



APU HOUSE ALLOTMENT RULES, 2020

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APU HOUSE ALLOTMENT RULES, 2020

[In supersession of the Guidelines for Allotment of Official Accommodation to the Employees of APU]

In pursuance of the provisions of the Apex Professional University Act, 2012 (No. 7 of 2013) and Statute No. 51 (*Duly notified Government of Arunachal Pradesh in Official Gazette*), the Board of Management of the Apex Professional University hereby makes the following rules relating to House Allotment as applicable to all full time employees of the University.

1) OBJECTIVE:

The Apex Professional University is a non-profit public-private venture of the Apex Foundation, Bangalore and the Government of Arunachal Pradesh. The mission of Apex Foundation is to provide education that systematically trains youth to be physically tenacious, intellectually sharp, emotionally balanced, and socially responsible. To achieve this, the University believes that a strong and committed workforce is mandatory. To facilitate this, the University provides residential accommodation to its employees.

2) SHORT TITLE AND APPLICABILITY:

- a) These rules shall be called the "House Allotment Rules, 2020".
- b) 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.
- c) These rules shall apply to all residential buildings and premises appurtenant thereto, allotted to the employees of the University to use the same as residence, under the permission of the University and in accordance with these rules. The term residence herein includes all constructions, permanent, temporary, semi-permanent, dormitory belonging to or otherwise secured by the University for the purpose of housing their own employees.
- d) 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 residence of the University for such periods as permitted, during and in course of their employment under the University. Allotment of residence to employees shall be for beneficial working of the affairs of the University.
- e) The residence 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 residence as licensees, without having any right or interest in the land and the residence concerned.

3) DEFINITIONS:

In these rules, the following terms shall have the meaning as laid below:

- a) '**ALLOTMENT**' means the grant of permission to employees to use any building of the University for residential purposes only for such periods as permitted, during and in course of their employment and subject to these Allotment Rules.
- b) '**CLASS OF RESIDENCE**' means classification of the residence to be allotted to the employees as notified by the Estate Section from time to time.



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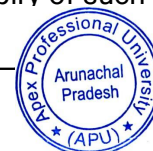
- c) **'IMPROPER USE'** means without prejudice to the generality of the term it includes:
- i. use of the quarters or a portion thereof for any purpose other than the purposes for which it is allotted.
 - ii. putting up structures, either permanent, semi-permanent or temporary in the premises thereof, without prior permission.
 - iii. permitting any person other than the members of the allottee's family to use the whole or any portion of the quarter permanently or temporarily for consideration or otherwise.
 - iv. tampering in any form, including alteration or extension of the electric lines, water connections, sewage pipes or any other service facilities, that may be in the premises.
 - v. keeping of cows, buffaloes, goats, poultry or any such other animals in the premises allotted.
 - vi. keeping of any noxious, inflammable and dangerous articles in the premises or making the premises unclean, foul or insanitary.
 - vii. carrying on illegal or immoral activities in the quarter or causing nuisance or annoyance to the neighbours or to the employees by the employee himself or any member of his family or any other person residing with him.
 - viii. using the University's residence for any trade / business / office, by any employee or any of his family members or allowing any other person to use it and applying for registration giving the house number as the official address of the business etc.

4) APPLICATION FOR ALLOTMENT:

- a) The University is not bound to provide residential accommodation to any employee but subject to availability of accommodation maintained by the University to house its own employees.
- b) The employee may on online application, be given residences, for residence for such periods as may be directed by the Competent Authority subject to and in accordance with these rules. **Any employee who desires to reside in any of the residences of the University in accordance with and under these rules, may apply to the Estate Section through ONLINE APPLICATION along with Declaration cum Undertaking in prescribed format.**
- c) Competent authority will not consider the online application, if it is received without the Declaration cum Undertaking on Rs. 100/- non judicial stamp paper.
- d) No employee shall be allotted a separate residence under these rules, if the wife or husband, as the case may be, of the employee has already been allotted residences, unless such residences are handed over to the Estate Section in the first instance.
 - i. Where two employees in occupation of separate residences allotted under these rules marry each other, they shall within one month of the marriage, leave one of the residences.
 - ii. If residences are not vacated, as required as above, the allotment of the residences of the lower type shall be deemed to have been cancelled on the expiry of the said period and if the residences are of same type, the allotment of such one of them, as the Competent Authority may decide, shall be cancelled on the expiry of such period.

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- iii. Where both husband and wife are employed in the University, allotment of residences to them under these rules shall be considered independently. Whosoever is allotted residences first, both shall occupy the same subject to allotment of a higher type of residences to any one of them subsequently on seniority. The licence fee & Utility Charges shall be payable for such residences by the person in whose name the allotment shall stand.
- iv. If the husband and the wife are found to be using separate residences on allotments made previous or subsequent to their marriage, due to suppression of the said fact, the allotment of both residences shall be deemed to be cancelled either from the date of marriage in case of previous allotments or from the date of allotment, subsequent to their marriage. They shall be deemed to be in unauthorised use of the said residences with effect from the aforesaid dates.
- e) The following categories of employees also are not eligible for allotment of University Residences:
 - i. An employee who is the owner of a house, in full or part, whether in his/her name or in the name of any other dependent member of his/her family, within 50 Kms radial distance from his/her place of posting.
 - ii. After the allotment of University's residences, if the employee has become the owner of the house, in full or part, whether in his/her own name or in the name of other dependent members of his/her family, within 50 Kms. radial distance from his/her place of posting, on his/her so becoming the owner of a house, he/she shall be required to inform the position to the Estate Section within a period of 7 days. In case of his/her failure to do so, the allotment of the residences is liable to be cancelled and he/she shall be treated as an unauthorised occupant of the residence.
 - iii. An employee belonging to a joint family or otherwise, whose land and/or house has been acquired for the University and has been offered a plot in the Rehabilitation Centre.

5) ELIGIBILITY:

- i. The allotment of residential accommodation would be granted to the regular employees, who have completed a successful Probation period in the respective category based on their eligibility.
- ii. The Fixed term employees may be considered for allotment of accommodation based on their eligibility in case accommodation available.

6) CRITERIA FOR ALLOTMENT:

- i. A formal announcement by the Registrar on vacant residence will be made as and when any accommodation is available for the employees.
- ii. All Statutory Officers will be provided accommodation, if available subject to deduction of Utility Charges and Security Deposit. In instances where the University is not providing accommodation, House Rent Allowances will be paid as per APU rules.
- iii. The employees interested in allotment of the available accommodation meeting the criteria for allotment will be allowed to make an **online application** up to the notified last date, if any.
- iv. The seniority list for each category would be based on the employee's pay band, pay step and the actual date of joining. In the event of two employees having the same date of

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joining seniority will be based on the basic pay drawn by the employee and the age of the employee.

- v. On administrative exigencies, out of turn allotment of residence may be considered on the recommendations of the Registrar or Vice chancellor for approval of the Chancellor.

7) **POOLED ACCOMMODATION:**

An employee may be allotted an apartment jointly with one or more other employees meeting the eligibility criteria in the given category or an employee may if he/she so chooses to share the accommodation allotted to him or her with one or more other employees. In such cases, the license fee and security deposit will be charged individually.

8) **CHANGE OF RESIDENCE:**

Change of residence will not ordinarily be allowed. In exceptional cases, for reasons to be recorded in writing the competent authority may, at his discretion, allow a change of residence. On such an order, within seven days of its communication, the employee is to move to the new residence allotted and hand over the old residence in which he was residing previously.

9) **NON-ACCEPTANCE OF ALLOTMENT OF HIGHER TYPE OF RESIDENCE;**

An employee who is occupying a lower type of residence, but due to the increase in his pay, is allotted a higher type of residence, is to move to the new residence within seven days from the date of such allotment. In case he does not move within seven days or within such extended period of not more than 3 days specifically granted by the Estate Section, he shall be debarred for allotment of the same type of residence again for a period of one year.

10) **CODE OF CONDUCT FOR ALLOTTEES OF UNIVERSITY ACCOMMODATION:**

- i. The University residences are allotted for living to the allottee along with his / her family in case of family accommodation. No other person shall be allowed to reside in the allotted accommodation.
- ii. No allottee shall be permitted to utilise the allocated accommodation, partly or fully or for indulging in trade, business or illegal activity. Any deviation in this regard will be viewed seriously by the management and the employee has to vacate the accommodation immediately without any notice.
- iii. An employee to whom a residence has been allotted shall not use the same for any purpose except for residence with his family. Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Residents should not throw litter indiscriminately and should not use non-bio-degradable items, such as carry bags.
- iv. The allottees are expected to conduct themselves in a courteous and polite manner with their neighbors. If any complaints are received about any employee being quarrelsome or indulging in objectionable activities like entertaining undesirable characters, disorderly behavior, getting intoxicated, appropriate disciplinary action including immediate cancellation of allotment shall be taken by the University Authorities.
- v. Sharing of the residence will not be allowed with anyone else, other than those permitted by the University in writing.
- vi. Mutual exchange of residence by allottees without permission from the University is strictly prohibited.

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- vii. Electricity points (lights, fans, air conditioners, geyser, Iron box etc.) should be switched off when the room is not in use to conserve energy and also to avoid any fire.
- viii. The employee should see that no water is wasted by leakage in the water supply fittings or by careless or extravagant use by the occupants and should forthwith report to the Estate Section any damage to or defect in the Building, fixtures and fittings, electrical installations or fencing and gates for necessary action.
- ix. Enter the premises before 8:30 PM. Strict disciplinary action will be taken against the Latecomer as per APU Rules.
- x. Strict silence shall be observed in residence from 10.00 pm to 5.30 am. Care should be taken at all times to ensure that music \ loud talking is NOT audible outside the room. Any manner of festivities and noise making \ celebrations will not be entertained, which may cause disturbance to other inmates in the residence premises.
- xi. All lights must be switched off before 10 pm in the rooms. Only study lamps are permitted.
- xii. Visitors are not allowed beyond the visiting area. No outside Guest \ Students will be allowed inside the residence.
- xiii. Any incidence of infectious disease in the residence should immediately be reported to the Estate Section and all precautions taken to prevent the spread of infection.
- xiv. The allottees will not tamper with the electrical installation, sanitary fittings, and other fixtures existing in the residence provided by the University.
- xv. The jurisdiction of APU is confined to the campus. If APU staff create law and order problems outside the campus, they are answerable to the police.**
- xvi. Do not go out in large groups which are difficult to control. If you get involved in unpleasant situations, you are not the only one to be affected. You end up creating a bad impression of our University.
- xvii. The residents are responsible for the safe keeping of their personal belongings. They are advised to keep under lock (preferably a branded one) all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a short period. Any case of theft should be reported promptly to the Estate Section.
- xviii. Resorting to any of the below mentioned illegal activities would invite severe disciplinary action by the University authorities, amounting to even vacating residence at short notice:
 - Consumption of illegal drugs
 - Consumption of alcohol
 - Smoking
 - Gambling
 - Unauthorized entry to a room.
 - Indulging in thievery
 - Unlawful gathering
 - Indulging in fights
 - Vandalism / destruction of public property
 - Possession and use of any inflammable / explosive material; or
 - Any other forms of criminal act or behavior not stated above.

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11) PROCEDURE FOR OCCUPATION OF RESIDENCE:

- a) On allotment, the employee concerned shall furnish a Undertaking in the prescribed form duly countersigned by his Head of School / Department or any Officer authorised for the purpose with the seal of his office.
- b) On receipt of the said declaration, authorised representatives of the Estate Section shall put the employee to the use of the residence after obtaining the signature in the occupation report wherein the details of movables, fittings, and fixtures shall be mentioned. The employee shall be responsible for proper upkeep of the fittings, fixtures and other articles, if any, in the premises.
- c) The employee shall also be responsible for the proper upkeep of the buildings and premises of the University. In case of damages to the building and premises of the residence or damage or loss of any such articles of the University, the employee shall be liable to compensate the same, on payment of a sum as shall be estimated to be the damages for the same by the Estate Section. The said amount shall be realised as deduction from the salary of the person concerned or otherwise.
- d) Provided that the employee may not be responsible for any damages or loss caused due to any accident, or circumstances beyond the control of the employee. On such an event, the employee shall report to the Estate Section within 3 days from the date of such happening. The Estate Section, if satisfied, shall issue a certificate to this effect. In case any employee is dissatisfied with the assessment of damages by the Estate Section, he may, by a petition, move the Vice chancellor in the matter whose decision shall be final.
- e) An employee shall be given a copy of the occupation report giving details of the fittings etc., in the residence, signed by the employee and countersigned by the Estate Section or his authorised representative. Unless the report is signed and given as aforesaid, the employee shall not be permitted use of the residence. If he tries to remain in occupation without signing the report he shall be deemed to be in unauthorised use and occupation of the residence.

12) VACATION OF RESIDENCE:

- a) If the allottee wishes to surrender the allotted accommodation, the employee will make an application for surrender with a notice period of thirty (30) days along with maintenance charges to the Registrar and proper handing and taking over will be executed for grant of no dues.
- b) The University may at its discretion order an employee to vacate the accommodation allotted to him/her by giving a notice period of thirty (30) days. In case of non-vacation, the employee shall be treated to be in unauthorised use of the residence.
- c) If an allottee is dismissed or removed from service, the allotment shall be cancelled with effect from three days after the date of his dismissal or removal or on the date on which the residence is actually vacated, whichever is earlier and they will be charged under the Licence fee & Utility charges.
- d) The staff members who have resigned or retired from services on superannuation or voluntary retirement or after the deputation period at the University would be permitted to retain the residence to a maximum period of 7 days under Licence fee & Utility charges.
- e) In the event of the death of a staff member, his family can retain the residence to a maximum period of one month under licence fee & Utility charges.



- f) **However, the retention of residence beyond the permissible period indicated above, will be subjected to** Licence fee, Utility charges as per rules along with **penal rent at Rs. 5000 for a period of first month and for subsequent two months at Rs. 10,000/- per month with the prior approval of the Vice chancellor.**
- g) When an employee vacates the residence under any of the circumstances on intimation or otherwise, the Estate Section or its authorised representative shall go to the residence, in whose presence the residence shall be vacated. The representative concerned shall make out a report which should be signed by the employee concerned or his authorised representative.
- h) At the time of vacation, the report shall be verified and in case any shortage or damage not accounted for otherwise as per these Guidelines, is found, the same shall be entered in a report by the Estate Section or any of its authorised representatives and the employee shall be required to give his signature on the said report. In case the employee refuses to sign the documents, the said fact shall be noted under the signature of the representative concerned and on such a noting the employee or the members of his family shall be deemed to have concurred to the report so made.

13) IMPROPER USE:

In case of improper use, the allotment of residence to an employee may be cancelled and on such cancellation, the employee shall be required to vacate the residence and move out of it within 3 days from the date of cancellation of the order. In case he does not vacate or move out of the residence, he shall be deemed to be in unauthorised use of the residence. Provided that the Competent Authority may on application that the improper use has been made without the knowledge or beyond the control of the employee himself, exonerate him on the condition of the employee abating the improper use within a period of 7 days.

14) UNAUTHORISED USE:

- a) An employee who remains in unauthorised use of any residence on any of the grounds as provided in these rules, may, at any time, be ejected from the residence under the orders of the Estate Section or by any officer of the University so deputed for the purpose or otherwise. On such ejection, he shall be liable to compensate for the loss and damage caused to the residence, fitting and fixtures therein and the premises appurtenant thereto along with the furniture and fittings in the premises. He shall continue to remain liable for payment of the licence fee and utility charges on such basis as has been provided for in the guidelines, including penal rent for the period of unauthorised use. The loss and damage as fixed by the Estate Section may be collected as deduction from his salary or otherwise.
- b) Unauthorised use of the University's residence as is provided for in these rules shall be deemed to be a gross misconduct. The employee concerned who remains or is found to be in unauthorised occupation / use of any of the University's residence and premises may be dealt with, through disciplinary proceedings for such misconduct apart from the payment of Penal Rent of Rs. 5000/- per month.
- c) **In the event, where the employee is neither residing nor vacating the premises as per stipulated period, the University reserves the right to open the premises in the presence of a University Officer, make an inventory of the belongings, if any and dispose of the same to recover the due amount.**


15) ELIGIBILITY FOR TYPE OF ACCOMMODATION:

- i. Employees are entitled for accommodation subject to availability shall be as below:

Sr. No.	Pay Band	Consolidated Salary	Type of Accommodation
1	PB-06	Above Rs. 90,000/-	Independent Apartment (A Category)
2	PB-04 & PB-05	40,000/- to 89,999/-	Independent Accommodation (B Category)
3	PB-02 & PB-03	below 39,999/-	Pooled Accommodation (Shared in two/ three BHK Apartment (C Category) one room per employee with a common kitchen and Toilet).

- ii. **In case an employee (excluding Statutory Officers) is not living with a spouse or family, he/she is not eligible for Independent accommodation.**
- iii. In case any employee desires to **upgrade** to the next level of his accommodation entitlement, the Vice Chancellor reserves the right to accept the request with recorded reason and charge the prescribed license fee and amenities Charges of the upgraded accommodation.
- iv. **Notwithstanding what is stated above, an employee may be sanctioned H.R.A. and permitted to stay in his/her own accommodation by the assent of the Hon'ble Chancellor on the recommendations of the respected Vice Chancellor with recorded reasons.**

16) REFUNDABLE CAUTION DEPOSIT (ONE TIME):

- i. An employee needs to pay interest free Refundable Caution Deposit along with Application for Accommodation as under:

Sr. No.	TYPE OF ACCOMMODATION	SECURITY DEPOSIT
1.	Independent Apartment - A Category	Rs. 35,000/-
2.	Independent Apartment - B Category	Rs. 20,000/-
3.	Pooled Accommodation - C Category	Rs. 10,000/-

- ii. The entire Caution Deposit shall be refunded by the University to the Employee without any interest, the refund of Caution Deposit being after the delivery of the possession of the allocated Premises by the University to the employee.
- iii. The University shall be entitled to deduct from the Caution Deposit, any amount due towards the University payable by the Employee, which remains unpaid as on the date of delivery of the possession of the allocated Premises by the University to the employee.
- iv. University reserves the right to make recoveries for any damage, alteration, defacing of the accommodation and facilities allocated to the employee.

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17) PAINTING, CLEANING AND MAINTENANCE (PCM) CHARGES (ONE TIME):

- i. In order to maintain the University Accommodation, employees need to pay Painting and Cleaning Charges at the time of vacating the Accommodation allotted by University along with Repair Charges, If any. The charges are as below:

Sr. No.	TYPE OF ACCOMMODATION	PCM CHARGES
1.	Independent Apartment - A Category	Rs. 4,500/-
2.	Independent Apartment - B Category	Rs. 2,500/-
3.	Pooled Accommodation - C Category	Rs. 1,500/-

- ii. Painting and Cleaning Charges are mandatory to recover from the employee.

18) LICENSE FEE (MONTHLY):

- i. License Fee recovery from employees who have been allotted residence by the University will be at the rates of **7.5% of the Pay or standard licence fee of Rs. 7,500/-** whichever is lower. Pay for this purpose will include basic pay / fixed pay, special pay and non-practising allowance.
- ii. In case an employee is sanctioned House Rent Allowance, **License Fee will be exempted.**
- iii. License Fee shall be deducted from the salary of the employee on a monthly basis.
- iv. University reserves the right to change License Fee from time to time by notification.
- v. The liability for licence fee shall commence from the date of occupation of the residence or 5th day from the date of receipt of allotment order, whichever is earlier.

19) AMENITIES AND UTILITY CHARGES (MONTHLY):

- i. Utility Charges recovery from employees who have been allotted residence by the University will be at the following rates:

Sr. No.	TYPE OF ACCOMMODATION	UTILITY CHARGES
1	Independent Apartment - A Category	Rs. 4,800/-
2	Independent Apartment - B Category	Rs. 2,800/-
3	Pooled Accommodation - C Category	Rs. 1,550/-

- ii. The Amenities Charges include Rent for Furniture & Fixture, Solid Waste Disposal Charges, Common area Cleaning charges, Electricity charges and Water charges etc. In case, the electricity bill of the allotted accommodation is more than 20% of the Amenities Charges, then the University shall recover excess amount from the concerned employee's salary.
- iii. Amenities and Utility Charges shall be deducted from the salary of the employee on a monthly basis. The liability for Utility Charges shall commence from the date of occupation of the residence or 5th day from the date of receipt of allotment order, whichever is earlier.

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- iv. University reserves the right to change Amenities and Utility Charges from time to time by notification.
- v. University will provide amenities in the allotted accommodations as under:

Sr. No.	TYPE OF ACCOMMODATION	AMENITIES AVAILABLE
1	Independent Apartment - A Category	Washing Machine, Fridge, TV (32 inch), One double cot, One single cot, Two Cupboards, One Dressing Table, One study Table with Chair and Centre Table with Sofa Set. (No mattress shall be provided by the University)
2	Independent Apartment - B Category	One double cot, One single cot, Two Cupboards, One study Table with Chair & Centre Table with 4 Chairs. (No mattress shall be provided by the University)
3	Pooled Accommodation C Category	One single cot, One Cupboard, One study Table with Chair, Common Kitchen and Toilet. (No mattress shall be provided by the University)

NOTE: Any regular repairs & maintenance cost of Electronic items will be borne by the employee during the stay in the accommodation and he/she will hand over the amenities provided in working conditions.

20) GENERAL:

- a) The competent authority shall issue such administrative instructions as considered necessary for proper administration, maintenance and upkeep of the Buildings.
- b) If an allottee proceeds on long leave of more than 45 days or deputation, he/she will not be permitted to retain his/her accommodation.
- c) The allottee shall personally be responsible for theft or any damage to, beyond fair wear and tear, the building, fixtures, furniture, sanitary, fittings, electrical installations, fencing etc. provided therein, during the period of his occupation of the residence.
- d) The employee to whom a residence has been allotted shall be required both at the time of occupation and vacating of the residence, to sign an inventory of the fittings and fixtures. The stock of furniture, fixtures etc. should be physically verified on 1st April every year.
- e) The allottee should not entertain guests in his residence for more than ten days. If, however, the period is likely to exceed 10 days, specific prior approval of the Vice chancellor shall be obtained. This restriction will not apply in the case of domestic help.
- f) The employee to whom a residence has been allotted shall be personally responsible for any damage beyond fair wear and tear caused there to or to services provided therein during the period for which the residence has been and remains allotted to him.
- g) The residence so permitted to be used by the employee may be inspected by any officer of the University authorised for the purpose by the Estate Section specifically or

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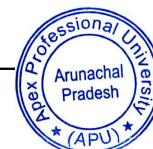
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generally at all hours of the day. The officer may inspect, after due notice any part of the premises to see as to whether the building and the premises, furniture and fittings etc., of the University are kept in proper order or not and as to whether the building premises are put to any improper use by the employee.

- h) The employee shall be bound to allow the officers authorised to carry out such inspection. While inspecting, the officer concerned shall give opportunity and time to pardanashin ladies to be out of the rooms inspected.
- i) Provided that the inspection unless urgently required and so permitted by the Estate Section shall not be done at any time during the night time between 6 PM to 6 AM.
- j) In case the employee obstructs such inspection, the Officer concerned shall, under his signature report the fact to the Competent Authority and the Competent Authority, by notice, may require the employee to vacate the residences within 7 days from the date of notice. In case of non-vacation, the employee shall be treated to be in unauthorised use of the residences.
- k) If any applicant furnished false information at the time of registration for allotment of residence he is liable to be made ineligible for that particular allotment.
- l) An employee who commits any breach of these rules or the terms and conditions of the allotment or uses the residences or permits the residence or premises to be used, for any purpose which the Vice Chancellor considers to be improper, or conducts himself in a manner which in the opinion of the Vice chancellor is prejudicial to the maintenance of the harmonious relation with his neighbours, or of maintenance of peace or, sanitation in the campus, or if it is found that the employee has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the Vice chancellor may without prejudice to any other disciplinary action that may - be taken against him:
 - i. cancel the allotment of that residence to him and
 - ii. declare him as ineligible for University accommodation.
- m) In the event of the death of a staff member, his family can retain the residence to a maximum period of one month under licence fee last paid.
- n) In case of any emergency or in any matter not covered by these rules, and if required for the beneficial enjoyment of the University of the premises, Competent Authority may give necessary direction in the matter. On promulgation of the said direction, in general or specific, the said direction shall be binding on the employee.
- o) At the time of acceptance of the allotment, the employee himself shall sign an undertaking (on a Rs. 100 non Judicial stamp paper) that he has gone through these rules and he shall in all circumstances be bound by these Rules. These Rules shall be deemed to be a part of the Allotment Order.

HELP US TO KEEP OUR CAMPUS CLEAN AND GREEN


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Appendix - A
DECLARATION cum UNDERTAKING

I _____ Son/Daughter of Shri _____

Age _____ years, resident of _____

 _____ do hereby undertake
and declare that:

1. I fully understand that House Allotment Rules of the Apex Professional University, Arunachal Pradesh and promise to abide by the House Allotment Rules, and also to follow the Code of Conduct prescribed for the employee of the University, as in force from time to time and subsequent changes/ modifications/ amendment made thereto.
2. I, hereby, declare that I do not own a house, in full or part, whether in my name or in the name of any other dependent member of my family, within 50 km radial distance from University Main Campus.
3. I, hereby undertake, I shall use the allotted residence with my family, and I shall maintain the premises and the compound, if any, attached thereto in a clean and hygienic condition. I shall not utilise the allocated accommodation, partly or fully or for indulging in trade, business or illegal activity.
4. I, hereby declare that, I will neither join in any coercive agitation/strike for the purpose of forcing the authorities of the University to solve any problem, nor I will participate in any activity which has a tendency to disturb the peace and tranquillity of life in the University campus and/or its residence premises.
5. I, hereby give unconditional and irrevocable authorization to the Estate Section, Apex Professional University to recover license fee, and utility charges from my salary till date of vacating University residences.
6. I, hereby give irrevocable authorization to the Estate Section, Apex Professional University to recover / adjust the outstanding dues and damages charges, if any, from my security deposit.
7. I hereby promise to vacate allocated accommodation as per APU House Allotment Rules. I am fully aware that if I retain allotted residence beyond the permissible period, I will pay Licence Fee and Utility Charges as per rules along with a penal rent of Rs. 5000 for the first month and for subsequent two months at Rs.10,000/- per month.
8. If I neither reside nor vacate the premises within permissible period, I hereby give irrevocable authorization to the Estate Section, Apex Professional University to open the premises and I hereby promise, I will not claim any items disposed off by the University.
9. I also declare that I am not suffering from any serious/contagious ailment and/or any psychiatric/ psychological disorder.

Date: _____

Signature of Applicant

Full name in Capital Letters: _____

DECLARATION

I hereby declare that the information given to Apex Professional University is true and correct to the best of my knowledge and belief. In case any information given proves to be false or incorrect, I shall be responsible for the consequences.

I agree & understand that if Apex Professional University finds violation of any House Allotment Rules of the University, immediate termination from allotted residence with disciplinary action will be initiated against me.

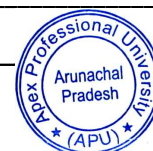
Date: _____

Signature of Applicant

Full name in Capital Letters: _____

PROPRIETARY, CONFIDENTIAL AND PRIVILEGED INFORMATION

Verify Current Version Prior to Use


Nenkisbaron



Appendix - B

WHAT TO PACK

So you're ready to move to Pasighat? Congratulations! Maybe it's your first time out on your own and you need some new residence essentials. Where do you begin? This handy list of new home essentials will more than get you started.

- 1) **Toiletries:** You can find toiletries at your local market including Wastebasket, Bucket and Mug. However, it is possible that the brands of your preference may be unavailable. Please pack with this in mind.
- 2) **Sleep aids:** Bed Mattress, Bed Linen, Pillows, Blankets / Quilts etc.
- 3) **Kitchen Essentials:** Cooking Utensils, Gas Connection, Water Filter, Food Storage, Dishware, Microwave, Kettle, Blender etc.
- 4) **Home Decor:** Curtains, Mirror, Door Mats, Hangers, Picture Frames, Wall Art etc.
- 5) **Utility Items:** Power Bank, Flashlights (for unanticipated power cuts), Clocks, Heaters, Umbrella, New locks, Extension cord, First Aid Kit, etc.

*Newt's Bar Row*

**NOTE SHEET FOR HOUSE ALLOTMENT**

Online Application No.:

Dated:

Name of Applicant:

Designation:

Pay Band/ Consolidated Pay:

Step:

Classification: *Fixed Term / Probation/ Permanent*

Date of Joining:

Date of Birth:

*Particular of the applicant is correct / Incorrect**Particular of the applicant is correct / Incorrect***Verification by Establishment Section****Verification by Accounts Section**

Application for Allotment of House is received by the Estate Section along with original Undertaking.

As per APU House Allotment Rules, 2020, _____

is eligible for accommodation of _____ category residence subject to following payments:

Caution Deposit : _____

Licence Fee : _____

Utility charges : _____

Remarks: _____

RECOMMENDATION BY HEAD - ESTATE SECTION**APPROVED BY VICE-CHANCELLOR****PROPRIETARY, CONFIDENTIAL AND PRIVILEGED INFORMATION***Verify Current Version Prior to Use*



Ref. No.: _____

Dated: ____/____/____

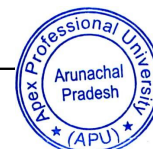
LETTER OF ALLOTMENT

On the basis of the Application, Apex Professional University has hereby allotted Flat No. / Room No. _____ to _____ (hereinafter called "allottee") in the **[NAME OF THE BUILDING]** at Pasighat, District East Siang, Arunachal Pradesh till further order, subject to the following terms and conditions:

1. Allottee shall submit Undertaking on a Non Judicial stamp paper Rs. 100/- to agree and abide by the House Allotment Rules of the University in force from time to time.
2. Allottees will take all necessary steps to ensure that the Code of Conduct is properly observed and followed as prescribed in the section 10 of House Allotment Rules.
3. The Head - Estate Section reserves the right to withdraw or cancel the allotment, in case an employee does not follow the House allotment Rules in letter and spirit.
4. The allottee shall keep the accommodation and surroundings in a clean and hygienic condition.
5. If the allottee does not vacate the premises, after cancellation of allotment due to any reason, the University reserves the right to take legal action and recover license fees, maintenance charges and penal rent as per APU Rules.
6. The allottee understands that the allotment will automatically cease to be in force on the following events:
 - i. Termination or Retirement of the allottee
 - ii. Transfer of the allottee to another APU campus / Office
 - iii. Resignation of the allottee from the services of the University.
 - iv. Death of allottee
7. House allotment Rules shall be deemed to be a part of the Allotment Order. Copy of the House Allotment Rules is enclosed herewith..

HEAD - ESTATE SECTION

To



Nentho Barua