



Rani Lakshmi Bai Central Agricultural University, Jhansi
Gwalior Road, Near Pahuj Dam, Jhansi-284003 (U.P.)

No.: 9665-D /RLBCAU (R)/2020

Dated: 7 November, 2020

NOTIFICATION

In exercise of the powers vested in the BOM vide section 12 (4) of the Schedule (the Statutes of the University), the Board of Management vide resolution No. RLBCAU/BOM/13/13/2020 in its 13th meeting held on 6th November, 2020 resolved to approve the enclosed House Allotment Rules of the University.

Issued with the approval of the competent authority.



Registrar

Copy for information and necessary action-

1. Vice Chancellor, Rani Lakshmi Bai Central Agricultural University, Jhansi
- ✓ 2. Estate Officer, RLBCAU, Jhansi
3. F&AO, RLBCAU, Jhansi



Rani Lakshmi Bai Central Agricultural University, Jhansi

No : 9767/ RLBCAU (R)/2020

Dated: 1 December, 2020

NOTIFICATION

"Rani Lakshmi Bai Central Agricultural University (RLBCAU) House Allotment Rules – 2020"

The Board of Management of the Rani Lakshmi Bai Central Agricultural University (RLBCAU) vide Agenda No. 13 of 13th meeting held on 6th November, 2020 in exercise of the powers conferred under Statute 12(4) of the Rani Lakshmi Bai Central Agricultural University Act, 2014, hereby approved to adopt the following rules for regulating method of House Allotment to teaching and non-teaching staff of the University.

1. Short title and application

- i) These rules may be called Rani Lakshmi Bai Central Agricultural University (RLBCAU) House Allotment Rules- 2020.
- ii) These rules shall come into force with immediate effect subject to such alterations and additions as may be made, from time to time, by the Competent Authority.
- iii) These rules shall apply to all residential buildings and premises appurtenant thereto, allotted to the employees of the University to use the same as quarters, under the permission of the University Competent Authority and in accordance with these rules
- iv) The term building herein includes all constructions, permanent, temporary, semi-permanent, dormitory belonging to or otherwise secured by the University for the purpose of housing its own employees.
- v) No employee shall have any right to be provided with accommodation by the University. Subject to the availability of such accommodation, the employees in accordance with these rules may be permitted to stay in any of the quarters of the University for such periods as permitted, during and in course of their employment under the University. Allotment of quarters to employees shall be for beneficial working of the affairs of the University
- vi) The quarters allotted to house the employee as aforesaid, at all times, before, during and after occupation of the employees shall continue to be in possession of the University. The employees shall occupy the said quarters as licences, without having any right or interest in the land and the building concerned.

2. Definitions: In these rules, the following terms shall have the meaning as laid below, unless the context otherwise requires, -

- a) "Allotment" means the grant of a license to a University employee to occupy a RLBCAU residence or a portion thereof owned, leased or requisitioned by the University, for use by him as residence;
- b) "Allottee" means the employee whom the residence has been allotted by Estate office on the approval of Competent Authority;
- c) "Chairman" means the Chairman of the University House Allotment Committee appointed by the Vice Chancellor of the University;
- d) "Competent Authority" means the Vice Chancellor of the University or any such authority authorized by the Vice Chancellor;
- e) HAC means the University House Allotment Committee constituted by the Vice Chancellor;
- f) "Employee" means all the regular employees of the University both in Teaching and Non- Teaching category in the establishment of the University;
- g) "Family" means an employee or an employee's wife or husband as the case may be residing with him/her or legitimate children, step children dependent on the employee and residing with him or her or parents or other person's dependent on the employee and legally residing with him/her;
- h) "RLBCAU" means the Rani Lakshmi Bai Central Agricultural University, Jhansi;
- i) "License Fee" means the sum of money payable at the rate in accordance with the Central Government rates as prescribed by Central Government in respect of the residence allotted under these rules;
- j) "Normal Rent" mean the rent equivalent to HRA being drawn by the employee while serving the University;
- k) "Penal Rent" mean the rent equivalent to three times of the HRA being drawn by the employee while serving the University;



- l) 'Pay' means the basic pay of the employee, excluding special pay, personal pay, deputation pay, non-practicing allowance and such other emoluments of a substantive nature as applicable to an employee as per rules of the University;
- m) "Residential accommodation" means a covered structure or part thereof whether permanent or semi-permanent or temporary, which has at least a living room and a lavatory with or without kitchen; used for residential purposes and situated within the University Campus(s) under the full administrative control of University;
- n) "Subletting" means letting out the whole or part of the residence allotted under these rules by an allottee to any person;
- o) "Temporary Transfer" means a transfer which involves absence of University employee from his/her place of posting for a period not exceeding six months;
- p) "Type of Quarters" means classification of the quarters to be allotted to the employees as notified by the University;
- q) "University" means the Rani Lakshmi Bai Central Agricultural University, Jhansi established under the Rani Lakshmi Bai Central Agricultural University Act, 2014.
- r) "Vice-Chancellor" means the Vice-Chancellor of Rani Lakshmi Bai Central Agricultural University, Jhansi.
- 3. Classification of Residences and Entitlement for types of accommodation:** Save as otherwise provided in these rules an applicant shall be eligible for allotment of residence of the type as shown in the column(l) as per the level in the pay matrix specified in the corresponding column (4), in the table below: -

Type of Accommodation	Level* (Grade Pay#)
VC Residence	Reserved for Vice-chancellor
Type VI	14 (GP: Rs. 10000)
Type V	13, 13A (GP: Rs. 7600 to Rs. 9000)
Type IV	9, 10, 11 (GP: Rs. 5400 to Rs. 6600)
Type III	6, 7, 8 (GP: Rs. 4200 to Rs. 4800)

*Level: As per 7th pay-matrix; #Grade Pay: As per 6th pay-commission.

- 4. Provision of one step lower category of residence than the entitlement, to be made as under:** If a residence in the category to which an employee is entitled is not available, he/she may be allotted a residence in the lower category i.e. one step below the one to which he/she is entitled provided that his/ her date of seniority is earlier than any employee on the waiting list for lower category of the residence, and his request has been accepted by the Vice Chancellor on the recommendation of RLBCAU House Allotment Committee. For this purpose, the date of joining the University shall determine his/her seniority viz-a-viz others entitled to that category. Further, this will not debar him/her subsequently from the allotment of a residence to which he/she is entitled.
- 5. House Allotment Committee (HAC):** There shall be a House allotment Committee (HAC) appointed by the Vice Chancellor for all the Staff serving at Jhansi. Similarly, the Vice-chancellor shall appoint an HAC for the staff serving at Datia Campus. The nominated members of HAC shall normally have tenure of 3 years and shall be responsible for considering the applications and recommending to the Vice-chancellor the allotment of residences to different groups of Staff.
- 6. Allotment Procedure**
- 6.1 Application for accommodation**
- a. Announcement of vacant residence will be made in the middle of odd numbered (e.g.1, 3....) months and the last date for receipt of applications for the advertised houses shall be fixed by the Chairman of the House Allotment Committee (HAC). Application, once made, can also be withdrawn up-to the last date for receipt of application.
- b. The University Estate Officer will inspect each vacant residence and will arrange necessary repairs and painting etc. He will also certify that the vacant residence is safe and livable and will inform the Chairman, HAC that the House is available for allotment.



- c. The applications shall be screened and a seniority list shall be prepared for the various residences and displayed in the office of the University Estate Officer and also on the Notice Board of the University/Colleges for scrutiny by all concerned persons who may point out discrepancies, if any.
- d. Allotment of residence(s) will be made on the basis of a seniority list of all applicant employees which will be prepared for consideration of allotment of residences according to entitlement for a particular category of residence as per Rule 8 below. Spouses living with their husband / wife and children living with their parents need not be included in the list.
- e. After allotment of a residence, the Allottee will be issued a formal order of allotment.

6.2 Eligibility of Employees for allotment of residence

- a. Employees who are appointed on regular establishment in a level in 7th pay matrix/ Pay band with Academic Grade pay / Grade pay as applicable,
- b. Notwithstanding the provisions of Rule 8, other kind of employment i.e. Contract, visiting faculty, and ad-hoc employees etc. are not entitled for allotment of residence. Their request may be considered by the Competent Authority of the University for Allotment of Hostel/ Guest rooms/ residence, if available, purely on temporary basis for a specified period.

7. Counting of Past Service rendered in other organization before joining RLBCAU: The past service of the employee rendered in other organizations before joining RLBCAU University will not be counted for the purpose of seniority for allotment of residence.

8. Seniority list of employees for allotment of residence

- a. A unified waiting list shall be prepared for each type of accommodation.
- b. The names of applicants entitled for Type V and above accommodation shall be included in the unified waiting lists of below types of accommodation for which they are eligible.
- c. The allotment of the residences will be made on the basis of seniority list which will be prepared and maintained by the University. An employee who seeks allotments of residence may submit an application in the prescribed format to the designated office of the University.

The position of the applicant in the seniority list shall be determined by the date of his/her joining in the University services, in the manner that one who joins earlier shall have the seniority in allotment.

- d. If the date of joining of two or more officers/ officials in the University is same, the seniority amongst them may be determined as per the following order of priority:
 - i) Higher level in the pay-matrix/ Grade Pay as on date of application
 - ii) Earlier date of Joining in Higher level in the pay-matrix/ Grade Pay
 - iii) Higher Basic Pay
 - iv) Seniority of Age

Personal Pay, Non-Practicing Allowance, Military Service Pay or any other such component of pay shall not be considered for the purposes of determining the inter se seniority in the waiting list.

- a) The seniority list shall be revised on the basis of application received up-to 31st July of each year as per Rule 8 (a). The seniority list would be effective for next one full year i.e. from 1st August to 31st July of the subsequent year. Every allotment during the year i.e. 1st August to 31st July shall be made strictly in order of seniority contained in the seniority list thus prepared.

No change in the seniority list shall be made on account of increments/ promotion/ fixation of pay etc. earned by an employee during the year.

- b) All those regular employees, who apply for residence, after the 31st July of each year, will be added at the end of seniority list already finalized for that year in accordance from the date of receipt of application in the designated office for that year.
- c) The allotment of accommodation to an allottee under suspension shall be made as if suspension has not taken place.
- d) Deletion of names of non-serious applicants from unified waiting lists. -

The names of applicants, who have neither updated their personal data nor opted for any accommodation during the past one year, shall be automatically deleted from the unified waiting list:



Provided that the applicant whose name is deleted may get his name activated again by filing prescribed form and such applicant shall be considered in the unified waiting list of the respective type of accommodation.

9. Allotment to husband and wife. Eligibility in case of employee who are married to each other

- a) No University employee shall be allotted a residence under these rules unless the wife or the husband of the employee, as the case may be, who has already been allotted or likely to be allotted a residence or accommodation in any other govt. organization surrenders the same;
- b) Provided that this rule shall not apply where the husband and wife are residing separately in pursuance of an order made by any competent court;
- c) Where two University employees in occupation of separate residences allotted under these rules, marry each other, they shall have to surrender one of the residences within one month of the marriage;
- d) Where a residence is not surrendered as required by sub-rule (a) & (b) the allotment of the residence of the lower type shall be deemed to have been cancelled on the expiry of such period and if the residence is of the same type, the allotment of either of them as the RLBCAU University House Allotment Committee deems fit, shall be deemed to have been cancelled on the expiry of such period;
- e) When both husband and wife are employees in the University, the entitlement of each of them for the allotment of a residence under these rules shall be considered independently.
- f) **Notwithstanding anything contained in sub-rules (a) to (d) above:**
 - i) Where two officers, in occupation of separate residences at the same station, one allotted under these rules and another from a pool to which these rules do not apply, marry each other, they shall surrender any one of the residences within one month of such marriage;
 - ii) If a residence is not surrendered as required under clause (i) above, the allotment of the residence by the University shall be deemed to have been cancelled on the expiry of such period.

10. Shifting from one residence to another residence: Any shifting from one residence to another residence in the same entitled category of residence(s), shall be allowed by the Vice-Chancellor on the recommendation of the House Allotment Committee, as per procedure at Rule 20.

11. Subject to the other provisions of these Rules, allotment once made, shall not, ordinarily be disturbed, except for the following reasons:

- a) The University employee occupying residence retires or is transferred to any institution not maintained by the University or his services are terminated;
- b) The University employee becomes entitled to a higher category of residence and when such residence is available;
- c) Non-acceptance of offer of allotment or failure to occupy the residence by an allottee (read Rule 12 below).

12. Non acceptance of offer of allotment or failure to occupy the residence by an allottee

- a) Where a University employee fails to accept the allotment of a residence or fails to take possession of that residence within one month of the date of issue of the letter of allotment, he / she shall not be eligible for another allotment for a period of twelve months from the date of issue of the allotment letter. On the expiry of this period of twelve months, he may apply in fresh. If an employee does not accept the allotment second time also, he shall be debarred for further allotment of residence of that category for three years and if the employee does not accept allotment even third time, he will be debarred for five years. The next refusal to accept the allotment of residence will render him / her ineligible for allotment of that category of residence for good.
- b) **Withdrawal of Application:** An applicant may request in writing for withdrawal of application of the allotment of residence to the designated office before 31st July. On any such withdrawal of application, the applicant's name shall not be included in the seniority list.
- c) The residences which are not occupied within one month of allotment, may be considered as vacant for the purpose of allotment to next eligible applicant in the seniority list.



13. Cancellation of Allotment of residence: Notwithstanding the provision(s) of Rule 6, an allotment shall be treated as cancelled, in the circumstances, mentioned below and may be cancelled by the Vice-Chancellor in the circumstances hereinafter specified:

- a) When an allottee has ceased to be in the service of the University;
- b) When an allottee accepts allotment but fails to take possession and do not start living in the allotted residence within a period of one month;
- c) If he uses the premises allotted to him in a manner so as to be a source of annoyance or nuisance to the neighbourhood;
- d) If the employee indulges in any commercial activity or misuses in any form, the residence allotted to him;
- e) If the employee violates any provisions of the present Rules.

14. Without the permission in writing from the Competent Authority, an employee shall not:

- a) Sublet or part with the possession, for or without consideration of rent, the whole or part of the allotted premises or any of the out-residences attached there-to;
- b) Construct any structures in any part of the allotted premises;
- c) Use the allotted premises or part thereof for purposes other than for which they were meant;
- d) Make unauthorized extensions from electric or water connections or tamper with them;
- e) Make any structural alteration in any part of the residence without the permission of the authorities which is likely to impair its value & utility;

15. Retention of residence for extended period: An allottee may be permitted to retain the residence in the following cases subject to the maximum period noted against each on payment of normal rent / license fees or both as applicable which the employee was paying previously during his normal allotment period, -

- a) Resignation or dismissal or removal from One month;
services or Termination of service or
unauthorized absence without
permission
- b) Retirement from Service Three months;
- c) In case of death of an employee Six months (*With specific approval of the Competent authority*)
- d) When an employee proceeds on EOL/
CCL/ Sabbatical/ Study Leave as duty One year
(In case the deputation period of an employee exceeds one
year, he will be asked to vacate the residence, after expiry of
one year, within one month, for which penal rent will be
charged) beyond the period of one year.
- e) In case the employees leave the organization to join any other government / autonomous organization on deputation in the middle of the academic session, he /she will be allowed to continue in the residence till the end of current academic session beyond one year provided that the child / children is studying in any class from VI to XII in Jhansi/Datia;
- f) Provided further that an employee who proceeds on leave to join a post on regular / contract basis elsewhere and takes his family along with him shall not be allowed to retain the University residence during the permissible period of his leave. However, on his return (*within lien period*) he will be allotted accommodation on the campus on priority basis as early as possible on his original seniority subject to availability. If such an employee fails to vacate the University Residence, his leave will be liable to be cancelled. This will not apply to the employee on long leave on account of illness or invalidations;
- g) Provided further that an employee who proceeds abroad on deputation shall not be allowed to retain the residence beyond a period of one year with the payment of normal rent, i.e., HRA and License fees. However, on his return after one year he will be allotted residence on priority basis as early as possible. If such an employee fails to vacate the residence on the expiry of one-year period, he / she will be charged Penal Rent i.e. 3 times of the HRA;
- h) An Employee may be allowed to retain the residence during the study leave on payment of normal rent



- and license fees up to 12 months;
- i) Where an allottee has been asked by the Vice-Chancellor to vacate the University residence and he fails to do it, the Vice-Chancellor will be competent to levy Penal rent after one month of the date of the order asking the occupant to vacate the residence.

16. Allottee to do:

- a) The allottee shall maintain the allotted residence in clean and sanitized condition to the satisfaction of the University, Municipal and Health authorities;
- b) The allottee shall be responsible for any damage beyond fair wear and tear of all fitting and fixtures provided in the allotted residence, during the period for which the residence remains allotted to him;
- c) In the event of an allottee violating any of the conditions mentioned in the foregoing clauses, the Vice-Chancellor would be competent to take action against the allottee including levy of penal rent or cancellation of allotment as the circumstances of the case may warrant;
- d) Every allottee, shall, at all reasonable times, permit any officer of the University or employees of the Maintenance, Engineering or Medical Health Department to enter the allotted premises for inspection etc.;
- e) If any person to whom a residence has been allotted, commits breach of any of these rules or uses or permits the residence or premises to be used for any purposes, which the Vice-Chancellor considers to be improper, the Vice Chancellor may, -
 - (i) Order him/her to vacate the premises and;
 - (ii) Declare him/her ineligible for University residence for a period as may be specified by him / her in each case.

17. Inventory of Residence

- a) An allottee shall on occupation or vacation of the residence, will sign an inventory of fittings and or furniture in the residence. Such an inventory shall be prepared and signed by the Superintendent Engineer / Executive Engineer / Assistant Engineer of University or an Officer of the University authorized by the Vice Chancellor to do so;
- b) Further while giving/taking over possession of the residence, the handing/taking over certificate(s) will be signed by both the parties showing the date and time of the transaction so that the residences are allotted strictly according to seniority and in order of vacation.

18. Separate pools for certain categories of employees

18.1 Earmarked residences for key officials: Notwithstanding other provisions of these rules, the residences of the following key functionary officers of the University shall be provided as per their entitlement. These officers shall have to vacate the residence within a month they cease to be on the post for which the residence has been provided:

- I. Vice-Chancellor, Deans, Directors
- II. Medical Officer/ Estate Officer/ Wardens/ Security Officer
- III. Any other officer specified from time to time by the Vice-Chancellor.

18.2 Reservation in allotment to Scheduled Castes/ Scheduled Tribe / PwD (Persons with Disabilities) employees

- (a) The reservation in allotment of accommodation to Scheduled Castes and Scheduled Tribe employees shall be ten per cent in Type III and IV accommodation.
- (b) The allotment from Type III to IV shall be made in the ratio of 2: 1 vacancies to Scheduled Castes and Scheduled Tribe employees, respectively.
- (c) Separate unified waiting lists for Type II to IV accommodation shall be prepared for the Scheduled Castes and Scheduled Tribe employees.
- (d) In case, there is no Scheduled Tribe applicant in the unified waiting list, the quota reserved for the Scheduled Tribe may be allotted to a Scheduled Caste applicant.



- (e) Scheduled Castes and Scheduled Tribe applicants, who are already in occupation of general pool residential accommodation, shall be eligible for allotment of higher type of accommodation from the quota reserved for them under this rule.
- (f) In respect of Type III and IV accommodation, there will be 60-point roster system and the vacancies at point number 20 and 40 shall be allotted to Scheduled Caste applicants and vacancy at point number 60 shall be allotted to Scheduled Tribe applicants.
- (g) The Scheduled Castes and Scheduled Tribe applicants shall also be eligible for allotment from general pool.

The Scheduled Caste and Scheduled Tribe applicants shall mention the fact that as to whether they belong to Scheduled Caste and Scheduled Tribe in their application for allotment of accommodation, which shall be verified from their records by the Estate Office, wherever applicable.

- (h) At least one residence in each type shall be allotted to physically challenged employees of the University and the same will be allotted on priority. The residences in which no provision of lifts, one residence on ground floor will be earmarked for the same. In case there are no eligible applicant under this category is available, the same may be allotted to General category applicant.

18.3 Out of turn allotment: Out of turn allotment shall be made only under the orders and discretion of the Vice-chancellor and normally the following categories of staff shall be entitled to out of turn allotment:

- i. Persons declared as belonging to essential services by the Vice-Chancellor from time to time depending upon the availability of residences,
- ii. Persons on medical grounds certified by a Medical Committee appointed by the Vice Chancellor. Provided that the out of turn allotment shall be for a residence of his/ her entitled sub-category or lower sub-category.
- iii. The Son/Daughter/widow of a deceased staff, if employed or being given employment in the University, may be considered for out of turn allotment at her/his request for a lower sub-category residence in his/her group, provided that the deceased staff was living in a University residence at the time of his/her death.
- iv. In case of regular allotment, the out of turn allotment will stand cancelled automatically and he/she will be required to shift to the regular allotted residence. This provision should be notified in the advertisement.

19. Allotment of residences to the dependents of deceased employees: The dependent of the deceased employee who is taken into University service in the wake of demise of the employee occupying a Residence may be allotted the same residence on ex-gratia basis for a period of one year from the date of death of the employee. Subsequently, the type of residence to be allotted will be as per entitlement of the category of residence of the employee as per his/her entitlement. In these cases, the employee will be taken on first priority for changed to lower entitled class, as and when residence is vacant / allotted.

20. Change of Residence: Change of residence in the same category may be allowed for which the application for Change of Residence to another residence in the same entitled category of residence (s) shall be considered after two years of possession of residence. For this a fresh application shall be submitted on the prescribed format and name of the applicant will be included in the seniority list of residence as per clause 8.

However, change of residence to higher type of residence as per his/her entitlement, shall be permissible. For this a fresh application shall be submitted on the prescribed format and name of the applicant will be included in the seniority list of residence as per clause 8.

21. Subletting: Subletting of the residence or any of the outhouse residence and garage, by the allottee in any form whatsoever, will disqualify the allottee for further retention of the allotted residence. The Vice Chancellor may ask him / her to vacate the residence by giving 15 days' notice as well as a penalty determined by the Vice Chancellor to be recovered from the allottee's pay.

22. Sharing: Competent Authority on the request of the allottee may allow the sharing of the residence with University employee who is also eligible for allotment of same category of residence for a specific period. In this case, both will have to pay the License fee and no HRA will be paid to them;

23. Recovery of dues: If the allottee fails to pay Electricity/ Any Other charges payable by him / her for the usage / consumption of these facilities continuously for two months or as applicable, he/she will not be allowed to



continue further in the residence and he/she will be asked to vacate the residence within a notice period of 15 days and all dues will be recovered from his/ her pay and he / she will be debarred from future allotment for a period of two years.

- 24. Furnishing false information:** If any information furnished by any applicant in his / her application form found to be fake / incorrect, his / her allotment if already made will be cancelled and he /she will be asked to vacate the residence within 15 days' notice failing which the penal rent will be charged and eviction proceeding will be initiated. Further, during the process of application if any false information is found the application will not be considered for allotment. In all such cases he / she will be debarred for allotment of residence for a period of three years.
- 25. Eviction Procedure:** When the allottee fails to vacate the residence allotted to him / her with the period stipulated at Rule 15 and 24 above, the University will initiate eviction procedure as follows:
- The employee will be allowed grace period of one month to vacate the accommodation with specific permission of Vice Chancellor. The grace period will commence automatically on expiry of period at Rule 15 and 24. A notice will be served / pasted on the door, giving date of vacation. Normal Rent (equivalent to HRA) will be charged during the grace period;
 - After expiry of Grace period, employee will be charged Penal Rent at three times of the Normal Rent. A second notice will be served / pasted to vacate the accommodation within one month;
 - After expiry of one month of penal rent, the employee will be served final notice to vacate within two weeks, and charged penal rent;
 - After expiry of final notice period, the Residence Committee will employ the Security agency and the labour to enforce physical vacation and take possession of the accommodation, with due approval of Vice Chancellor;
 - Residual Authority- The employee concerned may appeal to the Vice Chancellor against the decision of the House Allotment Committee in implementation of above procedure or for any other matter pertaining to vacation of the residence, the decision of the Vice Chancellor shall be final and binding.
 - The above procedure is to be unequivocally accepted and understood by all employees before taking possession of the residence, and also an undertaking to the effect is to be made in the application.
- 26. Repealing of rules:** The existing residence allotment rules if any are hereby repealed. Notwithstanding such repeal anything done or any action taken under or in pursuance of the said rules shall be deemed to have been done or taken under these rules by the Vice-Chancellor or RLBCAU University House Allotment Committee as the case may be.
- 27. Relaxation of Rules:** The Vice Chancellor may for special reasons to be recorded in writing, relax any of the provision of these rules on case to case basis. No decision of the Vice Chancellor for specific relaxation on a case basis will be taken as precedence for future reference / consideration.
- 28. Interpretation of the Rules:** If any issue arises as to the interpretation of these rules, the decision of the Vice-chancellor shall be final.
- 29. Provision relating to license fee**
- Each allottee of the University residence shall be charged a license fee, except the officers (*Vice-chancellor, Deans and Directors*) made eligible for rent free accommodation as per Statutes of the University. The license fee will be as fixed by the Central Government from time to time for the different categories of residences. It will be subject to a maximum ceiling of 10% of monthly emoluments of the allottee.
 - Where an allotment of accommodation or alternative accommodation has been accepted the liability for license fee shall commence from the date of occupation or 31st day from the date of issue of the allotment order, whichever is earlier.
 - Where a University employee, after accepting the allotment fails to take possession of that accommodation within thirty days of the issue of the allotment order, he shall be liable for penal license fee from the date



- of allotment date of issue of allotment letter to the date of allotment order issued in favour of next employee.
- d) Where a university employee, who is already in occupation of a residence, is allotted another residence, and he occupies the new residence, the allotment of the former residence shall be deemed to have been cancelled from the date of occupation of the new residence. He may, however, retain the former residence on payment of normal license fee up to 30 days for shifting. After 30 days, penal license fee will be charged for such residence as per rules.
 - e) In case license fee has not been received continuously for a period of four months from an allottee, the allotment of accommodation of the concerned allottee shall be cancelled.
 - f) Where the appointment of an employee is on fixed salary without HRA, he will be charged license fee for the University accommodation @ 10% of fixed salary plus normal license fee of that category of house.

30. Fixation or revision of license fee for accommodation

- (a) The normal license fee for accommodation shall be revised every three years based on the Average All India Consumer Price Index (CPI) by the Central Government and shall be applicable to all types of accommodation throughout the country.
- (b) The revised rate shall take effect from the 1st July of the year next following, or from such other date as the Central Government may direct.

31. Personal liability of the allottee for payment of licence fee/utility dues till the accommodation is vacated

- a. The allottee to whom an accommodation has been allotted shall be personally liable for the payment of licence fee, utility dues (*electricity/water charges etc.*) and for any damage beyond fair wear and tear caused thereto or to the furniture, fixture or fittings or services provided therein by the University during the period for which the accommodation has been and remains allotted to him/her, or where the allotment has been cancelled under any of the provisions of these rules, until the accommodation along with the out-houses appurtenant thereto have been vacated and fully vacant possession thereof has been restored to the University.
- b. Payment of Licence fee in advance for retention of accommodation: All the allottees of accommodation shall pay the requisite licence fee in advance for retention of the accommodation allotted to them.

32. Maintenance of residence: A university employee to whom a residence has been allotted, shall maintain the residence and premises to the satisfaction of the RLBCAU. Such university employee shall not grow any tree, shrubs or plants contrary of the instructions issued by the University nor cut or lop any existing trees or shrubs in any garden, courtyard or compound attached to the residence save with prior permission in writing of the Estate Officer/officer designated, RLBCAU, Jhansi. Trees, plantation or vegetation grown in contravention of this rule may be caused to be removed by the Estate Officer, RLBCAU, Jhansi at the risk and cost of the University employee concerned. No addition or alteration in the house shall be made by the university employee without any permission in writing of the Estate/Designated Officer, RLBCAU, Jhansi. The house allotted to a university employee shall be used by the allottee as a bonafide residence and shall not be kept locked/closed/unoccupied for a period of more than two months continuously.

33. Code of conduct for allottees of University residences

- a. The University residences are allotted for living for the allottee and his/her family and relatives. Any other person is not allowed to reside in the residence. If an allottee or his/her family is not staying in the house it must be vacated, except under Rule 15 where the residence may be locked under intimation to the University.
- b. No allottee is permitted to sublet the residence allotted to him partly or fully or use it for any trade or business. If a complaint is received to this effect, appropriate action will be taken by the University authorities.
- c. Sharing of the residence by the allottee with anyone else is not permitted, other than those permitted under Rule 22.
- d. Mutual exchange of residence by allottees without permission from the University is strictly prohibited.



- e. The allottees will pay regularly license fee (except those eligible for rent free accommodation), electricity and water charges for the residence as prescribed by the University from time to time.
 - f. Any alteration or addition in the University residence shall not be allowed by the residents. However, the University may decide for identical alteration or addition in a group of identical houses.
 - g. Milk cattle/buffalo or any other livestock/poultry will not be kept in the University residence or its out-house.
 - h. The allottees will not temper with the electricity installation, water supply and sanitary fittings or other fixtures in the residence provided by the University.
 - i. Unauthorised use of electricity or water supply in any manner will be treated as a serious offense and render the allottee liable to disciplinary action.
 - j. The allottee will immediately report to the concerned authority about any defects in installations leading to wastage of water or leakage of electricity, etc.
 - k. The allottees may maintain collared doges or any other pets provided that they take extra care/responsibility so as not to cause any danger or nuisance to neighbours in any way.
 - l. The allottees are expected to conduct themselves in a courteous and polite manner with the neighbours. If any complaints are received about any resident being quarrelsome or indulging in objectionable activities like entertaining undesirable characters, disorderly behaviour, getting intoxicated outside the house, etc., appropriate disciplinary action including cancellation of allotment of such residence shall be taken by the University authorities.
 - m. The allottee will not encroach upon the University land or the land of the neighbouring residences for gardening or for any other purpose.
 - n. The allottee will not undertake cutting or lopping of the trees in the compound of their residences or nearby areas on his/her own.
 - o. Any fruit bearing tree(s) in the compound of the residence shall be the property of the University. The allottee may use the fruits for his/her own eating purposes. In case the resident sells the crops, he/she will have to deposit 75% of the sale proceeds with the University.
 - p. Any timber yield from the tree(s) in the campus of the residences will be deposited by the allottee with the University Estate as the University property.
 - q. If an outhouse is attached to a residence, the allottee shall furnish the name and age of the person staying in the outhouse to the Estate Office. The allottee shall be fully responsible for the conduct of the person residing in the out-house. No commercial activities will be allowed from the out houses. Only the person, spouse and their children can stay in the outhouse. Violation of this rule will invite a penalty to the allottee @ 50 times of the normal license fee.
 - r. At the time of acceptance of the allotment, the employee him/herself shall sign an endorsement that he/she has gone through these rules and he/she shall in all circumstances be bound by these rules. These rules shall be deemed to be a part of the Allotment Order.
34. **Residuary Matters:** In respect of all matters not specifically provided for in these rules, the corresponding provisions as provided by the Government of India for their employees or as specified in Central Government General Pool Residential Accommodation Rules, 2017 as amended from time to time, relating to its regular employees, will be followed. In case any particular provision in these rules clashes with any provision of the Act /Statutes, the provision of the Act / Statutes shall prevail and the provision in these rules shall stand superseded.

(Mukesh Srivastava)
Registrar



**Rani Lakshmi Bai Central Agricultural University
NH-75, Near Pahuj Dam, Gwalior Road, Jhansi - 284003**

ESTATE OFFICE

Application for Allotment of RLBCAU Residence Part-I (For office use only)

Latest photo of
applicant

Type for which applied	Pool under which applied	Staff Quarter allotted	Remarks

Part-II (To be filled in by the applicant)

- Please read "The Allotment of Rani Lakshmi Bai Central Agricultural University Residence Rules-2020" before filling the form. Incomplete application will be rejected without any further reference.
- Please fill up the form neatly/ in BLOCK LETTER.
- Please tick which ever required to do so.

1.	Type for Staff Quarter Applied for	Type I / II / III / IV / V / VI
2.	Name of the Applicant/ Employee	
3.	Designation	
4.	Department/ Branch/ School	
5.	Date of Birth	
6.	Employee Code	
7.	Pay level as on date	
8.	Basic Pay as on date	
9.	Date of joining in the University as regular employee	
10.	Date of joining on present grade pay	
11.	Category (General/ SC/ ST/ PWD)	
12.	Address for correspondence	
13.	Phone No.	
14.	Marital Status	Married/ Un-married
15.	Details of Members in the family (Pl. enclose in separate Sheet)	Name, DOB, Relation with applicant, occupation, income if any

HoD/ Dean/ Director concerned

Date:

Signature of the applicant

Recommendation of Estate office



UNDERTAKING

(To be attached along with application for allotment of residence)

I undertake the following:

- (a) That I fully understand the rules for allotment of residence and I shall abide by the rules stated in *Rani Lakshmi Bai Central Agricultural University (RLBCAU) House Allotment Rules – 2020* and amendment, if any, from time to time,
- (b) That I shall vacate the residence within the time specified as per rule. I **have understood the provision stated in clause 25**, and in case of failure to vacate, the University will be free to take possession of the said residence as per procedure specified in *Rani Lakshmi Bai Central Agricultural University (RLBCAU) House Allotment Rules – 2020* as amended from time to time,
- (c) I also certify that above undertaking has been signed by me on my own will without any pressure.

Signature:

Name of the Employee:

Witness-1

Signature:

Name of the Employee:

Designation:

Employee Code:

Witness-2

Signature:

Name of the Employee:

Designation:

Employee Code:

Signature of Registrar
(with rubber stamp)