

**DIBRUGARH UNIVERSITY
RULES FOR RESIDENTIAL QUARTERS, 2024.
APPROVED BY THE 356TH MEETING OF
THE EXECUTIVE COUNCIL, D.U, HELD ON 27.03.2024.**



DIBRUGARH UNIVERSITY
Dibrugarh | PIN - 786 004 | Assam

DIBRUGARH UNIVERSITY RULES FOR RESIDENTIAL QUARTERS, 2024

[As recommended by the Committee constituted *vide* Notification no. DU/RG/G.01.01/2024/6388 dated 04/01/2024 and approved by the Executive Council, D.U. vide Resolution No.21 of the 356th Meeting held on 27th March, 2024. This Rule supersedes the earlier Rule approved by the Executive Council, D.U. vide Resolution No. (32) of the 262nd Meeting]

1 Short Title:

These rules shall be called the Dibrugarh University Rules for Residential Quarters 2024.

2 Application:

These shall come into force from the date of approval of the Executive Council, Dibrugarh University and shall, except as may be specifically provided otherwise by the term of existing on and appointed after date provided that the University employees shall be governed by the special rules for those purposes as provided hereafter.

3 Definition:

In these rules there may be anything repugnant in content, words and expression defined below shall have the meaning hereinafter, explained-

- 3.1 **‘Employees’** means an employee of Dibrugarh University as defined in Dibrugarh University Act 1965 (amended upto date).
- 3.2 **‘Seniority’** means the seniority of an employee as defined under clause 3.3, Clause 3.4 and 3.5 in respect of allotment of quarters except for the post of Registrar, Controller of Examinations, Dy. Registrar (Administration) in-charge of Dibrugarh University campus, Resident Medical Officer, University Engineer, Estate Officer, Security Officer, Quarters earmarked for the Officers.
- 3.3 **‘Seniority of teacher’** means the Seniority on the basis of date of joining in regular substantive post of a teacher in the University.
- 3.4 **‘Seniority of Officer’** means the seniority ascertained on the basis of date of joining as Officer on promotion or on direct recruitment irrespective of cadres.
- 3.5 **‘Seniority of Grade III and Grade IV employee’** means the seniority on the basis of their date of joining in their respective post in grade on Regular basis/service.
- 3.6 **‘Regular post/service’** means employee appointed to a post/service on regular basis.
- 3.7 **‘Rent’** means the occupant drawing House Rent Allowance (HRA) in his/her salary, which will be deducted at the source (monthly salary).
- 3.8 **‘Retirement’** means termination of Service of an employee on attaining the age of 60(sixty) or 65 (sixty five) years whichever is applicable, on completion of term under provisions of Dibrugarh University Act (amended up to date) or on termination of service of an employee by the authorities of the University on specific ground.
- 3.9 **‘Lien’** means the period of leave allowed to an employee to hold substantively (either immediately or on termination of a period or periods of absence) a permanent post under the University to which he has been appointed substantively.
- 3.10 **‘License fee’** means the amount fixed by the University to be payable by the occupant on monthly basis which will be deducted from the monthly salary.
- 3.11 **‘Committee’** means Residential Quarters Allotment Committee duly constituted under Clause 4 of the Rules for the purpose.
- 3.12 **‘Sublet’** means let out of a residential quarters partly or wholly by an occupant to any other person other than family.
- 3.13 **‘Penal Rent’** means the rent mentioned in Clause 18 of these Rules as measure of penalty for violation of any provision of the Rules.
- 3.14 **‘Vacation of quarters’** means vacation of accommodation by the occupant on his/her

own volition during the allotment period or vacation of accommodation by the occupant against an appropriate notice issued by competent authority.

- 3.15 **'Unauthorised occupation'** means occupation in relation to any quarters of the University in contravention of these rules of the University.
- 3.16 **'Defaulter'** means the occupant of a particular quarter who fails to pay rent and license fee and other dues for the purpose.
- 3.17 **'Honorary teacher'** means a teacher who is providing agreed professional service in the interest of the University without any financial benefit.
- 3.18 **'Family'** means as follows-
- a. The spouse;
 - b. The dependent natural parents including adoptive parents and step-parents wholly dependent on the University employee;
 - c. The natural sons and daughters including adoptive children and step-children residing with and wholly dependent on the University employee.
- 3.19 **'Surrender of quarters'** means vacation of quarters after physical occupation of the quarters by the occupant on his/her volition during the allotment period.
- 3.20 **'Allotment'** means the grant of permission to employees, to use any quarters of the University for residential purposes only.

4 **Constitution of the Committee**

The Residential Quarters Allotment Committee shall be constituted by the Vice-Chancellor, Dibrugarh University for a period of 2 (two) years with the following members-

- | | |
|--|-------------------|
| a) Any Dean (to be nominated by Vice-Chancellor) | - Chairperson |
| b) The Deputy Registrar (Finance &Accounts) | - Member |
| c) The University Engineer | - Member |
| d) The President of D.U. Teachers' Association | - Member |
| e) The President of D.U. Officers' Association | - Member |
| f) The President of D.U. Employees Association | - Member |
| g) The Estate Officer | - Member Convenor |

5 **Functions of the Committee:**

The Residential Quarters Allotment Committee shall -

- 5.1 Decide allotment of residences under the provisions of these rules and make recommendation for Allotment Order
- 5.2 Recommend the cancellation of allotment and take any other action against the allottees for breach of rules and conditions for allotment of quarters
- 5.3 Recommend any other matters relating to the University quarters as may be referred to it from time to time by the University authorities

6 **Types of Quarters**

There shall be five (5) types of quarters-

- a) Type A : Teachers Quarters
- b) Type B : Officers Quarters
- c) Type C : Grade III Quarters
- d) Type D : Grade IV other than Type E

e) Type E : Cleaners Quarters

7 Allotment Procedure

- 7.1 There will be advertisement on the institute website against available residential quarters.
- 7.2 An interested employee will have to apply in prescribed format to the Committee.
- 7.3 No employee who is residing within a radius of 8 Km from the Dibrugarh University campus shall be eligible to apply. However, if the applicant declares that he/she is residing in a joint family and is facing the problem of insufficient accommodation for his/her family thereto, the case may be taken up for consideration.
- 7.4 All applications received within due date of the advertisement by the Committee will be considered in the meeting.
- 7.5 The meeting of the Committee will be scheduled as and when required, for screening of the applications as per advertisement.
- 7.6 The Committee will prepare a list of selected applications along with a Waitlist as per the advertisement. The Waitlist will be valid for a period of 2 (Two) months. The selected List and the waitlist will be placed for the approval of the competent authority.
- 7.7 After preparation of the lists, the Committee shall send it to the University authority for approval of the allotment.
- 7.8 After approval of the lists by the authority, Allotment Order will be issued to the allottee.

8 Obligations of Planning & Construction Branch

- 8.1 The Planning and Construction Branch shall keep the quarters wind-proof and water proof.
- 8.2 Prior to the advertisement, the Office of the Registrar will notify to the Planning and Construction Branch to carry out necessary repairing works (if any) and also to maintain the existing supplies and services to make the quarters ready for the new allottee.
- 8.3 The said Branch shall execute the repairing works, including maintaining the existing supplies and services within 60 (sixty) days from the date of the Notification and the same shall be intimated to the authority.
Provided further that approved painting and repairing works and of maintaining the existing supplies and services of the quarters has to be executed as per the University norms.
- 8.4 At the time of occupation by the allottee, a complete Inventory of the various items (if provided) including lighting and fixture will be signed by the allottee both at the time of occupation and vacation of the quarters.

9 Occupation

- 9.1 The allottee has to accept the allotment within 7 (seven) days of issuance of the order. However, for any valid reason, if he/she cannot accept it within the stipulated time period, special permission has to be obtained from the competent authority.
- 9.2 The allottee has to take occupation of the quarters within 15 (Fifteen) days of issuance of the Allotment Order. However, under any exigency conditions, they may be given additional time, if the competent authority is satisfied with the cited reason(s) but it shall not be exceeded for another 15 (fifteen) days.
- 9.3 In case, an allottee fails to occupy the quarters allotted to him/her within the time specified without reasonable grounds, his/her allotment order shall be cancelled and he/she shall be debarred from fresh allotment of quarters for three years.
- 9.4 No occupant shall keep any cattle, buffaloes, goats, poultry, birds, pets etc. in the campus.
- 9.5 The occupants who are desirous to vacate/surrender their quarters, have to give 15 (Fifteen) days notice before vacating.
- 9.6 No occupant shall modify or damage the existing structure of the quarters allotted to him/her. For unauthorized alteration/willful damage, the University administration shall

charge double the amount estimated (by University Engineer) and deduct the amount from salary/Leave Salary/Gratuity, etc. due to him/her.

- 9.7 On retirement/expiry, an occupant/family members of the University quarters shall be allowed to continue his/her occupation for a period not exceeding 3 (three) months from the date of his/her retirement or on leaving the Dibrugarh University service or expired or any other reason. Such period of occupation of quarters may be extended for another period of 3 (three) months or an appeal of submitted by the occupant on special ground to the satisfaction of the University administration. In such case, the occupant shall pay the license fee and house rent allowance (HRA)last drawn as per his/her pay structure at the beginning of every month at the cash counter of the university. The duplicate copy of the university money receipt should be submitted to the Cashier of the University. In no case and under no circumstances, the occupant shall be allowed to stay further from the date of expiry of the period so extended.

However, in case of honorary teachers, if they are occupying University quarters at the time of retirement, they shall also be eligible to stay in the quarters for a maximum period of 12 (twelve) months.

- 9.8 When an occupant is on lien/extra ordinary leave he/she be allowed to continue his/her occupation of the Quarters for a period of 6 (six) months (irrespective of the period of lien/extra ordinary leave). Such period of occupation of quarters may be extended for another period of 6 (six) months on an appeal submitted by the occupant on special ground to the satisfaction of the University administration. In such case, the occupant shall pay license fee and HRA last drawn as per his/her pay structure at the beginning of every month at the cash counter of the University. The duplicate copy of the University money receipt should be submitted to the Cashier of the University.

10 **Inventory and consumption of electricity and pipe natural gas**

- 10.1 A complete inventory of the various items (if provided) including lighting and fixture will be signed by the allottee both at the times of occupation and vacation of the quarters.
- 10.2 All furniture and fixtures (if provided) in the rooms allotted to the occupant shall be cared for properly. The occupant shall be required to pay double the original cost of any furniture and fixtures found missing from their quarters. They shall also be required to pay the charges of repair to items that are found to have been damaged on account of misuse or unfair wear and tear.
- 10.3 The occupant shall not interchange any furniture/fixture from one room/point/location in the quarters to another quarters or elsewhere.
- 10.4 All the occupants of the quarters shall take care of the property placed in common places of the building and inside the compound.
- 10.5 The electric charges as per the meter reading will be paid by the occupant to the University as fixed from time to time.
The occupant shall not install/use any additional electrical appliances (such as air conditioner, geysers, electric vehicle etc.) that may lead to increased consumption as well as exceed the limit of the existing electrical wiring capacity without prior permission from the University authority.
- 10.6 The pipe natural gas charges as per the meter reading will be paid by the occupant to the Assam Gas Company as per actual.

11 **Campus discipline**

- 11.1 No gambling of any kind shall be allowed on the premises of the quarters or in the campus.
- 11.2 No occupants shall bring or store any firearm, ammunition, explosive and inflammable goods on the premises of the quarters.
- 11.3 Occupants shall not drive any pegs or nails into walls or stick undesirable posters on walls, windows and doors.

- 11.4 Occupants and the family shall not be allowed to drive car/ ride bike at a speed beyond 25 KM/Hr within the campus.
- 12 Maintenance of staff/ domestic helpers:**
- 12.1 Occupants shall treat the maintenance staff of the quarters/institute and the goods delivery persons with due courtesy at all times.
- 12.2 Occupants may engage both part time and full time domestic helpers after submitting proper identification information such as passport size photos and copy of the Aadhaar card to the Office of the Registrar in a proper format. Photo ID-card will be issued to the domestic helpers from the Office of the Registrar. These id-cards will be non-transferrable and has to be renewed every 06 months. The cost of the ID-card shall be borne by the occupants.
- 13 Celebration of any function:**
- 13.1 Occupants shall take prior permission of the authority for any large scale gathering (more than 20 persons).
- 13.2 Care should be taken at all times to ensure that music/loud talking is not audible outside the quarters.
- 13.3 Any festivities and noise making/celebrations should be avoided, which may cause disturbance to others within the quarters premises.
- 14 Rent/License fee and other dues:**
- 14.1 Unless otherwise exempted by the authority the occupant has to pay the license fee and rent which shall be deducted from the monthly pay bills.
- 14.2 The payment of service charges of electricity, water supply, pipe natural gas etc. shall be the responsibility of the occupants. Persons vacating the house shall have to clear all the dues upto the vacating month otherwise his/her leave salary will be held up till clearance of all the dues.
- 15 Retention of quarters**

Subject to the happening of any of the events as tabulated below, an occupant may be permitted to retain the quarters for a period as specified in the table –

Sl No	Event	Permissible period	Payment of Rent / License fee
01	Termination of the service due to resignation or removal under any disciplinary action.	Maximum 01 month	Both
02	Retirement (regular/voluntary/medical), technical resignation, death in service	Normally 3 months and it may extend to another 3 months on appeal.	License fee for 3 months and both for the extended 3 months
03	Medical leave without pay and allowance	Entire period of leave	Both
04	On Lien/deputation to join other institute/organization for any Academic/ administrative assignment	Normally 6 months and it may extend to another 6 months on appeal.	Both
05	Long term visit (maximum of 02 years) to any other research laboratory within or outside the country with or without pay	Actual Period of Sanctioned Leave	Both

16 Grounds for eviction from the quarters

- 16.1 Where the occupant sublets the quarters or any part thereof or otherwise transfers his/her interest in the quarters or any part thereof.
- 16.2 Where the occupant has been guilty of conduct which is a nuisance or an annoyance to the occupiers of the adjoining or neighbouring quarters.
- 16.3 Where the occupants have become the defaulter in payment of rent & license fee etc.
- 16.4 Where the occupant has erected a temporary/permanent structure adjacent to his/her allotted quarters without prior permission from the authority.
- 16.5 Violation of the clause 16.1 to 16.4 of the above by an employee shall be tantamount to forfeiture of his/her allotment to the house and he/she shall have to vacate the quarters within one month notice.

17 Failure to vacate the quarters

In case of failure to vacate the quarters within the stipulated period by the occupant, it will be treated as unauthorized occupancy and penal rent shall be imposed. Besides, the Registrar of D.U. will initiate a legal action to get the quarters vacated as per law before the competent court.

18 Penal Rent

For an employee who fails to vacate the house within the time stipulated, the authority shall impose penal rent amounting to two times of HRA and License fee.

19 Breach of rules

If an employee to whom a quarters has been allotted makes any breach of the foregoing rules or the terms and conditions of allotment or uses the premises for any other purposes other than for his/her quarters, the University authority (without prejudices to any other disciplinary action) may cancel the allotment forthwith and they will be debarred from allotment of a quarters for 5 (five) years.

20 Appeal

An appeal against the decision of the Committee shall lie with the Vice-Chancellor. Such appeal shall lie within 7 (seven) days from the date of the Allotment Order.

21 Interpretation

If any question arises as to the interpretation of rules, the decisions of the authority shall be final.



**OFFICE OF THE REGISTRAR
DIBRUGARH UNIVERSITY**

APPLICATION FORM FOR ALLOTMENT OF RESIDENTIAL QUARTERS

To _____ Date: _____
The Member Convenor _____ Advt No. _____
Residential Quarters Allotment Committee

01. Name of the Employee (In Block Letter) : _____
 02. Designation : _____
 03. Name of the Dept/Centre/Office : _____
 04. Date of Joining (initial joining) : _____
 05. Date of Joining (Present Post) : _____
 06. Date of Birth : _____
 07. Type of Quarters applied for (with Qtr No.) : _____
 08. Whether the applicant resides within 8 KM radius of the : Yes / No
 Dibrugarh University.
 If 'Yes' whether the house is owned in ...
 a. His/her own name : Yes / No
 b. His/her wife/husband or any dependent child : Yes / No
 c. His/her parents or any other dependent relation : Yes / No
 09. Whether a residential quarter of DU has been allotted : Yes / No
 earlier in the name of the applicant
 If 'Yes' please specify the Allotment Order and date of : Allotment Order _____
 occupation : Date of Occupation. _____

10. Particulars of members of family:

Sl No	Name	Age	Relation
01			
02			
03			
04			
05			

Declaration:

I hereby declare that the information given above are true and complete to the best of my knowledge, belief and information and I have not concealed any information. If any discrepancy found, my application shall be liable to be cancelled.

I also undertake that if allotted a residential quarter in my name, I shall abide by the Dibrugarh University Rules for Residential Quarters, 2024 (as amended from time to time).

Full Signature of the Applicant

Forwarding Authority:

Certified that Dr./Sri/Smti _____ designation _____ is working in the Dept/Centre/Office of _____.

Signature and Seal of the Forwarding Authority

Office Use

Sl No. _____

Remarks. _____

Recommended/Not Recommended

Signatures of the RQAC



Office of the Registrar
DIBRUGARH UNIVERSITY
Dibrugarh – 786 004, Assam

No. : DU/RG/A.02.03/24/6765


Date : 22.04.2024

NOTIFICATION

In pursuance of decision of the Executive Council, Dibrugarh University in its 356th Meeting held on 27 March, 2024, vide Resolution No. 21, the ***Dibrugarh University Quarters Allotment Rules, 2003*** has been modified and amended as recommended by the Committee constituted vide : DU/RG/G.01.01/2024/6388 dated 04.01.2024. The nomenclature of the said amended Rules has been renamed as ***Dibrugarh University Rules for Residential Quarters, 2024*** and shall come into force with immediate effect.

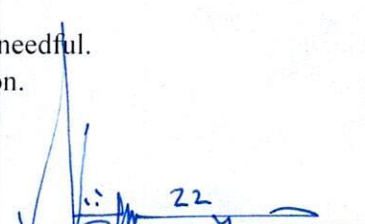
Encl. : *Dibrugarh University Rules for Residential Quarters, 2024*


Registrar

Dibrugarh University


Copy to :

01. The Hon'ble Vice-Chancellor, D.U., for favour of information.
02. All Dean of Faculties, D.U., for information and needful.
03. All Head of the Departments, D.U. for information.
04. All Chairpersons of the Centre for Studies, D.U. for information .
05. The University Engineer, D.U. for information.
06. The President/General Secretary, DUTA/DUOA/DUEA for information.
07. The Estate Officer, D.U. for information and necessary action.
08. The Deputy Registrar (Admn)/Acad), D.U. for information and needful.
09. The In-charge, D.U. website for information and necessary action.
10. Office file


Registrar

Dibrugarh University
