Annexure to U.O. No. AdB/8289/SSUS/2019 dated 24.12.2019

Rules for the Allotment and Occupation of Non Teaching Staff Quarters in Sree Sankaracharya University of Sanskrit, Kalady

1. **Short title** - These shall be called the rules for the allotment and occupation of Non Teaching Staff' Quarters in Sree Sankaracharya University of Sanskrit, Kalady
2. **Extent of application** - These Rules shall apply to the family type Quarters of the University. These rules will have immediate effect.
3. **Definitions** - In these rules, unless there is anything repugnant to the subject or context,
   i. "Quarters" means building constructed by the University for the purpose of allotment to eligible non teaching employees of the University for their Residence and which are under the control of the University.
   ii. "Applicant" means a non teaching employee of the University who is eligible for allotment of Quarters and who submits an application for allotment of Quarters in the form prescribed by the University, and in response to a notification by the Registrar.
   iii "Allottee" means a non teaching employee to whom Quarters have been allotted by competent authority but not occupied;
   iv. "Occupant" means an allottee who takes possession of the Quarters duly allotted after completing all formalities required as per these rules;
   v. "Rent" means the monthly rent payable by the occupant for the Quarters as specified in these rules and as amended by the University from time to time;
   vi. "Standard Rent" means the rent fixed for a Quarters as per Government rules governing such fixation, issued from time to time.
   vii. "Pay" means pay as defined in Rule 12 (23) Part I of KSR.
   xii. "Family" for the purpose of these rules includes officer's wife/husband, children, stepchildren, father and mother residing with him/her.

4. Eligibiilty

(i) The Non Teaching Staff Quarters are intended for allotment to the Full time Non Teaching Staff of the University who do not have their own accommodation facilities in the place of duty.

(ii) Quarters shall be allotted only to those officers who do not have residential buildings within a radius of 20 (twenty) kilometers from the place of work, either in their own names or in the names of their husbands or wives as the case may be,

or in the names of their unmarried sons or daughters whether inherited or purchased or obtained otherwise, including that under any hire purchase scheme.

(iii) In case any allottee or occupant of University Quarters subsequently acquire or obtains residential buildings in any manner, the fact shall be forthwith intimated by the allottee/occupant immediately to the Registrar. On such intimation the allotment shall stand cancelled. The allottee/occupant shall without fail vacate the Quarters within one month from the date on which the allottee/ occupant acquires or obtains such residential buildings. Occupation beyond the date of expiry of the said one month will be treated as unauthorised occupation and the allottee or occupant shall be liable to penalities envisaged in these rules.

(iv) The Quarters shall be allotted only for family accommodation. The allottee shall occupy the house with family within 30 days from the date of allotment otherwise the allotment shall be cancelled.

(v) Failure to give timely intimation mentioned in sub clause (iv) shall make the allottee/occupant liable to pay penal rent.

(vi) Occupant of the Quarters shall before the end of January each year furnish to the Registrar a declaration in the following form, duly verified and certified by the Head of Office.

"I ..... hereby declare that I have not acquired or obtained residential buildings in my name or in the name of my wife/husband or in the name of my unmarried children within **20** Km of the Quarters during the previous calendar year."

Signature:

(Occupant)

Details of Quarters:

Verified and found correct.

(Head of Office)

5. Quarters constructed by the University with financial assistance under any special terms and conditions from agencies like the UGC will be allotted exclusively to the category or categories of employees stipulated under such terms and conditions.

6. Persons who are not eligible for Quarters: -

i. Officers who have been evicted from the Quarters due to violation of rules or other grounds.

ii. Officers who own a house in their own names or in the names of their wives/husbands or in the names of their unmarried children as mentioned in Rule 4 (ii).

iii. An employee who has availed himself/herself of any House Building loan from the University shall not be entitled for allotment of Quarters.
Note: For the purpose of this rule it is enough that the husband/wife of an employee as the case may be has availed of any house building advance from the University.

iv. Persons borne on daily wages/ Contingent establishment.

v. Persons whose wife or husband has already been allotted Quarters elsewere either from University or from other Government departments/organizations.
Explanation:- Married persons whose wife/husband is no more or is legally separated, will be eligible to occupy the Quarters.

vi. The period of deputation service shall not be taken for the preparation of seniority list.

7. (i) Ten percent of the total number of Quarters under each type shall be reserved/ for all the special priority categories together. In calculating the ten percent, fractions of 0.5 and above shall be treated as one. Priority among applicants for the reservation quota shall be determined as per rule 11 of the Rules. Where there are no eligible applicants for allotment under the special category, the reserved quota will go as open.

(ii) For types of Quarters earmarked for different categories, their total regular service under the SSUS be reckoned for determining priority.

(iii) Where more than the applicant for any particular type of Quarters have the same period of service as calculated above, priority will be determined on the basis of age, the older being given preference over the others.

Note: for the purpose of these rules seniority in service shall be counted only from the date of commencement of service in this University.

8. Type of Quarters eligible for - For the purpose of allotment, the Quarters are classified into various types as given below.

Type of Quarters	**Eligibility**
I	Officers coming under the pay scale of Rs. 35700-75600 and above of 10th pay revision and corresponding scales of future pay revisions.
II	Officers coming under the pay scale of Rs. 20000-45800 to Rs.32300-68700 of 10th pay revision and corresponding scales of future pay revisions.
III	Officers coming under the pay scale of Rs. 16500-35700 to Rs. 19000-43600 of 10th pay revision and corresponding scales of future pay revisions.

9. Allotment of Quarters

(i) The application for allotment of Quarters shall be made in the prescribed form to the Registrar

(ii) Defective applications, if any, shall be rejected.

(iii) An applicant or occupant who, due to promotion or otherwise, becomes eligible for a higher type of Quarters, may submit a fresh application for that type of Quarters and shall be eligible for allotment of that Quarters in the normal course according to the seniority in that group. In the case of an applicant, he will have claim to get the original type of Quarters applied for, when his turn comes in the normal course. In the case of an occupant he will be allowed to continue to occupy the Quarters till the time he is allotted a higher type of Quarters

(iv) Quarters shall be allotted as soon as it falls vacant.

(v) In respect of those who have registered their application for a lower type of quarter based on their eligibility at the time of application and who have subsequently become eligible for a higher type of quarter, priority will be determined with reference to the date of reaching the minimum of the pay range for which a particular quarter is intended. The applicant themselves would intimate this at appropriate time to the authority competent to make allotment of Quarters.

(vi) The allotment orders shall be issued to the applicant. The liability on the part of the allottee for payment of rent for the Quarters commences after 7 days from the date of receipt of allotment orders or from the date of occupation whichever is earlier. If by any chance the allottee does not require the Quarters allotted to him, he shall intimate the fact to the allotting authority within three days of the date of allotment order. If such intimation is delayed, the allottee shall be liable to pay the rent of the Quarters upto the date on which such intimation is received by the Registrar subject to a minimum of one month's rent.

(vii) An officer to whom the Quarters is allotted should occupy the same within 30 days of the date of issue of allotment order failing which the allotment shall be cancelled and the building will be allotted to the next applicant without intimation to the original allottee. The original allottee shall, however, be liable to pay rent for a minimum period of one month.

(viii) Applicants who are on leave/under suspension/ on deputation for training, at the time of issue of allotment orders shall be permitted to prolong the actual occupation of the Quarters for a period of three months or till they rejoin duty, whichever is earlier if they so request in writing to the Registrar. The advance rent payable shall be remitted within the time fixed and their liability to pay the rent of the Quarters will commence one week after the receipt of allotment order.

10. If an occupant due to reversion or other reasons, becomes ineligible for the type of Quarters allotted to him, but only to any of the lower type he may submit a fresh application for the type of Quarters for which he is eligible.

11. Priorities for allotment of Quarters will be available to the following: -

(i) University Non Teaching Staff who are wives of Jawans reported killed or missing, while in an action in the border areas (to be certified by proper military authority) with child/children.

(ii) Officers who are differently abled. (To be certified by a Medical Officer not below the rank of an Assistant Surgeon/Assistant Professor belonging to the particular specialty.)

(iii) Ten percent of the Quarters inclusive of the special priorities mentioned in rule 7 shall be reserved for allotment to members belonging to the Scheduled castes and Scheduled tribes and a ratio of 1:1 shall be maintained between applicants belonging to Scheduled Tribes and Scheduled Castes If adequate applications are not available either from the category of Scheduled castes / Scheduled tribes, the quota will be made available to the alternate category.

If sufficient applications are not forthcoming from the Scheduled Caste/Scheduled Tribe category the quota would be reverted to the general pool.

(iv) University Employee who have entered into inter caste marriage. (This should be certified by a Revenue Officer not below the rank of a Tahsildar or by Misra Vivaha Sangham).

(v) Transgender Employees.

12. An agreement in the prescribed format in a stamp paper worth Rs. 200/- or at the rate as may be decided by University shall be executed by the allottee of the Quarters before the Quarters are actually occupied by them.

13. Electric current charges as per the demand notice issued by the University Assistant Engineer (Electrical) /Kerala State Electricity Board shall be paid by the occupants bimonthly. Water charges @ Rs. 100/- per month shall also be payable by the occupants.

14. An allottee shall deposit one month rent payable by him/her before the occupation of Quarters. This amount shall be refunded to him/her after deducting the dues to University, if any and on production of a Non-Liability Certificate.

15. The occupants shall provide their own furniture, other required materials and electric fittings.

16. The occupant shall keep the Quarters and premises neat and tidy and shall be liable to make good any damages to the building and its installations caused during his/her occupancy other than by normal wear and tear. Damages caused

due to carelessness or in advertence of the occupant shall be repaired departmentally and cost recovered from the occupant, as if it is arrears of rent.

17. Rent payable by the occupant of the Quarters shall be 7.5% of his/her basic pay. The University shall have powers to revise the rent as and when it is required.

18. If the husband and wife are University employee and residing in the Quarters, the rent payable shall be calculated on the basis of the pay of the person drawing higher rate. However, the rent shall be payable by the person in whose name the Quarters are allotted.

19. (i) House rent allowance shall be denied only to the allottee of the Quarters, whether it is the husband or the wife as the case may be.

(ii) In compliance with G.O (P) No. 11/2006/PWD dated. 28.02.2006, appendix IV the standard rent of each type of Quarters shall be fixed as given below.

Type of Quarters	Standard Rent
I	Rs. 26,000/- per month
II	Rs. 21,700/- per month
III	Rs. 19,110/- per month

(iii). Payment of rent or arrears thereof shall be made by recovery in the salary bills of the officers to whom Quarters are allotted.

(iv) In the case of occupants who proceed on leave or are placed under suspension, the rent payable shall be the admissible rate of rent (fixed by University from time to time).

20 (i). A University Employee occupying the Quarters when transferred from the station shall vacate the Quarters within a period of one month from the date of handing over charge on transfer. The Allotting authority may consider request for grant of extension of time for occupation of the Quarters on merits and grant extension for a period not exceeding six months in all or till the end of the academic year (30th of April), whichever is earlier on usual rate of rent. No further extension shall for any reason be allowed. Action shall be taken for eviction of the occupants after the extended period. If the officer is re-transferred to the Station within the permissible period or extended period he/she shall be allowed to continue without any fresh application.

(ii) University Employees occupying the Quarters who retire from service shall vacate the Quarters on the date of retirement. If they however wish to continue occupation on account of unavoidable circumstances they shall apply to the

allotting authority sufficiently early and in any case before fourteen days prior to the date of retirement. The allotting authority may consider the request for grant of extension for a period not exceeding six months in all or till the end of the academic year, (30^{lh} April) whichever is earlier. No further extension shall on any score be allowed.

Note. - The above rules shall not apply if the Quarters are occupied by husband and wife who are both University Employee and if only one of them is transferred from the station or retired from service. If the Quarters is allotted in the name of the person transferred/retired, it shall be re-allotted in the name of the other person and rent recovery shall be effected based on the pay of the occupant in such cases. The formalities regarding registration of application and allotment as detailed in rule 6 shall not be applicable in such case of transfer/retirement.

(iii) Where occupancy terminates due to retirement or other causes, the occupant's last pay shall be disbursed only on receipt of the certificate of the Officer concerned that no rent is due from the occupant. Receipt of this certificate shall also be a condition for the issue of non-liability certificate to or on behalf of the officer before final settlement of his/her retirement benefits or payment of gratuity/ pension to family.

(iv) In case an officer goes on long leave for more than six months, previous sanction of University shall be obtained for the continued occupation of the Quarters. In such case, rent shall be calculated and realised at the rate prescribed in Rule 16. For the purpose of this rule, the amount of pay drawn by the officer immediately before the commencement of the leave shall be the basis for determining the amount of rent to be realized from the officer.

(v) In case an Officer goes on long leave for more than six months for better employment opportunities, the allotment should be cancelled with effect from the date of leave sanctioned.

(vi) In the event of death of allottee of the Quarters, the maximum period of continued occupation by the husband or wife who is not a University Employee/very near relative is fixed as six months in all from the date of death of the allottee or till the end of the academic year whichever is earlier. In such cases, rent shall be realised based on the last pay drawn by the allottee of the Quarters.

Note - The term 'very near relative' is defined as follows:

Mother or Father or Daughter/Daughters or Son/Sons who are wholly dependent on the deceased allottee.

(vi) The unauthorized occupant shall be evicted forthwith. For the period of unauthorized occupation penal rent shall be levied at three times the normal rate.

(viii) Occupants of Quarters who have been drawn House Building Advance from the University shall vacate the University Quarters within 18 months from the drawal of the first installment of such advance. Employees who fail to vacate the Quarters accordingly shall be liable to pay standard rent fixed by the University.

21. (i) Whenever possible, the occupant shall give advance information to the Registrar about vacating of Quarters. Normally this period shall be 30 days in advance of the proposed date of vacating. In any case, a minimum period of 7 days shall be insisted. If any occupant surrenders the key, without any advance notice, he shall be liable to pay rent, for another 7 days also.

(ii) The Assistant Engineer concerned shall arrange to verify the condition of the Quarters and other amenities provided therein jointly with the occupant, if possible, with reference to the list prepared at the time of occupation. Proper charge papers shall be prepared in duplicate signed by the occupant and the Assistant Engineer and one copy kept by each. If any damages or losses are noticed, the fact should be noted in the charge papers. Those shall be assessed by the Assistant Engineer within one week and details intimated to the Registrar for taking action for recovery from the occupant.

(iii) The occupant shall produce the latest bill and relative receipt in support of payment of electric current charges and water charges to the Assistant Engineer, at the time of vacating the Quarters. The meter readings as on the date of vacating shall then be taken by the Assistant Engineer and the amount yet to be paid by the occupant worked out. The occupant shall pay such amount, at the time of surrendering the key and obtain proper receipt.

22. The advance rent paid by the occupant shall not normally be adjusted towards rent due. It shall be refunded, only on the basis of a certificate from the Assistant Engineer concerned that no liabilities are due from the occupant, after the Quarters are vacated and key and other articles handed over.

23. If any occupant contravenes any of the provisions of these Rules or conditions in the agreement executed by him, it shall be lawful for the Registrar to cancel the allotment of Quarters made to him. The Registrar shall issue a memo to the occupant, setting forth the irregularities noticed, and get a statement from the occupant showing cause, if any, against the proposal to cancel the

allotment. The occupant shall be bound to submit his reply within seven days of receipt of the show cause notice. If the reply is not found to be satisfactory, the Registrar shall serve a Notice of eviction on the occupant through the head of his office directing him to vacate the Quarters within 30 days of the date of Notice.

24. The occupant shall vacate within a week from the date of receipt of eviction order and produce clearance certificate to that effect from the concerned Assistant Engineer. If the occupant fails to vacate the Quarters and to produce the certificate within the time limit, he shall be placed under suspension with immediate effect.

25. The employees under suspension shall be reinstated in service only on receipt of a clearance certificate from the Assistant Engineer in charge of the Quarters. He shall be deemed to have been reinstated in service the day following the day of production of certificate.

Note:

(i) The suspension period can be regularized by treating it as eligible leave, subject to the finalization of disciplinary action in this regard.

(ii) If the occupant fails to vacate Quarters within a reasonable time even after placing him under suspension, action shall be taken to evict the occupant under the provisions of the Kerala Public Buildings (Eviction of Unauthorized Occupants) Act, 1968 and the rules made there under.

(iii) For the period of stay in the Quarters beyond the date permitted under rule 22, rent at 3 times the normal rates shall be recovered from the occupant.

26. An appeal shall be filed against the orders of eviction to the Vice Chancellor/the Syndicate. But filing of such an appeal shall not in any way empower the occupant to continue to occupy the Quarters. If, however, the Vice Chancellor/the Syndicate after examining the facts of the case, set aside the orders of eviction, appellant shall be eligible for registration and shall be allotted a Quarters falling vacant next ie. in preference to all other registered applicants.

27. If any occupant commits violation of any of these rules, cancellation of allotment and eviction from Quarters, disciplinary proceedings shall be initiated against the occupant, as per the SSUS statutes 1997 and award appropriate punishment if the occupant is found guilty.

Note: Warning is not treated as punishment. If the charges are proved, one of the punishment specified in the SSUS statutes 1997 shall be awarded.

28. (i). The Quarters shall not on any account be sublet, nor shall it be shared with anybody without the written permission of the Registrar. Even in case

where such permission is granted, the liability for payment of rent shall rest on the person to whom the quarter is allotted.

(ii) In the event of the death of either the husband or wife (allottee of the Quarters) occupying the same Quarters with the family i.e. husband and wife with children, the Quarters shall be allotted to the surviving person (husband or wife) in case he/she is also a University Employee.

(iii) In the event of the transfer/retirement of either the husband or wife (allottee of the Quarters with family) i.e. husband and wife with children, the Quarters may be re-allotted to the other persons (husband or wife) occupying the same Quarters in case he/she is also a University employee and continue to work in the same station even after the transfer/retirement of the allottee.

29. (i). The occupants shall not make any additions, alterations or repairs to the Quarters or any of the installations therein, even at their own cost. Repairs or replacements required shall immediately be brought to the notice of the Assistant Engineer concerned for further action. Electrical wiring, pipes laid, etc. shall not be interfered or tampered with.

(ii) Additional amenities like installation of electrical equipments (other than TV, Refrigerator, Washing Machine, Water Purifier and such other items) at the cost of the occupant, can be provided only under written permission of the University Engineer.

Note. - The occupants may put up at their cost temporary fence within the area of the compound if any set apart for the Quarters, for protecting garden or other vegetable plantations from stray animals for which no special sanction is required. But this may be done in consultation with the Assistant Engineer concerned.

(iv) The occupant while living in Quarters shall conduct himself/herself decently, without, in any way causing inconvenience to the neighbours. Unnecessary quarrels, state of drunkenness or other undesirable behaviour shall be treated as misconduct, and such occupants shall be liable to be evicted on such grounds alone, without notice.

(v) Pet animals or any type of domestic animals are not allowable in the Quarters.

30. Without prejudice to any of the provisions contained in these Rules or any other rules prescribed in this behalf, the University shall have the right (a) to refuse to register any particular applicant or (b) to terminate any of the allotment already made, without assigning any reasons and in the latter case, the occupant shall forthwith vacate the Quarters and surrender possession as laid down in these Rules. No appeal shall be entertained on such orders.

31. When the occupant proceeds on leave, tour etc, for more than two weeks and leaves his headQuarters with family, the fact shall be intimated to the Registrar, in writing.

32. The occupant may reside in the Quarters without his/her family or keep it locked up for a maximum period of 3 months for reasons like hospitalisation and other treatments, vacation etc. This period may be extended up to six months in exceptional cases, with the permission of the Registrar, in writing. But if such instances exceed six months, the Quarters shall be vacated and the key and other articles properly handed over, as provided in these Rules. Failure to do so shall entail eviction as well as departmental disciplinary proceedings and realization of penal rent at three times.

33. Liabilities, if any, left by an occupant while vacating the Quarters, shall be assessed and finalized within 14 days of the date of vacating. If the amount of liability is more than the advance rent available that shall be recovered in cash from the pay of the occupant.

34. The applicants, allottees and occupants as well as past occupants of the Quarters, shall be governed by these Rules as well as any other rules and conditions as may be prescribed by University in this behalf from time to time.

35. Not withstanding anything contained in the above rules, any amount due to University from any occupant or past occupant, shall also be recovered from his/her properties movable or immovable under the Revenue Recovery Act for the time being in force, as though they are arrears of land revenue, or in any other manner as the University may deemed fit'.

36. These Rules shall be supplementary to the relevant rules in the Kerala Financial Code, the Kerala Public Works Account Code and the Kerala Public Works Department Code.

37. Since the University campus is under Centralized Security Systems and Surveillance System separate security staff shall not be provided by the University. However the occupants can engage security staff at their own cost with the written permission of the University.

38. Notwithstanding anything contained in these Rules, University may, in deserving case, dispense with or relax the provisions of any rule to such extent or subject to such conditions as they may deem fit.

Sd/-
Dr. Gopalakrishnan M.B
Registrar

Kalady
24.12.2019

Appendix I



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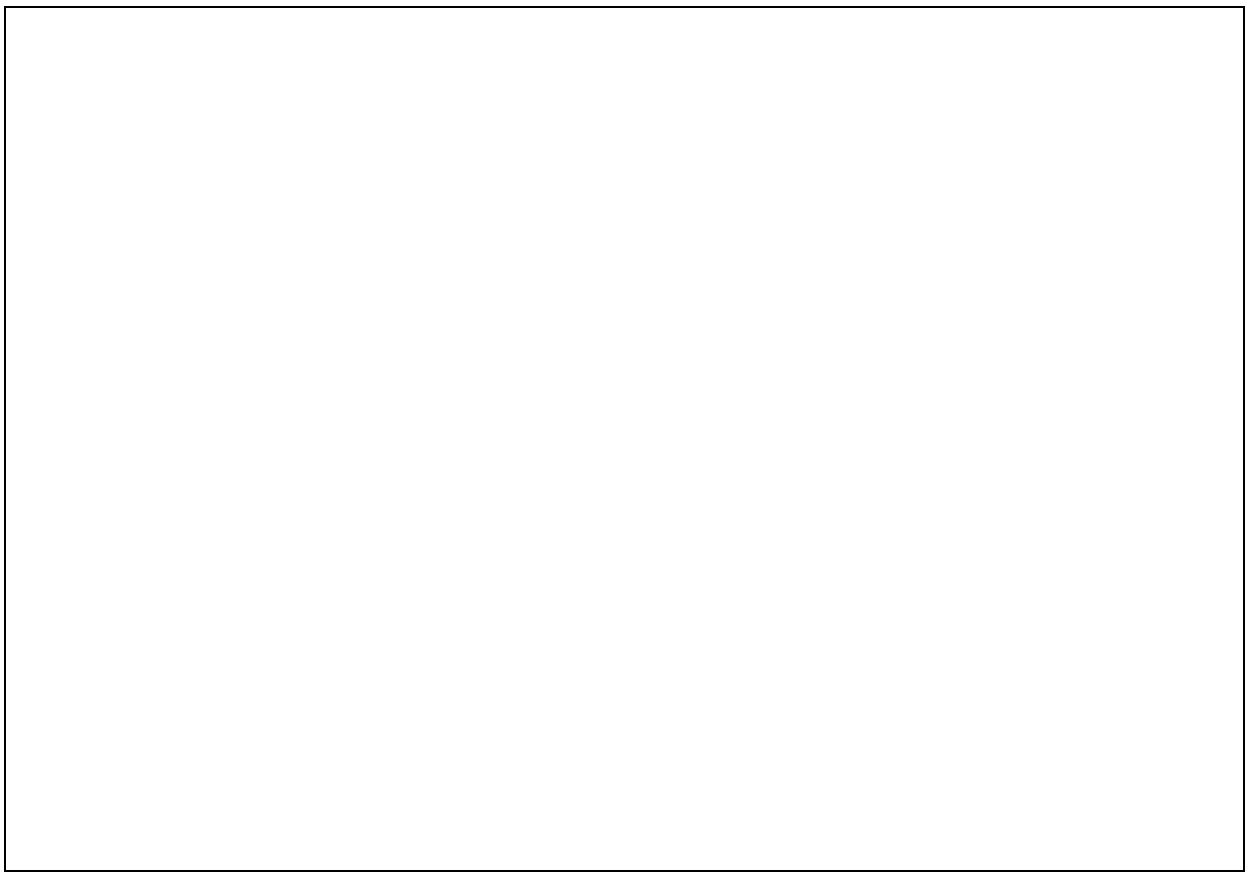
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Appendix II

REGISTER OF APPLICATIONS RECEIVED FOR ALLOTMENT OF QUARTERS AT (FOR.....TYPE QUARTERS)

Sl. No.	Date of receipt	Name of applicant	Designation, Office and Department to which attached	Pay and scale of pay	Nature	If cancelled before allotment and its reasons	Date of allotment of Quarters	No. of Quarters allotted	Type of Quarters allotted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Date of occupation	Date of vacation	If the wife/husband of the applicant is a University employee, give full details as furnished in the application	Date of birth	Date of retirement	Details of rent collected	List of equipment fittings, furniture etc. available in the Quarters	Remarks
(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)

Appendix III

Office of the Registrar
Dated,

No.

To

……
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…….....

Sir,

Sub:- Non Teaching Staff Quarters-Allotment to Shri./Smt……..orders-Issued.

Ref:- Application forwarded with your Endt./letter dated…..

I enclose two copies of my proceedings of even No. and date, allotting Quarters No. …..to Shri/Smt……..working as …….under you. I request the one copy of the same may please to communicate to him/her as expeditiously as possible and the date of service intimated to me in the skeleton letter form attached. It may please be noted that the responsibility of the allottee for payment of rent commences after one week from the date of this letter, unless he intimates his unwillingness within three days of that date. Non-receipt of the allotment orders will not be a valid reason for non-recovery of rent as per rules and as such your maximum cooperation is solicited in the matter.

Yours faithfully,

Registrar

End. 2 copies

Copy to : The officer in charge of Quarters,

Appendix IV

Proceedings of the Registrar

No.
Dated.

Shri.Smt……
Sub:- Allotment of Non Teaching Staff Quarters at ordered.
Ref:-Your application dated.

One ……type Quarters (No.)is allotted to you . You are requested to occupy the Quarters within 10 days from the date of receipt of this orders. In any case, your liability for payment of rent for the Quarters will commence from that date.

If however, you do not wish to occupy the Quarters, you may intimate the fact to this office within three days from the date of receipt of the order.

You may contact the Assistant Engineer, Buildings and Local Works……..immediately and take charge of the key and the Quarters with all articles. provided therein. The lease agreement required to be executed, may also be executed before actually occupying the Quarters.

An advance rent of Rs……is payable by you. This may be remitted into the Cash Section under the head "P.W. IIIR. in favour of the Finance Officer and the receipt chalan produced before the Assistant Engineer, on receipt of which only the key of the Quarters will be handed over to you.

You are also informed that you have to make yourself conversant with the provisions of "Rules for allotment and occupation of Government Servants' Quarters (Kerala) 1987" as any infringement of the conditions stipulated therein or any of the conditions in the lease agreement to be executed by you, will make you liable for the punishments provided in the rule, as well as departmental disciplinary action.

Registrar

To

1. Shri .....through (Head of Office)
2. Copy to: - (Head of Office) with covering letter
3. Copy to: University Engineer

Appendix V
(Vide Rule 9)

THIS LEASE DEED executed on this the…… day of two thousand and ……. between Shri/Smt……Son/ Daughter of Shri/Smt……resident of……House in ……village in ……..Taluk……District …….. now employed as……at……..(hereinafter called "the lessee") of one part and the Registrar of the University (Hereinafter called "the lesser") of the other part; WITNESS as
follows:-

In consideration of the rent herein reserved and the covenants on the part of the Lessee hereinafter contained the Lesser both hereby demise unto the Lessee the building No…….in Block No……with appurtenances thereto attached to the……. more particularly mentioned and described in the Schedule hereto subject to the provisions contained in the Rules for the Allotment and Occupation of Non Teaching staff Quarters of the University(hereinafter called the Rules) and subject to the terms and conditions herein contained. I. The Lessee hereby covenants with the Lesser as follows:-

(i)The lessee shall during the continuance of the lease pay a monthly rent as deposit or 75% of the pay of the Lessee whichever is lower or the amount fixed in accordance with the rules in force from time to time. On vacating the building the deposit so made will be refunded to the lessee after deducting the dues to the University if any and on production of Non Liability Certificate.

Provided when both the husband and wife occupying the Quarters are Government Servants, rent will be calculated on the basis of the pay of the person drawing the higher pay. Payment of rent or arrears thereof shall be made by short drawals in the Salary Bills of the Lessee

(ii) The Lessee shall not sublet the building or accommodate persons other than bonafide departments whom the Lessee is expected to maintain.

(iii)The Lessee when vacating the building shall hand over charge of the building to the Officer appointed by the Executive Engineer for this purpose

(iv)The Lessee who intends to vacate the building shall, except in cases of sudden transfer intimate the fact to the Registrar and the Executive Engineer in charge of the building at least thirty days before the date on which the Lessee intends to vacate the building, failing which the Lessee shall be liable to pay rent for the period of thirty days from the date of vacating or till the date of occupation of the building by another person, whichever is earlier.

(v) The Lessee when transferred shall vacate the building within one month of the date of transfer of the Lessee. If any extension of time is required the lessee shall apply for sanction sufficiently early as contemplated in the rules in the matter and obtain the required sanction. The Lessee shall pay rent in such cases at the rates and in the matter laid down in the rules in this regard.

(Here enter full details of the Lease hold)

IN WITNESS WHEREOF Shri/Smt ..... the Lessee and Shri.....for and on behalf of the Sree sankaracharya University of Sanskrit, Kalady have

hereunto set their hands the day and year first above written.

Signed by the Lessee Shri.....
1……
2……
Signed by Shri .....
1……

2……