an earmarked residential accommodation under rule VI (a) and (b).

5 ALLOTMENT PROCEDURE:

(a) Employee who is desirous to have on allotment of house shall submit an application in the prescribed form through the Head of the Institution/Office. The head of the office after satisfying himself as to the correctness of the statement made by the applicant will forward the application to the concerned competent authority.

(b) An employee is not entitled for allotment of accommodation as a matter of right and allotment entirely depends on the availability of residential accommodation with the University.

(c) The allotment of the house shall be done by the following:
1. At University headquarter (Jobner campus)- Estate Officer
2. All ARS/ARSS- ZDR/Officer incharge
3. All KVK- Sr. Sc. & Head of KVK
4. All College- Dean of concerned college

(d) The Campus wise record on availability of houses, occupation and vacancy position of residential accommodation etc. will be maintain by the concerned allotting authority.

(e) In determining priority of house allotment, the date of joining on the cadre and his/her ranking in it, if any shall be considered.

(f) In case two or more applicants have the same seniority, their seniority in the previous cadre shall determine their seniority for the purpose of house allotment. In case of further tie-up, their seniority shall be determined by their age.

(g) In the event of an employee leaving the place on leave for higher studies, his/her case may be considered for allotment of university accommodation. If he/she given in writing that his/her family shall reside of the campus/unit during his leave period in accordance with the rules governing the rent, other charges and other rules.
6. RESERVATION OF ACCOMMODATION/OUT OF TURN ALLOTMENT.

(a) Specific houses shall be earmarked for the following category of employees.

- Vice-Chancellor
- Deans and Directors
- Registrar/Comptroller & Estate Officer
- ZDR/Office incharge of Research Stations/Sub-Station, KVKs
- Chief Hostel warden and warden

(a) The earmarked house will have to be vacated within one month on transfer/retirement etc. The same will be occupied by from the joining officer within a one month's time if not so the rent will be charged from him even without his using the accommodation. Besides, the vice chancellor may reserve/earmark accommodation for the employees required for essential services viz. For Electric /water supply & sanitary/ watch and ward (REXCO/private agency) / driver (REXCO) medical & health staff, personal staff of officers of the university etc.

(b) The House allotment may be considered on out of turn basis in exceptional cases depending upon the merit justification/essentiality of services of such cases at different locations on the specific approved by the committee consisting of the following.

1. Vice –Chancellor Chairman
2. Dean \Director\ADR\Registrar \Head of the Unit at a place
3. Estate Officer, Member Secretaries

(d) The Employee, allotted with Reserved accommodation or allotted accommodation on out of term basis shall have to vacate it as soon as he\'she cases to hold the same post and duties attached there to based on which out of turn attachment was made he\'she may however claim allotment of another university accommodation as per rules.

7. ALLOTMENT HUSBAND\WIFE

(a) No employee shall be allotted a residence under these rules in the same place if the wife or husband as the case may be of the employee has already been allotted a residence by the university or any other organization, unless the previous residence is surrendered provided that this sub rule shall not apply, where the husband and wife are residing separately in pursuance of an order of judicial separation made by any courts.

(b) Where two employees in occupation of separate residences under these rules many each other they will, within one month of the marriage. Surrender one of the residences. If a residence is not surrendered as required by this sub-rules, the allotment of the residence of the lower type shall be deemed to have been cancelled on the expiry of such period and if the residences one of the same type, the allotment
of one of them as the Vice-Chancellor may decide shall be deemed to have been
cancelled on the expiry of such period.

(c) Where both husband and wife are employed in the University. The right of each of
them to allotment of residence under the rules will be considered independently.
However, an allotment to either wife or husband and on acceptance of allotment the
priority of the other will automatically stand cancelled.

(d) In case both husband and wife are in service and residing together in same house and
if one becomes employee are eligible who can transfer/retired or other reason he
may continue for three months during while allotting authority on application and
will be allot house as per the category. The same except earmarked be allotted by he
concerned authority V (c). on request or application.

8. TERMS AND CONDITIONS DURING OCCUPATION OF EMPLOYEES.
   (a) No accommodation allotted to an employee can be sublet to any other person for
       any purpose.
   (b) The occupant shall not make any alteration or addition and will not damage the
       building. The occupant will not make or permit any unauthorized construction
       within the premises, in the event of any such unauthorized construction on the
       premises, the same will be demolished by the university, the cost of which and
       damage if any thereof shall be recovered from the occupant and he is also liable to
disciplinary action.
   (c) The occupants are not permitted to keep cattle/buffalo and other such animals in the
       premises.
   (d) The employee to whom University accommodation is allotted will not cut down
       trees or plants which have been planted.
   (e) The employee will be responsible for keeping the building and premises clean and
       tidy and will allow inspection of the premises and building by the persons
       authorized by the university for such purpose.

9. RETENTION OF ACCOMMODATION

   The employee can retain the accommodation in the following circumstances:

   (a) On retirement, an employee may be allowed to retain the accommodation for a
       maximum period of three months from the date of retirement on normal rent and
       other charges with prior permission of the competent authority of university. After
       expiry of three months. If the house is not vacated by retired employee, notice will be
       served by the competent authority and for the period beyond three months till actual
       date of vacating the house the panel rents will be charged as per the standing order
       of PWD, GOR.

       However, if the son/unmarried daughter of the retired employee happens to be a
       University employee, he/she qualify for the same type of quarter, the same shall be
       allotted to his/her name. Otherwise out of turn allotment of such type of quarter for
       which the son/daughter qualify will be considered.

   (b) In case of E.O.L. (not seeking employment elsewhere) on study leave or medical
       leave sanctioned by the authorities, the employee can retain the accommodation for
the period of the leave on normal rent and other charges. He will inform to the university well in time with full justification.

(c) On transfer of employee: He/she may be allowed to retain the accommodation for a maximum period of three months from the date of transfer on normal rent and other charges with permission of the competent authority of university, otherwise he/she will not be allowed to retain the accommodation and disciplinary action will be taken against him/her by the competent authority and expenditure thereon shall be recoverable from him/her.

- **After expiry of three months the house has to be vacated by the employee if not vacated then**
  1. He/she has to take permission from competent authority to retain the accommodation for further three months.
  2. He/she is liable to pay five time of normal charges. (HRA + Maintenance charge)
  3. He/she is liable to pay ten time normal charges, if he/she is not given the permission by the competent authority of university. Disciplinary action will also be taken against him/her.
  4. If he/she retains the accommodation even after six months with prior approval of the university then penal rent as per standing order of PWD, GOR.

(d) In case of deputation for training as sponsored by the university an employee may retain the accommodation for the period of training on usual rent and other charges.

(e) In case of resignation/new assignment in other organizations, an employee may retain the accommodation for a period of three months on normal rent inclusive of other charges with the permission from competent authority. Thereafter he/she will have to vacate the accommodation.

(f) In case of termination, removal and dismissed from service, the employee may be allowed to retain the accommodation for a period of one month on usual rent and other charges. He/she will have to vacate the accommodation within one month after which suitable action for vacation will be taken.

(g) If the employee to whom a residence is allotted dies, the allotment shall be cancelled with effect from two months after the date of the employee death or the date on which the residence is actually vacated whichever is earlier. The responsibility of intimation the death of such University servant to the Registrar or to the Estate Officer will be with the respective allotting authority.

(h) An employee under suspension, may retain the accommodation and pay rent proportionately.

(i) In case of reduction in rank of employee due to any reason and he/she having been allotted University accommodation, he/she shall have to move to the category of accommodation applicable to his/her reduced rank, as soon as such accommodation is made available to him/her.
10 PAYMENTS OF RENT, WATER AND ELECTRICITY CHARGES

(a) Unless exempted for payment of rent under the rules the rent chargeable to the university accommodation shall be recovered from the employee every month through salary bills.
(b) The electricity bill will be charged as Vidhut Vitrn Nigam Limited.
(c) The water charges fixed @ 150/- will be charged from the occupant.

11 MUTUAL EXCHANGE

(a) Employees to whom residences of the same type have been allotted under these rules may apply for permission to mutually exchange their residences. Permission for mutual exchange rests with the competent authority.

12 VALIDITY/CANCELLATION OF ALLOTMENT/APPEAL

(a) The allotment shall remain valid and effective until:
   - He/she is in service of the University.
   - It is cancelled or terminated by the authorities under the provision of the rules.
   - The accommodation is surrendered by the employee concerned.

(b) If an employee, even after request for to accept and occupy the allotted residential accommodation under these rules within prescribed time limit under the allotment order, the allotment will automatically stand cancelled and he/she shall be eligible for another under these rules in the same campus for a period of one year from the date of allotment.

(c) The failure of the employee to strict acceptance to the terms and conditions under which allotment of house was made, will entail the allotment to be cancelled.

(d) The Vice-chancellor being satisfied for reason to be recorded in writing shall take steps for eviction of employees from the accommodation allotted and in such cases all the expenditure incurred thereof will be borne by the concerned employee.

(e) Appeal against the allotting authority will be made to Vice-Chancellor.

Er. Lakhbir Singh
Estate Officer
(Member)

Dr. A.C. Shivran
Dean, College of Dairy
Science & Technology
(Member)

Dr. L.R. Yadav
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