



विश्वभारती
VISVA-BHARATI
বিশ্বভারতী
ESTATE OFFICE

Quarter Circular QT-3

Memo no: - Estate.QT- 3/298/24-25

Date:- 27-09-2024

NOTICE INVITING APPLICATIONS FOR QUARTERS

This is to inform all concerned, that the following University quarters are available for allotment for **FEMALE ACADEMIC / NON-ACADEMIC EMPLOYEES ONLY**.

Permanent / CLTS / ECW academic and non-academic employees who enjoy the rank and scale of pay may apply against these qtrs as Single / Hostel Accomodation.

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 25/10/2024.

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

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

Particulars of quarters located at Annex Buildings of Amrapali Girls' Hostel

Sl. No	Quarter no	Quarter Type	Minimum Eligibility	Reservation Category	Remarks
1	Flat no-1	1BHK flat	MTS & above	Unreserved	Teacher Wardens / other staff of Amrapali Girls' Hostel failing which other Girls' Hostels, will be given preference
2	Flat no-2	1BHK flat	MTS & above	Unreserved	
3	Flat no-3	1BHK flat	MTS & above	Unreserved	
4	Flat no-4	1BHK flat	MTS & above	Unreserved	
5	Flat no-5	1BHK flat	MTS & above	Unreserved	
6	Flat no-6	1BHK flat	MTS & above	SC	
7	Flat no-7	1BHK flat	MTS & above	Unreserved	
8	Flat no-8	1BHK flat	MTS & above	Unreserved	
9	Flat no-9	1BHK flat	MTS & above	ST	
10	Flat no-10	1BHK flat	MTS & above	Unreserved	


Note:- Since these quarters are located inside the girls' hostel compound, entry of males will be restricted, as may be deemed fit, by the University

Joint Registrar (Estate)
Visva-Bharati

27/9/2024
27/9/24

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

*Recd
27/9/24*

Sub:- Application for Quarters

To
The Joint Registrar (Estate)
Visva Bharati
Santiniketan

Dated:- 27-09-2024

Ref:- Circular No:-Estate.Qt-3/298/24-25

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