



**VISVA-BHARATI
ESTATE OFFICE**



Memo no: - Estate.QT- 3/343/ 24-25

Date: - 5-11-2024

NOTICE INVITING APPLICATIONS FOR QUARTERS

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

ELIGIBLE NON-ACADEMIC EMPLOYEES WILL GET PREFERENCE FOR ALLOTMENT.

Applications through proper channel should reach the office of the undersigned within 25/11/2024.

Tentative date of Meeting of Allotment (Sub-Committee):- 1st week of December 2024.

- Seniority for academic quarters will be calculated on the basis of date of joining academic posts only.
- Seniority for non-academic quarters will be calculated on the basis of date of joining non-academic posts only.

For any query, please contact Estate Office.

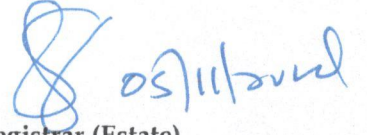
Details of Residential Quarters

Sl. No	Quarter no	Quarter type	Location	Minimum Eligibility	Reservation Category
1	New Flat no 14, Block - D, 1st Floor	Type IV	Andrewspalli	Assistant Professor & above for Academic Staff and Assistant Registrar & above for Non-Academic Staff	Unreserved
2	New Flat no 20, Block - E, Ground Floor	Type IV	Andrewspalli		Unreserved
3	New Flat no 08, Block - B, 1st Floor	Type III	Andrewspalli	Assistant Lecturer & above for Academic Staff and Section Officer & above for Non-Academic Staff	Unreserved

**Joint Registrar (Estate)
Visva-Bharati**

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 web-site for wide circulation.



Joint Registrar (Estate)
Visva-Bharati



Sub:- Application for Quarters

Quarter Circular QT-3

To
The Joint Registrar (Estate)
Visva Bharati
Santiniketan



Ref:- Circular No:-Estate.Qt-3/343/24-25

Dated:- 05-11-2024

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