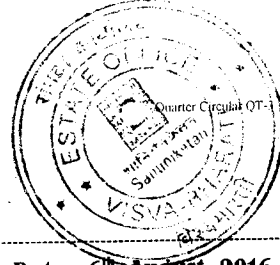


**VISVA-BHARATI  
ESTATE OFFICE**



**Memo no: - Estate.QT- 3/ 166 / 16-17**

**Date: - 6<sup>th</sup> August, 2016**

**NOTICE INVITING APPLICATIONS FOR QUARTERS**

In continuation of our earlier Notice vide momo no Estate.QT- 3/160/ 16-17 dated 30<sup>th</sup> July, 2016, this is to inform all concerned, that the **following additional university quarters is also available for allotment.** Permanent employees who enjoy the rank and scale of pay as mentioned below against the qtrs may apply for the same.

An employee, who is already in occupation of quarters, may apply for change of quarters, if no change in the same type has been made earlier. However, **no change is allowed within a year of allotment**

**Applications through proper channel should reach the office of the undersigned within 13/08/2016.**

- A. Allotments will be made on the basis of seniority in service as detailed below:
- B. Seniority for academic quarters will be calculated on the basis of date of joining academic posts only.
- C. Seniority for a particular type of qtrs. will be calculated on the basis of date of joining an eligible post & pay scale only. [For example, seniority for an A- type quarters (academic) will be calculated from the date of joining a post having the scale PB-4 i.e. Rs. 37400-67000 with AGP Rs. 9000 only etc.]
- D. Separate applications are to be made for different types of quarters.
- E. Allotment will be made on, *as is where basis is.*
- F. Applicants may visit the quarters they wish to apply for & satisfy themselves before submitting their applications.
- G. For any query, please contact Estate Office.

**Academic Quarters**

Sl. No	Quarter no , type etc	Location	Minimum Eligibility	Reservation Category
1	B-type qtrs no-27 vacated by Pankaj Panwar	Andrewspalli	Assistant Lecturer, (GP Rs.4200 & above)	Unreserved

Joint Registrar (Estate)  
Visva-Bharati

Copy to:

1. Chairperson, A.S.C, V.B
2. University Engineer - with request to arrange minor repairing/ white washing of the quarters before these are occupied.
3. Email Administrator, Computer Centre, VB - Kindly upload the circular on Visva-Bharati website for wide circulation.

Joint Registrar (Estate)  
Visva-Bharati

## Form of Application for Quarters

1. Name of employee .....
2. Designation.....
3. Dept / Office / Section etc.....
4. I.D. No.....
5. Phone / Mobile No: - .....
6. Date of joining a permanent / substantive post of Visva-Bharati.....
7. Date of joining an eligible post\* of Visva-Bharati .....  
(\* Read the notice carefully for clarification)
8. Present scale of pay / pay band (with grade pay):  
.....
9. Present basic pay: Rs.....  
(Attach pay slip for the month of July 2016)
10. Number & location of qtrs. applied for (not more than two choices are allowed):
  - a. ....
  - b. ....
11. Category: SC/ST/OBC/PH: (Attach attested copy of certificate).
12. If presently residing in University quarters, mention qtr no &  
location.....
13. Undertaking  

I undertake to abide by the relevant rules / regulations / orders etc relating to allotment and vacation of quarters and other related matters, in case quarters is allotted to me by Visva Bharati.
14. Signature (with date) of applicant .....
15. Reason for change of quarters, if this is an application for change:.....
16. Remarks & signature of the concerned Head of Dep't / Office  
.....