



ODISHA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY
BHUBANESWAR-751003

No. GA-I Qrt-09/2022 11829 /UAT

Dt. 13.7.2023

Circular

The following numbers of vacant quarters are reported by the Director of Physical Plant, OUAT, Bhubaneswar to have been repaired and ready for allotment. So interested employees are hereby directed to apply for allotment of following quarters with prescribed proforma along with supporting documents in respect of their claim within 10 days from the date of issue of this circular while applying the applicants can apply for multiple quarters in order of merit. It is also intimated that employees allotted with the quarter has to take the possession within 15 days from the date of allotment. Those who do not take the possession shall be debarred from getting further allotment for the next two years from the date of allotment.

The list of Vacant & Repaired Quarters are as follows.

SI No	Teaching Quarter No	Non Teaching Quarter No
1	3R(S)-44, 3R(S)-81, 3R(S)-83, 3R(S)-84, 3R(S)-73	IV-8, IV-10, IV-66, IV-29, IV-33, IV-40,
2	3R(F)-55, 3R(F)-56, 3R(F)-62, 3R(F)-63,	E-4, E-7, E-12, E-15, E-16, E-18, E-25, E-44, E-79, E-84, E-89, ,
3	IV-9, IV-52	2RB(S)-1/3, 2RB(S)-2/4, 2RB(S)-79, 2RB(S)-1/4, 2RB(S)-2/2,
4		2RB(F)-12, 2RB(F)-46, 2RB(F)-26, 2RB(F)-27
5		2RA(S)-6/3, 2RA(S)-2/64, 2RA(S)-10/13, 2RA(S)-9/20, 2RA(S)-11/33, 2RA(S)-7/10, 2RA(S)-69
6		2RA(F)-5
7		F-20, F-31, F-32, F-33, F-45, F-48, F-36, F-9
8		1R-3 (OVC), 1R-5 (OVC), 1R-4, 1R-5, 1R-1/5, 1R-1/6, 1R-3/8, 1R-3/9, 1R-3, 1R-10, 1R-1/9, 1R-1/10, 1R-2/14, 1R-2/19, 1R-2/20

N.B. The copy of supporting documents to be attached in the prescribed application.

1. 1st page of the employees' service book
2. Copy of Pay slip of current month/ last pay fixation.
3. Copy of Promotion/Appointment order, if any.

Stohandy
12.7.2023
Registrar

Memo No. 11830 /UAT., Dt. 13.7.2023

Copy forwarded to the All Deans/ Directors/ Officer In Charge of all Schemes/ Controller of Examination/ Medical Officer, OUAT Health Centre/ Chief Librarian, Central Library/ All Head of the Departments for information. They are requested to circulate the same among their staffs for their information and necessary action.

Stohandy
12.7.2023
Registrar

Memo No. 11831 /UAT., Dt. 13.7.2023⁻²⁻

Copy to the Comptroller, OUAT, Bhubaneswar for information and necessary action.

KDd
13/7/2023
Asst. Registrar (Admn.)

Memo No. 11832 /UAT., Dt. 13.7.2023

Copy to the Director, PME, OUAT, Bhubaneswar for information and necessary action. He is requested to upload the same in the OUAT Website for information to all.

KDd
13/7/2023
Asst. Registrar (Admn.)

Memo No. 11833 /UAT

dt. 13.7.2023

Copy forwarded to the all Assistant Registrars/ Accounts Officers/ Audit-cum- Inspection Officer, OUAT, Bhubaneswar for information and necessary action.

KDd
12/7/2023
Asst. Registrar (Admn.)

Memo No. 11834 /UAT

dt. 13.7.2023

Copy forwarded to the Secretary to Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor.

KDd
12/7/2023
Asst. Registrar (Admn.)

CC: to all Section Officers/ Personal Assistants / Superintendent of Issue Section /Care Taker/ Notice Board.

SCHEDULED 'A'

**APPLICATION FOR ALLOTMENT OF A QUARTERS UNDER
OUAT, BHUBANESWAR-3**

1. Name of the applicant :
 2. Name of the quarters applied for in order of merit :
 3. Office in which he/she serves his/her designation with office address :
 4. Scale of Pay plus Grade Pay :
 5. Whether he/she is newly appointed, if so the date of joining the appointment if not newly appointed where he/she was staying so long (*Date of joining in each post*) :
 6. Whether the applicant has come to the Head Quarter on transfer, name of his/her predecessor and the Office to which he/she has been transferred. :
 7. Whether his/her 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/her vacation may be indicated. :
 8. Whether the applicant is prepared to accept in inferior type of quarters is allotted to which he/she is not entitled by virtue of his/her pay (*The reason for ascertaining this point is that some time the quarters to which a person is entitled to him not available and a quarters inferior in type is available*). :
 9. Whether he/she has residential quarter within a radius of 8 kms. Either in his/her name or his/her wife/husband or dependant's name. :
 10. The required undertaking duly signed by me is appended in Annexure-B. :
 11. Copies of the relevant documents attached :
 12. Mobile No. :
- Date of application :
Date :

Signature of the Applicant

**UNDERTAKING FOR ALLOTMENT OF QUARTERS UNDER OUAT
BHUBANESWAR-751003**

1. a) Name _____ ;
b) Designation and Department _____ ;
2. In consideration of the allotment of a typequarters in Unit No. VIII 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, dt. 5.10.77.
3. I hereby agree that I would regularly make payment of the rent of the residence at the rate prescribed under the existing rules of the rate of rent reassessed or reviewed 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 quarter I shall vacate and handover vacant possession of the University quarters within the reasonable period of notice as well 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 quarter 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 held responsible for the safe and 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 quarters. 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 quarter 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 calamity 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.

Place:

Date :

Signature of Applicant

Office of the

APPLICATION FOR ALLOTMENT OF BETTER TYPE QUARTERS UNDER
OUAT, BHUBANESWAR-3

1. Name of the applicant :
2. Office in which he/she serves his/her :
designation .
3. Scale of Pay with Grade Pay from :
which date
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 and 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
8.0 km of Bhubaneswar either in
his/her name or in the name of his/her
wife/ husband/ dependent.
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. :-

Signature of the Applicant

Recommendation of the following Officer