বিশ্বভারতী
বিশ্বভারতী
VISVA-BHARATI

ESTATE OFFICE Santiniketan VISVA-BHARATI

Memo no: - Estate.QT- 8/91-B/569/26-27 **Date: 18-11-2026**

ALLOTMENT CIRCULAR

The undersigned is directed to inform that, the following allotment has been approved by the Vice-Chancellor on 16-11-2026 in favour of the following University employees, treating them to be entitled to "reserve pool" accommodation because of the nature of their duties subject to reporting it to the EC for amendment to the "reserve pool" list.

The employees 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 07 (seven) days from the date of receipt of this memo.

The employees are also requested to occupy the quarters on an immediate basis, and contact the Junior Engineer (Electrical), Santiniketan/ ~~Sriniketan~~ for finalization of the **electric metre reading before occupying/ ~~vacating~~ quarters**.

Sl.No	Name of allottees	Designation & Dept /Office	Particulars of Quarters
1.	Sukhendu Majumder ID No. 2026063 M:- ~~8972174418~~ 9432370364	Deputy Registrar (Accounts) Accounts Office, Visva-Bharati	Type-V, Quarters No 05 Purbapalli (Reserved for SC)
2.	Ram Salitra ID No.2026062 M- 9009139143	Security Inspector Watch & Ward, Visva-Bharati	C-Type Quarters No. 02 Sevapalli

Relevant portions of the Accommodation Rules: -

A. 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.

B. 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.

C. 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.

18/11/2026

Joint Registrar (Estate)
Visva-Bharati

Copy to: -

a) Prof. Ashok Kumar Sarkar, Chairman of Accommodation (Allotment) Sub- Committee
b) Prof. in charge Engineering, Engineering Dep't
c) In-Charge, Security Office
d) J. R. and C.S to the Vice-Chancellor
e) Deputy Registrar (Accounts)
f) Junior Engineer (Electrical) Santiniketan/~~Sriniketan~~
g) Section Officer (Registrar Office)

18/11/2026

Joint Registrar (Estate)
Visva-Bharati

Joint Registrar
Estate Office
Visva-Bharati

ESTATE OFFICE
Santiniketan
VISVA-BHARATI

To
The Joint Registrar (Estate)
Visva-Bharati

Sir,

(Recent Colour photograph)

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):

Name	*Age*	*Relationship*

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 that one change is allowed in respect of one type of residence allotted to the employee.