

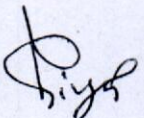
FLAT/HOUSE ALLOTMENT RULES

A) Online Request

1. Staff member who wish to apply for flat at the University campus has to apply online by login through (GLAUniversity.in:8088) by entering Staff code & password. Flat request panel is available under other services.
2. On successful submission of the desired details flat booking status will be displayed on the screen.

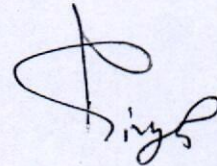
B) Procedure for Allotment of flat: -

1. Request for allotment shall be considered by application date & time.
2. If the total strength of the department is more than 50, the quota will be 15% otherwise 10% is fixed for all departments for allotments i.e. if the strength of department is 85, the quota of flats will be 12 only Similarly if strength is 45 then the available flats for the allotment will be 6 only.
3. Flat class & classification of designation has been done accordingly. The request would process further (**Rule 1 & Rule 2 must be satisfied first**) if and only if the flat class corresponding to the class of staff is vacant as well as preferences specified during submission of application i.e. 2 BHK – Ground Floor, 1 BHK- Any Floor should also be vacant.
4. On confirmation of **Rule 1, 2 & 3 mentioned above**, an e-mail/SMS will be sent on the registered e-mail & phone number for allotted flat.
5. The request needs to be accepted/rejected within 48 hours of receipt of invitation. In case, the staff fails to accept, the same would be automatically forwarded to the next eligible applicant.
6. On acceptance of the invitation, the staff has to accept the terms & conditions dialogue box. Further, flat hand over process would be taken care by Assistant Administrative Officer Mr. Uttam Singh Goswami.
7. In case of any discrepancy, Mr. Uttam Singh Goswami may be contacted on +91-9639018252.



TERMS & CONDITIONS

1. Allotted flat needs maintenance which may take 15 days for completion of work.
2. All formalities for allotment of quarter will be done as per the University norms.
3. Furniture and fixtures will be provided only once at the time of handing over the quarter like Hostel Bed (6x3)-2, Chairs-2, Table (3X2), LED Bulb & Exhaust Fan (On time only), Bathroom Mirror, Curtains Road depending on the type of flat.
4. Quarter will be handed over in good condition. Next paint work will be done only after three years after allotment. Putting up mark, either permanent, semi-permanent or temporary on the wall is not permitted.
5. keeping of any noxious, inflammable and dangerous articles in the quarters or making the premises unclean, foul or insanitary is strictly prohibited.
6. Carrying on illegal or immoral activities in the quarter or causing nuisance or annoyance to the neighbors is not allowed.
7. The financials will be borne by the staff member as per the University norms & as applicable from time to time.
8. Electricity charges, PNG charges will be borne by the employee as per the electric/PNG meter as applicable from time to time.
9. One-month prior notice is required if anyone wish to vacate the quarter. However, the University may also ask the individual to vacate the quarter by giving one-month notice.
10. In case of damage of any item in the quarter, the staff has to borne the cost of item broken.

A handwritten signature in black ink, appearing to be 'Singh', is located in the lower right quadrant of the page.