



**ODISHA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY:
BHUBANESWAR-751003**

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Website: www.ouat.nic.in

Email: registrar_ouat@gmail.com

No. GA-I(Q) - 20917

/UAT.,

Dated:23.08.18

NOTICE

In partial modification of all notifications issued earlier and in view of the decision taken by the House Allotment Committee in its meeting held on 13.07.2018, the following procedure shall be followed :

1. For allotment/exchange of quarters the applicant will, have to apply through proper channel in the prescribed proforma by 30th of each month along with all supporting documents with Mobile No. and complete Email address.
2. The applications received by the end of each month will be enlisted for allotment/ exchange of quarters by convening the meeting of House Allotment Committee on 15th of next month. If it falls on holiday the meeting will be held on next working day. The enlisted seniority list will remain valid for the same month only. The list will be uploaded in **OUAT Website** and circulated to All Deans/ Directors at Headquarters along with updated vacancy position.

Encl: Format of application form.

**Sd/- S. Devi
REGISTRAR**

pks1129-18

**APPLICATION FOR ALLOTMENT OF A QUARTERS UNDER QUAT,
BHUBANESWAR – 3**

1. Name of the applicant :
2. Office in which he serves his/her designation/place :
3. Pay, Special Pay, Dearness Allowance etc. :
each separately (copy of the accrual of GP in the present scale).
4. Married or unmarried. If married whether he will remain the New Capital with his family, if a family Quarters is allotted. :
5. Whether he is newly appointed, if so the date of joining the appointment if not newly appointed where he was staying so long. (Date of joining in each post). 1st & 2nd page of Service Book (Xerox copy). :
6. Whether the applicant has come to the Head Quarter, New Capital in transfer, if the name of his predecessor and the office to which he has been transferred. :
7. Whether his predecessor was allotted a Quarter in the Head Quarters at New Capital under the University, if so, the description of the Quarters together with the date of his vacation may be indicated. :
8. Whether the applicant is prepared to accept in inferior type of Quarters is allotted to which he is not entitled by virtue of his pay (The reason for ascertaining this point I that same time the Quarters to which a person is entitled to his not available and a Qrs. inferior in type is available). :
9. Whether he has residential Qrs. within a radius of 8 kms either in his name or his wife or dependant's name. :
10. The required undertaking duly signed by me is appended. :
11. Date of Application. :
12. Mobile No. :
13. Email ID. :

**Signature of Applicant
Office of the**

UNDERTAKING FOR ALLOTMENT OF A QUARTERS UNDER OUAT, BHUBANESWAR-3

1. a) Name :
b) Designation and Deptt./Office :

2. In consideration of the allotment of a type _____ Qrs. in unit No. _____ in the University campus, I do hereby agree that I would abide by the terms and conditions governing the occupation of the University building allotted in my favour during the tenure of my occupation as laid down in the House Allotment Rules, 1977, notified by the Registrar in the Notification No.14782, dated. 05.10.1977.
3. I, hereby agree that I would regularly make a payment of the rent of the residence at the rate prescribed under the existing rules of the rent of rent reassessed or revised from time to time along with other rent if any and water charges and any other taxes and I hereby authorized the Comptroller to receive the same from my monthly pay bill. Should it be necessary in the event of non-payment of rent chargeable upon me under the rules, the University may at their discretion for such acts of default, recover the dues from me any other penal or legal means.
4. Thereby agree that if in the event of any breach of the condition of occupation, I am called upon to surrender the quarters. I shall vacate and handover vacant possession of the University Qrs. within the reasonable period of notice as well as specified by the Registrar, OUAT to his authorized representative from time to time.
5. In case of non compliance with the order of the Registrar, OUAT to surrender the University Qrs. as aforesaid, shall be liable to pay such penalty by way of damages as would be awarded against me by the Registrar acting on behalf of University or his authorized agents.
6. I do hereby undertake that I shall be hold responsible for the safe ad proper handling of the University property such as fixtures and furniture, electric and sanitary installations etc. during the period of my occupation of the University Qrs. No materials structural alternations and additions to the residence during my occupation of the same will be affected by me without prior permission of the competent authority.
7. In case, I fail to occupy the Qrs. within a period of 15 days from the date of issue of the order the allotment would lapse and I shall forfeit my claim.
8. In the event of failure to comply with the conditions laid down in Clause No.5 shall be required to make good and damages or losses not due to natural calamities but due to improper use and careless handling if any, caused to the structural fittings, fixtures of the building, etc. as decided upon by the University in consideration of the extent of damage or loss caused.

SIGNATURE OF THE APPLICANT

**APPLICATION FOR ALLOTMENT OF BETTER TYPE QUARTERS UNDER O.U.A.T.,
BHUBANESWAR**

1. Name of the Applicant :
2. Office in which he/she served and his/ her designation / Qrs. :
3. Scale of pay & Basic pay from which Date and copy of the accrual of GP in the present scale :
4. Qrs. No. and Date of occupation of the present quarters. :
- 5(a). Date of first appointment in the University with designation (for teaching staff, date of joining as SRA-Lecturer- Reader/Professor May be indicated rank-wise. :
- (b). In case of non-teaching employee the date of 1st appointment in the University with designation an date of joining as subsequent promotional posts :
6. Date from which eligible for better type of quarters, for which now applied for. :
7. Whether, the applicant is prepared to accept an inferior type of Quarters (single-flat) than to which he/she is entitled according to his / her rank. :
8. Whether he/she has residential accommodation within the local limit of Bhubaneswar either in his / her name or in the name of his / her wife/ husband/ dependant. :
9. Whether his / her wife/ husband is not in occupation of a quarters of any organization being employment under any organization in the local limits :
10. The information furnished above are true :
11. Copies of the relevant document attached :
12. Mobile No. :
13. Email ID :

Signature of the Applicant

Recommendation of the forwarding Officer