



श्री माता वैष्णो देवी विश्वविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY

APPLICATION FOR ALLOTMENT OF UNIVERSITY ACCOMMODATION

Name of the Employee: _____

Employee Code: _____ Designation _____

Scale of Pay : _____

School/Section/Deptt: _____

Date of Joining _____ Married/Unmarried: _____

Nature of Employment (Regular/Contractual/Adhoc) _____

(√) Tick the priority on Floors in Level- 3A/Lvl-3B/Lvl-4: -

1. Ground Floor ()
2. First Floor ()
3. Second Floor ()

Date _____

Signature of the Applicant

Forwarded for Consideration:

Sign. of Dean/Director/Section Head

.....
ESTATE OFFICE

We have received the application from Mr./Ms.for house allotment
on

Estates Office

Contd. ..



श्री माता वैष्णो देवी विश्वविद्यालय SHRI MATA VAISHNO DEVI UNIVERSITY

Entitlement for Accommodation in the Residence of SMVD University Campus:

S.No.	Description	Level of accommodation	Remarks
1.	Professors/ Associate Professors/ F.O/Registrar/Librarian/equivalent grade employees.	Lvl-I	
2.	Asstt. Professors/ Medical Officer/ Placement Officer/equivalent grade employees	Lvl -II	
3.	Lecturers/ Asstt Registrars/Asstt. Engineers/ equivalent grade employees	Lvl – III-A	
4.	All employees of basic pay starts from 3050 but less than 8000 except Drivers & Ministerial staff.	Lvl-III-B	
5.	All Employees (Drivers & Ministerial Staff) basic pay starts from 3050 and below it.	Lvl-IV	

Rules for Allotment

1. As per entitlement
2. Married employees living with their families may be given priority.
3. Allotment is essentially by the seniority.
4. In case, the date of joining & status is same. The previous seniority shall be considered.
5. In case of availability of quarter, shifting from lower to upper cadre shall be done by considering seniority on the basis of joining.
6. Allotment of floor shall be done as under:
 - (a) Cadre
 - (b) Date of Joining
7. Any employee who shall be shifting to another quarter & whose occupancy of that quarter is less than one year shall bear 50% of the charges of white washing of the next quarter. This will not apply to the employees shifting due to promotion or revision in grade.
8. At the time of shifting of quarter, if any damages estimated to be higher than Rs.500/- only, the shame shall be borne by the occupant.
9. However, the final direction shall rest with the Hon'ble Vice-Chancellor.