VISVA-BHARATI
ESTATE OFFICE

ESTATE OFFICE Santiniketan VISVA-BHARATI

Memo no: - Estate/QT- 348/ 26-27 **Date: - 03 -11-2026**

NOTICE INVITING APPLICATIONS FOR QUARTERS

This is to inform all concerned, that the following University quarters are available for allotment. Permanent employees who enjoy the rank and scale of pay may apply against the quarters.

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.

ELIGIBLE NON-ACADEMIC EMPLOYEES WILL GET PREFERENCE FOR ALLOTMENT.

Applications through proper channel should reach the office of the undersigned within **15/11/2026.**

Tentative date of Meeting of Allotment (Sub-Committee):- 3rd week of November, 2026

I. Allotments shall be made to the employees other than newly appointed MTS employees, on the basis of seniority in service, as detailed below.
J. Allotments to newly appointed MTS employees shall be made on the basis on the basis of inter-seniority (rank/merit wise).
K. Seniority for academic quarters shall be determined on the basis of date of joining academic in academic posts only.
L. Seniority (other than newly appointed MTS employees) for a particular type of qtrs. shall be calculated on the basis of date of joining in an eligible post only.
M. Allotment will be made on, *"as is where is" basis.*
N. Applicants may inspect the quarters for which they intend to apply **between 4:00 p.m. to 5:00 p.m. on every Friday**, excluding holidays, from the date of issue of this notice and **prior to last date of submission of applications**. All applicants shall assemble near the Estate Office before commencement of the inspection.
O. **No inspection shall be allowed** on any day other than the schedule specified above. Requests for inspection outside the stipulated time and date **shall not be entertained**.
P. For any queries in this regard, applicants may contact Estate Office.

Academic Quarters

Sl. No	Quarters no	Quarters Type	Location	Minimum Eligibility	Reservation Category	Remarks
1	Type-IV, Quarters no-18, Block-E, vacated by Dr. Sunita Acharya	Type-IV	Andrewspalli	Pay Level-10 and above	UR	
2	B Type Quarter no 18, vacated by CPWD	B-Type	Ratanpalli	Assistant Professor & above	PH	
3	Type-III, Quarters no 05 Vacated by Anamika Moktan	Type-III	Andrewspalli	Assistant Professor & above	UR	
4	Type-III, Quarters no 24 Vacated by Anamika Moktan	Type-III	Andrewspalli	Assistant Professor & above	UR	

3/11/2026 11:05:00 AM

3/11/2026

Quarter for Non-Academic staff.

Sl. No	Quarters no	Quarters Type	Location	Minimum Eligibility	Reservat-ion Category	Remarks
5	Type-V, Quarters no-05	Type-V	Purbapalli	Pay Level-12 and above	SC	Eligible non-academic employees will get preference
6	Type-III, Quarters no 06	Type-III	Dakshinpalli	Pay Level 4 and above	ST	Academic employees can apply but eligible non-academic employees will get preference
7	Type-III, Quarters no 03	Type-III	Dakshinpalli	Pay Level 4 and above	UR	Academic employees can apply but eligible non-academic employees will get preference
8	C-Type qtrs.no-25 vacated by Shri Biswanath Jyoti	C-Type	Dakshinpalli	MTS & above	UR	
9	C-Type qtrs.no-33 vacated by Shri Sujit Kumat Puti	C-Type	Dakshinpalli	MTS & above	UR	
10	C-Type qtrs.no-06	C-Type	Sripalli	MTS & above	UR	
11	LSS qtrs.no-8 vacated by Rabiul Faruque Ali	LSS	PSV, Water Tank	MTS & above	UR	
12	LSS qtrs.no-20 vacated by Nabin Chandra Tudu	LSS	Vinaya-Bhavana	MTS & above	SC	

03/11/2026

Joint Registrar (Estate)
Visva-Bharati

03/11/26

Joint Registrar
Estate Office
Visva-Bharati

Copy to:

1. Chairperson, A.S.C, V.B
2. Principal/Directors/HOD of all Bhavanas/Dep'ts etc
3. Joint Registrar, Deputy Registrar, Assistant Registrar, of all administrative Office
4. University Engineer - with request to arrange minor repairing/ white washing of the quarters before these are occupied.
5. Email Administrator, Computer Centre, VB - Kindly upload the circular on Visva-Bharati web-site for wide circulation.

03/11/2026

Joint Registrar (Estate)
Visva-Bharati
Joint Registrar
Estate Office
Visva-Bharati

QT-3 Quarter Circular

To
The Joint Registrar (Estate)
Visva Bharati
Santiniketan

ESTATE OFFICE
Santiniketan
VISVA-BHARATI

Ref:- Circular No:-Estate.**Qt-3/548/2026-27** Dated:- **03-11-2026**

1. Name of the employee (in BLOCK LETTER)

2. .....

3. Designation.....

4. Dept / Office /Section etc.....

5. I.D. No (If any) .....

6. Phone / Mobile No: - .....

7. Date of joining in Visva-Bharati.....

   a. Present pay / pay band (with grade pay if any) / consolidated pay:
   ..... (Attach copy of Appointment Letter / recent pay slip)

8. Number & location of qtrs. applied for (not more than two choices are allowed):

   a. .....

   b. .....

9. Category: SC/ST/OBC/PH: (Attach attested copy of certificate).

10. If presently residing in University quarters, mention qtr no &

    Location .....

11. 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.

12. Signature (with date) of applicant .....

13. Remarks & signature of the concerned Head of Dep't / Office .....