



VISVA-BHARATI  
ESTATE OFFICE



Quarter Circular QT-3

Memo no: - Estate.QT- 3/596/ 24-25

Date: - 10-02-2025

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**NOTICE INVITING APPLICATIONS FOR QUARTERS**

This is to inform all concerned, that the following University quarters are available for allotment. Permanent employees who enjoy the rank and scale of pay may apply against the qtrs.

An employee, who is already in occupation of quarters, may apply for change of quarters, if no change in the same type has been made earlier. However, no change is allowed within a year of allotment.

Applications through proper channel should reach the office of the undersigned within 28/02/2025.

**Tentative date of Meeting of Allotment (Sub-Committee):- 1st week of March, 2025**

- Allotments will be made to the employees other than new MTS employees, on the basis of seniority in service as detailed below.
- Allotments will be made to the new MTS employees, on the basis of inter-se seniority (rank/merit wise).
- Seniority for academic quarters will be calculated on the basis of date of joining academic posts only.
- Seniority (other than new MTS) for a particular type of qtrs. will be calculated on the basis of date of joining in an eligible post only.
- Separate applications are to be made for different types of quarters.
- Allotment will be made on, *as is where basis is*.
- Applicants may visit the quarters they wish to apply for & satisfy them selves before submitting their applications.

For any query, please contact Estate Office.

**Academic Quarters**

Sl. No	Quarter no	Quarter Type	Location	Minimum Eligibility	Reservation Category	Remarks
1	B-type qtrs.20 at PSB, Vacated by Sadhana Mondal	B Type	PSB, Sriniketan	Assistant Lecturer & above	SC	
2	B-type qtrs.43 at Andrewspally, Vacated by Y. Hemanta Kumar	B Type	Andrewspally	Assistant Lecturer & above	ST	

**Non-Academic Quarters**

Sl. No	Quarter no	Quarter Type	Location	Minimum Eligibility	Reservation Category	Remarks
3	C 1-type qtrs no-34C 1 vacated by Debendra Nath Duby	C 1 Type	PSB, Sriniketan	Office Assistant & above	Unreserved	
4	C-type qtrs no-35 vacated by Sudipta Roy	C Type	Dakshinpalli	Office Assistant & above	Unreserved	

*Sudipta Roy*

Sl. No	Quarter no	Quarter Type	Location	Minimum Eligibility	Reservation Category	Remarks
5	C-type qtrs no-02 vacated by Ranjan P	C Type	Gurupally	Office Assistant & above	Unreserved	
6	D-type qtrs no-1/D vacated by Swapan kr. Das	D Type	Ratanpalli	MTS & above	Unreserved	
7	LSS qtrs. No 23, Vinaya-Bhavana, vacated by Jiban Hazra	LSS	Vinaya-Bhavana	MTS & above	Unreserved	
8	LSS qtrs. No 30 to be vacated by Nitish Kumar, Vinaya-Bhavana	LSS	Vinaya-Bhavana	MTS & above	Unreserved	
9	LSS qtrs. No 39, Dakshinpalli	LSS	Dakshinpalli	MTS & above	SC	
10	Bachelor's flat no-07 vacated by Dulal Hazra	Bachelor's flat	Purbapalli	MTS & above	Unreserved	
11	Bachelor's quarter no 27 & 27A to be vacated by Muktipada Ghosh	Bachelor's Quarter	Sriniketan	MTS & above	Unreserved	

  
Joint Registrar (Estate)  
Visva-Bharati

*Rml*

Copy to:

1. Chairperson, A.S.C, V.B
2. Principal/Directors/HOD of all Bhavanas/Dep'ts etc
3. Joint Registrar, Deputy Registrar, Assistant Registrar, of all administrative Office
4. University Engineer - with request to arrange minor repairing/ white washing of the quarters before these are occupied.
5. Email Administrator, Computer Centre, VB - Kindly upload the circular on Visva-Bharati website for wide circulation.

  
Joint Registrar (Estate)  
Visva-Bharati

*Rml*  
10/2/25

**Sub:- Application for Quarters**

Quarter Circular QT-3

To  
The Joint Registrar (Estate)  
Visva Bharati  
Santiniketan



Ref:- Circular No:-Estate.Qt-3/596/24-25

Dated:- 12-02-2025

1. Name of employee (in BLOCK LETTER) .....
2. Designation.....
3. Dept / Office / Section etc.....
4. I.D. No (If any) .....
5. Phone / Mobile No: - .....
6. Date of joining in Visva-Bharati.....
7. Present pay / pay band (with grade pay if any) / consolidated pay:  
..... (Attach copy of Appointment Letter / recent payslip )
8. Number & location of qtrs. applied for (not more than two choices are allowed):
  - a. ....
  - b. ....
9. Category: SC/ST/OBC/PH: (Attach attested copy of certificate).
10. If presently residing in University quarters, mention qtr no &  
Location .....
11. **Undertaking**  
  
I undertake to abide by the relevant rules / regulations / orders etc relating to allotment and vacation of quarters and other related matters, in case quarters is allotted to me by Visva Bharati.
12. Signature (with date) of applicant .....

Remarks & signature of the concerned Head of Dep't / Office .....