

# UNIVERSITY OF KERALA

(Abstract)

Combined rules for the allotment of residential quarters at  
Kariavattom – Modified Orders issued

## ADMINISTRATION 'B.II' SECTION

No.Ad.B.II./ 1/10673/09/2018  
01.10.2018

Thiruvananthapuram, Dated:

Read:	1.	U. O. No: Ad B II.2.583/93 dated 11.12.1995
	2.	U. O. No: Ad B II/2280/10/2013 dated 07.10.2013
	3.	U. O. No: Ad B II/2280/10/2013 dated 31.07.2015
	4.	U. O. No: Ad B II/10670/09/2018 dated 11.09.2018
	5.	Item No.35.93.03 of the minutes of the meeting of the Syndicate on 10.05.2018

### ORDER

Sanction has been accorded by the Vice-Chancellor to the existing rules for allotment and occupation of residential quarters constructed by the University in the Kariavattom campus, being modified as follows:

1. The Residential quarters at the University Campus, Kariavattom shall be allotted only to the University teachers and to the regular employees of the University irrespective of their place of duty.
2. University employees/teachers living with their families alone shall be allotted and permitted to occupy the quarters.
3. The residential quarters shall be classified into the following types and the categories pay range for eligibility for each type shall be fixed as noted against each. (corresponding hike in the pay range may be effected on general revision of pay).

#### Type of Quarters

A-Professor/Registrar/similar pay scales

B-Reader/Joint Registrar/Deputy Registrar/similar pay scales

C-Lecturer/Assistant Registrar and similar pay scales

D-Section Officers/similar pay scales

E-Assistants/Typists/similar pay scales

F-Class IV including security staff

## **Rules abiding quarters already allotted to officers**

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4. Pay for purpose of calculation of rent shall be that defined in Rules 12(23) Part I of Kerala Services Rules, including Dearness Pay.

5. The standard rent shall be fixed at 6% of the capital cost of the building.

6. Rent payable by the occupant of the quarters shall be 8.5% which is to be collected from UGC pay scales drawing officers or the standard rent whichever is lower or the amount fixed in accordance with the rules in force from time to time.

If the rent recoverable is based on the emoluments drawn and the emoluments are changed retrospectively, the rate at which rent is recovered shall also be changed retrospectively.

7. 1. Applications for the allotment of quarters shall be addressed and submitted to the Joint Registrar, Campus Administration, Kariavattom, in the prescribed format available at Kariavattom.

7.2. On receiving the applications, the Joint Registrar shall affix his/her dated signature on it with seal. The details of the application shall be noted down in the Register of applicants for residential quarters strictly in the sequence of the date of receipt of the applications by the Joint Registrar. Proper attestation will be made by all officers concerned in the register.

7.3. A Screening Committee has been constituted vide read (4) above, for allotment of quarters to employees of both Palayam & Kariavattom Campuses. The Joint Registrar (Campus Admn) should ensure that the Screening Committee is convened once in every four months.

The applications for quarters obtained from the employees working at both Kariavattom and SH Campuses should be placed

before the Screening Committee for allotment of quarters. The screening of applications for quarters will be made as per the existing rules only.

7.4. The seniority of the applicants for the allotment of quarters will be determined on the basis of date of receipt of the applications by the Joint Registrar, Campus Administration, Kariavattom.

In case more than one application is received on a particular day for any particular type of quarters, the seniority will be assigned on the basis of service seniority.

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7.5. While allotting quarters to employees and teachers, priority shall be given to the wives of Jawans, Officers who are physically handicapped, officers whose dependants are mentally challenged and employees belonging to Scheduled Castes & Scheduled Tribes as per the Government Orders in this regard. Priority for classes, mentioned above shall be 1:1 with other nonpriority applicants and priority shall be determined on the basis of datewise seniority of the applicants.

**7.6. A register showing the priority position for allotment of quarters accessible to all the applicants shall be maintained.**

7.7. As and when the quarters are available for allotment, the Joint Registrar, Campus Administration shall allot the quarters to the seniormost applicant in each type.

7.8. An amount equal to one month standard rent of the building shall be deposited by each employee as advance before occupation of the house and this amount shall be refunded to him when he or she vacates the building, after deducting the dues to the University if any, and on production of a non-liability certificate from the Assistant Engineer concerned.

**8.1. The allottee shall occupy the house within a week of the date of advice from the Joint Registrar/any other officer as**

authorised by the Registrar and the liability for the rent will commence from the date after one week from the date of advice or the date of occupation, whichever is earlier. If the allottee is not in need of the house, the fact should be reported to the Joint Registrar/any other officers as authorised by the Registrar in writing within three days of the date of advice. His name shall thereupon be struck off from the Register.

8.2. Allottees who do not wish to occupy the quarters on any ground, shall intimate the fact in writing to the Joint Registrar, Campus Admn immediately after allotment. So also, an applicant who wishes to cancel his application shall be allowed to do so by submitting a written request. The Joint Registrar shall remove his name from the Register of Quarters. Those who wish to apply for allotment of quarters after cancelling their earlier allotment or application, may apply afresh and in such cases they shall not be eligible for their earlier seniority.

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9. The Quarters shall not on any account be sublet, nor shall it be shared with other University employees, without the written sanction of the Registrar or any other officer as authorized by the Registrar. Even in cases where such permission is granted, the liability for the payment of rent rests on the person to whom the quarters are allotted.

10. Quarters shall not be allotted to those who have their own house within a radius of 15 km from the place of duty. If an allottee is subsequently found to have secured allotment withholding such information, action shall be taken to evict him and he shall also be liable for disciplinary action under the rules concerned.

11. Rent for the quarters shall be recovered by deduction from the pay bill of the employee every month by the respective disbursing officers or the employee himself in the case of self-drawing officers. The detailed procedure prescribed in the Financial Code and the rules, if any, framed in this behalf should be followed. If the rent is omitted to be recovered from the pay, the University employees shall see that it is remitted to the KUF. If no rent is recovered from or paid by the employee, before the 20<sup>th</sup> of the succeeding month, action shall be taken by the Joint Registrar (Campus Admn) or University Engineer to evict the occupants. The procedure given in Articles 15 to 23 of Kerala Financial Code Volume I and other relevant rules in Kerala PWD Code shall be followed mutatis mutandis.

12. Electricity and water charges shall be paid by the occupants regularly in addition to the house rent. He/she shall be held liable for any damage or loss caused to the building installations, water connections, etc.

13. If the husband and wife occupying the quarters are employees of the University or Government or any other institutions, rent shall be calculated on the basis of the pay of the person drawing the higher scale. But the amount shall be recovered only from the person in whose name the house stands allotted, provided that both shall jointly be liable for payment of the rent.

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14. A University employee occupying the quarters when transferred from the station, other than SH Campus and Kariavattom Campus, shall vacate the quarters within a period of one month from the date of order of transfer. The Registrar shall be competent to accord sanction for extension of occupation for 2 more months in bonifide cases. If the occupant does not vacate the quarters even after the prescribed period, rent at 3 times the usual rate shall be recovered from him for the period of unauthorized occupation. This also shall

be allowed only for a further period of 3 months, after which action shall be taken for eviction of the occupant.

15.1 When an occupant of a lower class of quarters subsequently becomes eligible for a higher class of quarters due to promotion, rise in pay and the like, he/she may apply for the higher class of quarters for which he/she becomes eligible in the prescribed form on the above lines and the Joint Registrar (Campus Admn) shall process his/her application as stated above and allot him/her quarters, subject to availability. In such cases, he/she shall apply only for the class of quarters for which he/she becomes eligible due to rise in pay.

15.2. Allotment of higher type of quarters shall be restricted to the type just above the normal type of quarters for which the applicant is eligible. So also, allotment of lower type quarters shall be restricted to the type just below the normal type of quarters for which the applicant is eligible. In both the cases, the allotment shall be made subject to seniority of applications and availability of vacant quarters and on condition that they should change over to their eligible type as and when such quarters are allotted to them. Necessary undertaking should be obtained from the allottee in such cases.

15.3 Shifting of residence among the same type of quarters shall not be allowed under normal circumstances. However, in cases where such shifting is found necessary on specific grounds, the Vice-Chancellor may allow such shifting after calling for reports from the Security Officer/ University Engineer/Joint Registrar.

16. An occupant of the quarters who intends to vacate the quarters shall, except in case of sudden transfer or unforeseen circumstances, intimate the fact to the Registrar in writing at least one month before the date on which he/she intends to vacate, failing which he/she shall be liable to pay rent for the period of 1 month from the date of vacating or till the date of occupation of quarters by

another employee, whichever is earlier.

17.1 University employees who retire shall vacate the quarters on the subsequent day of their retirement and submit the non-liability certificate to the Registrar; otherwise their DCRG shall be withheld.

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17.2. If they however, wish to continue to occupy the quarters on account of unavoidable circumstances, they shall apply for such occupation to the Joint Registrar (Campus Admn) and obtain permission of the University sufficiently early and in any case, before 15 days prior to the date of retirement.

17.3. Permission to occupy the quarters after retirement shall be granted only for a maximum period of 3 months in all cases except where the completion of academic courses of the children of the occupants is involved.

17.4. In cases where the occupant after retirement desires to complete the academic courses of his/her children, the occupant shall be allowed to stay upto the end of the academic year (including the examination period) after obtaining clear evidence (undertaking of the parents/certificate from the institution) about the academic requirement involved.

17.5. Once permission has been granted by the University for the continued occupation of the quarters, the occupant shall remit the rent for the entire period for which permission is granted. The rent for such occupation shall be the rent the occupant was paying at the time of retirement.

17.6. Retired employees being permitted to stay in quarters 3 months after retirement shall pay a higher rent as detailed below for their period of stay (not exceeding one year).

Type of quarters	Higher rate of rent (in Rs.)
F- type	3000/-

E-type	4500/-
D-type	6000/-
C-type	7500/-
B-type	9000/-
A-type	10,500/-

17.7 If the occupant continues to occupy the quarters unauthorisedly without permission from the University and without remitting the rent in advance, action shall be taken to evict him/her.

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18. When vacating the quarters, the building shall be handed over by the occupant to the University Engineer or to the officer appointed by the latter for this purpose, signing a statement in duplicate to the effect that the building and all other articles entrusted to him/her have been handed over to the University Engineer or to the officer appointed by the latter for this purpose intact. The officer of the Engineering Department also shall sign therein, in token of having taken possession of the said building and articles, the duplicate copy being returned to the official vacating the quarters. Particulars of irregularities, if any, or articles found missing shall be noted in the Statement, the cost of which shall be adjusted from the deposit made by the occupant or recovered from his/her pay, as the case may be. The University Engineer then shall report the matter to the Joint Registrar (Campus Admn.) on the next day itself.

19. Occupants of the Residential quarters shall inform the Registrar/Finance Officer/Joint Registrar (Campus Admn)/University Engineer of any change in their official address, promotion, transfer, etc during the period of their stay in the quarters.

20. The occupant shall keep the building in neat conditions and shall be liable for any damage caused to the building and its installations during his/her stay and to pay the cost incurred by the University for repairing all such damages. The usufructs of trees in the compounds of residences can be enjoyed by the occupants, provided,



the compounds are maintained at their cost and the pay of the gardener and all garden expenses are borne by them. Otherwise they should be credited to the KUF. However, the occupants shall not cut the trees, if any. If trees/branches are to be cut, the matter shall be reported to the Joint Registrar/University Engineer for appropriate action. The proceeds from the sale of trees or their branches shall be credited to the KUF.

21. The occupant shall provide his/her own furniture and electric bulbs.

22. The present occupants will be deemed to have been allotted the buildings under these rules only.

23. The persons coming under the purview of these rules shall also be liable to be governed by the rules and conditions that may be prescribed by the University from time to time in this regard.

24. Without prejudice to the rights of the University under the preceding rules, all sums found due to the University from any occupant may also be recovered from him/her and his/her properties movable/immovable in such manner as the University may deem fit.

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25. Notwithstanding anything contained in these rules, the University shall be competent to terminate the allotment without assigning any reason whatsoever, and the occupant shall thereupon, vacate the building within one month of the receipt of notice of termination.

26. An appeal shall lie with the Syndicate from any order passed by the Registrar under these rules.

27. An agreement as in Appendix II shall be got executed by the allottee of the quarters before he/she is put in possession of the building. Those who fail to execute the agreement in time shall not be allowed to occupy the quarters and allotment shall be cancelled.

28. Rules/norms existing in the Government may be followed in cases where more clarifications are required.

29. Permanent Staff of the Centre for Adult Continuing Education and Extension, Cost of cultivation and Population Research Centres shall be allotted quarters as per rules, subject to availability.

30. Quarters shall not be allotted for office puposes.

31. Allotment of quarters under special orders shall not be made, but only under exceptional circumstances. Any deviation and declining to be done only after obtaining sanction and due reporting to the Standing Committee of the Syndicate on Planning & Development.

32. The copy of the rules shall be made available to the allottee at the time of allotment.

33. Those who violate any of the clauses of these rules shall be evicted from the quarters.

Orders are issued accordingly.

The U.O. read (1) above, stands modified to this extent.

**Bindu B.**

Deputy Registrar(Admn II)  
for Registrar

To

- The Joint Registrar, Campus Administration, Kariavattom
- All members of the Screening Committee for allotment of quarters.
- The P S to Vice-Chancellor/Pro-Vice-Chancellor
- The PA to Registrar/F O/CE/DPD/DCDC
- The Government Auditor
- The Ad B II Section
- The Stock file /File copy

Forwarded/By Order

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**SECTION  
OFFICER**