



**VISVA-BHARATI
ESTATE OFFICE**



Memo no:Estate/QT-8/36 /2018-19

Date:10/04/2018

Sub:-Allotment of Quarters.

The undersigned is directed to notify that the following allotments have been approved by the authority on the recommendation of the Accommodation (Allotment) Sub- Committee. Allottees are requested to contact this office for clarifications, if any and also to send the duly filled-in and signed information sheet (as enclosed) as a token of acceptance within seven days from the date of receipt of this memo. The allottees are requested also to contact the Assistant Engineer (Electrical), Santiniketan / Sriniketan for finalization of the electric metre reading before occupying / vacating quarters.

A. Academic Quarters:-

Sl.no	Name of allottees	Designation & Dep't /Office	Particulars of Quarters
1	Dr. Arjun Kumar	Assistant Professor, Hindi-Bhavana	A-type flat no.03 at I.G.Centre

B. Non-Academic Quarters:-

Sl.no	Name of allottees	Designation & Dept /Office	Particulars of Quarters
1	Sri Mantu Mondal	Mali, Garden Section	LSS qtrs no.16 at Vinaya-Bhavana
2	Sri Sisujit Mali	Mali, Horticulture Farm, PSB,SRK	D-type qtrs no.11 at Dakshinpalli
3	Sri Birendra Kumar	Hindi Typist, Raj Bhasha Cell	D-type qtrs no.10 at Dakshinpalli
4	Smt. Srilekha Raha	Superintendent Hostel, Proctor - Office	B-type Qtrs no.07 at Ratanpalli
5	Sri Samir Das	Office Assistant, Siksha-Satra	C-type Qtrs no.36 at PSB, Sriniketan

Relevant portion of the Rules:-

1. If an employee fails to accept the allotment of residence made to him under the rules, within SEVEN days or fails to take possession of the residence after acceptance, within 30 days from the date of receipt of the letter of allotment, he/she shall not be eligible for another allotment for a period of one year from the date of issue of allotment letter and the residence shall be allotted to the next eligible employee
2. Where an employee who is in occupation of a residence is allotted another residence and he/ she occupies that residence, the allotment of the former residence shall be deemed to be cancelled from the date of occupation of the new residence. He may, however retain the former residence without payment of licence-fee for the day and the subsequent day of shifting.
3. Provided that if the former residence is not vacated by the subsequent day as aforesaid, the employee shall be liable to pay damage for use and occupation of the residence equal to the market licence-fee to be determined by the Accommodation Committee from time to time or double the penal licence-fee under FR-45-B with effect from the date he/she takes possession of the latter residence.



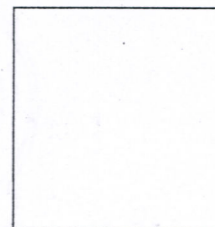
Copy to:-

1. All allottees.
2. Prof. Vibhash Chandra Jha, Principal, Vidya-Bhavana-Chairman of Accommodation (Allotment) Sub- Committee, V.B. - *Signature* 16.4.18
3. Dr. Jayanta Bhattacharya, Principal, Siksha-Satra-Member. - *K. gms* 16.4.2018
4. Smt. Bodhirupa Sinha, Principal, Path-Bhavana-Member. - *Signature* 16.4.18
5. Deputy Proctor-Member. - *Signature* 15/4/18
6. Registrar, Visva-Bharati-Member & Convenor. - *Signature* 15.4.18
7. Sri Ashok Kumar Mahato, Joint Registrar(Estate)-Member.
8. Sri Debabrata Sarkar- Member. *Signature* 15.4.18
9. University Engineer- with request to arrange for white-washing/minor repairing of the qtrs. allotted.
10. Joint Registrar (Accounts), V.B. *Signature* 15/4/18
11. Assistant Engineer (Electrical) Santiniketan, V.B.
12. Assistant Engineer (Electrical) Sriniketan, V.B.
13. C.S to the Vice-Chancellor, V.B. *Signature* 15/4/18
14. P.A to the Registrar. - *Signature* 15/4/18
15. In-Charge, Computer Centre, VB - Kindly upload the allotment on Visva-Bharati web-site for wide circulation. *Signature* 15/04/18

Signature 12/4/18
Joint Registrar(Estate)
Visva-Bharati

Signature 10/04/18

To
The Joint Registrar (Estate)
Visva-Bharati



(Recent colour photograph)

Sir,

I accept the allotment of qtrs no. _____ located at _____
Vacated by _____. These are my particulars:-

INFORMATION SHEET FOR ALLOTTEES OF RESIDENTIAL QUARTERS.

Ref: - Allotment circular no: -

dated:-

1. Name (in block letters) & Telephone no:
2. ID No.
3. Category: SC/ST/OBC/PH/General:
4. Permanent Address (including home state, District, P.O., P.S.):
5. Date of Birth:
6. Date of entry in Visva-Bharati Service:
7. Date of confirmation against a permanent post:
8. Present Designation and place of posting:
9. Present Pay Scale.
10. Date of superannuation:
11. Name of husband/wife:
12. Does the husband/wife reside in an accommodation provided by Gov't /PSU/
Autonomous body? If yes give details.
13. Details of dependents (except spouse):

<u>Name</u>	<u>Age</u>	<u>Relationship</u>
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14. Whether it is a new allotment or a change of residence of the same type or higher type
of residence:
15. Particulars of the existing University residence, if any, already allotted:

16. A) whether the applicant or his parents/ wife/ her husband/ children including step Children and legally adopted children /brothers / sisters own a house within 5 km. of the applicants place of duty: Yes/No

B) If the reply to the above is in the affirmative, indicate –

- i) Location of the house, house number and street etc -----
- ii) Relationship with the owner -----
- iii) Whether the owner is residing with is wholly dependent upon the applicant -----

DECLARATION

I hereby declare that I shall abide by the rules governing the allotment of residential quarters of the University and state that the particulars given by me above are correct and that allotment to be made to me or already made shall be subject to these rules and subsequent amendments, if any.

If subsequent to the allotment of the University accommodation I/ my wife/ husband or any dependent child (including step child and legally adopted child) or father, mother, brother or sister residing with and wholly dependent on me constructs a house or otherwise becomes owner in full or in part of a house located within 5 km. of the place of my duty, I shall notify the fact to the Registrar within a period of four weeks from the date on which I myself or such family member becomes owner the house.

Signature of the applicant with date

NB: If there is any break in service indicate the date of commencement of the existing continuous service. Not more than one change is allowed in respect of one type of residence allotted to the employee.