

ഓഫീസ് ഓർഡർ

വിഷയം:- സാങ്കേതികം - വിദ്യാഭ്യാസം - രാജീവ് ഗാന്ധി ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് ടെക്നോളജി, കോട്ടയം - പ്രൊഫെസ്സർമാർക്കുള്ള കാർട്ടേജ് അനുവദിക്കുന്നതിന് - അപേക്ഷ ക്ഷണിക്കുന്നത് - സംബന്ധിച്ച്

സൂചന:- 1. സാങ്കേതിക വിദ്യാഭ്യാസ ഡയറക്ടറുടെ 09.09.2016 ലെ ഡി1/33063/2015/ഡി.ടി.ഇ നമ്പർ സർക്കുലർ.
2. കേരള പബ്ലിക് വർക്ക്സ് ഡിപ്പാർട്ട്മെന്റ് മാനുവൽ - അപ്പൻഡിക്സ് 2800 സി

ഈ സ്ഥാപനത്തിൽ പ്രൊഫസർമാർക്കായി പണികഴിപ്പിച്ച ഫാമിലി കാർട്ടേജ് അനുവദിക്കുന്നതിനായി ആവശ്യമുള്ള പ്രൊഫസർ, അസ്സോസിയേറ്റ് പ്രൊഫസർ, അസിസ്റ്റന്റ് പ്രൊഫസർ എന്നിവരിൽ നിന്നും അപേക്ഷ ക്ഷണിക്കുന്നു. സൂചനയിലെ സർക്കുലറിലും മാനുവലിലും നിഷ്കർഷിച്ചിരിക്കുന്നതനുസരിച്ച് ഈ സ്ഥാപനത്തിന്റെ 15 കിലോമീറ്റർ ചുറ്റളവിൽ സ്വന്തമായോ ഭാര്യയുടെയോ ഭർത്താവിന്റെയോ അവിവാഹിതരായ മകന്റെയോ മകളുടെയോ പേരിലോ പാരമ്പര്യമായി ലഭിച്ചതോ വിലയ്ക്കു വാങ്ങിയതോ ആയി താമസ സൗകര്യമുള്ളവരും അവിവാഹിതരും കാർട്ടേജിന് അപേക്ഷിക്കാൻ അർഹരല്ല.

നിർദിഷ്ട ഫോമിലാണ് അപേക്ഷ സമർപ്പിക്കേണ്ടത്. അപേക്ഷയുടെ മാതൃക ഇതോടൊപ്പം ഉള്ളടക്കം ചെയ്തിരിക്കുന്നു. ആദ്യ ഘട്ട അലോട്ട്മെന്റിനുള്ള അപേക്ഷ 20.04.2022 നുള്ളിൽ സമർപ്പിക്കേണ്ടതാണ്.

Dr. Sathishkumar C

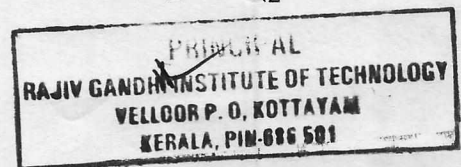
പ്രിൻസിപ്പൽ

സ്വീകർത്താവ്

എല്ലാ ഡിപ്പാർട്ട്മെന്റ് എച്ച്.ഒ. ഡി മാർക്കും

പകർപ്പ്

ഓഫീസ് പകർപ്പ് / കരുതൽ ഫയൽ



APPENDIX II

Application for the allotment of Government Servants Quarters under Government Engineering Colleges, Polytechnics and other Government Institutions or Director of Technical Education as the case may be

1. Name of officer :
2. Date of birth :
3. Whether belongs to SC/ST :
4. Office or Department in which ,

Employed :

5. Pay and scale of pay :
6. Designation :
7. Permanent or Acting :
8. Years of Service to retire with date of

retirement on super annuation :

9. Permanent home address
- (with village, Taluk and District) :

10. Whether married :

11. Whether wife/husband is employed :

and if so particulars regarding name,
designation, place of employment, pay
and scale of pay

12. Whether the applicant owns a house :

or other residential buildings within
his/her headquarters within a radius
of 15 km from his/her /husband/wife
or in the name of his/her unmarried
sons or daughters whether inherited or
purchased or obtained otherwise including
that under any hire purchase scheme.

13. Intending to live with family or lonely : :

14. Priority for allotment of of quarters if any ;

Place:

Date:

Signature of the Applicant

(Contd.....2.....)

DECLARATION

I declare that the statements made above are true. I agree to abide by the rules and conditions for the occupation of the quarters now in force and also such terms and conditions and rules which the Government may prescribe from time to time in that regard.

Signature

For the use in the Office of the Head of the Institution

Received on:

Registered as No.:

Type of quarters vide folio no.:

Priority verified and entered in Register(item No.):

Section Clerk

Superintendent

Principal

Date of issue of allotment order :

Date of cancellation of Registration :

No. of Quarters allotted :

:

Appendix 2800C

RULES FOR THE ALLOTMENT AND OCCUPATION OF GOVERNMENT SERVANTS QUARTERS IN KERALA. (As per Para 2808)

1. *Short title.*- These rules shall be called the rules for the allotment and occupation of Government Servant's quarters in Kerala 1975.
2. *Extent of application.*- These Rules shall apply to all residential buildings under the control of the P.W.D or the District Collector, as the case may be, and do not apply to buildings under the control of other departments.
3. *Definitions.*- In these rules, unless there is anything repugnant to the subject or context.
 - i. "quarters" means buildings constructed, leased or acquired by the Government of Kerala for being let out to state Government Employees for their residence on payment of rent, which are under the control of the P.W.D or the District Collector, as the case may be;
 - ii. "Applicant" means a Government Servant who is eligible for allotment of a quarters and who submits an application for allotment of quarters in the form prescribed by Government;
 - iii. "Allottee" means a Government Servant to whom quarters have been allotted by competent authority but not occupied;
 - iv. "Occupant" means an allottee who takes possession of the quarters duly allotted to him after completing all formalities required as per these rules;
 - v. "Collector" means the District Collector appointed by Government to be in charge of the District;
 - vi. "Executive Engineer" means the Executive Engineer in charge of the P.W.D Buildings Division, having jurisdiction over the area where the quarters are situated or his subordinate officials who have been empowered to discharge his duties;
 - vii. "Assistant Engineer" means the Assistant Engineer of the Buildings section under whose jurisdiction the quarters are situated and who is directly in charge of the quarters;
 - viii. "Rent" means the monthly rent payable by the occupant for the quarters as specified in these rules;
 - ix. "Standard rent" means the rent fixed for a quarters by the P.W.D and got approved by Government based on its capital cost and other aspects as laid down in the relevant rules issued in that behalf;
 - x. "Pay" means pay as defined in Rule 12(23) part I of K.S.R.;
 - xi. "Family" for the purpose of these rules includes officer's wife/husband, children and step children residing with him/her.
4. (a) *Eligibility.*
 - i. The Government quarters are intended for allotment to the officers of the state government who do not have their own accommodation facilities in the place of duty.
 - ii. Quarters shall be allotted only to those officers who do not have residential buildings where their Headquarters lies or within towns or within a radius of 15 (fifteen) Kilometers from their offices, either in their own names or in the names of their husbands or wives as the case may be, or in the names of their unmarried sons or daughters whether inherited or purchased or obtained otherwise, including that under any hire purchase scheme.
 - iii. Non-availability of own accommodation facilities shall be clearly and specifically stated in the relevant column in the application for allotment of quarters. In case it is subsequently detected that the statement in the application form in this regard is not true to facts the allottee/occupant shall be liable to pay from the date of occupation of the quarters, penal rent at three times the rate of standard rent, fixed for the quarters and to eviction under the provisions the Kerala Public Buildings (Eviction of Unauthorised Occupants) Act, 1968 and the rules made thereunder, from the quarters forthwith and in addition, the allottee shall also be liable for disciplinary action under the relevant rules.
 - iv. In case any allottee or occupant of Government quarters subsequently acquire or obtains residential buildings in any manner referred to in rule 4 (a) the fact shall be forthwith intimated by the allottee/occupant to the Collector/the Executive Engineer, Buildings concerned and the allottee/occupant shall without fail vacate the quarters within one month from the date on which the allottee/occupant acquire or obtains such residential buildings. Occupation beyond the date of expiry of the said one month will be treated as unauthorised occupation and the allottee or occupant shall be liable to the penalties envisaged in these rules.
 - v. Failure to give timely intimation mentioned in clause (i) shall make the allottee liable to pay penal rent from the date of acquiring or obtaining such residential buildings till the date of vacating the Government quarters/buildings, at three times the rate of standard rent fixed for the quarters/buildings, in addition to the other penalties including disciplinary action.

(b) *Persons who are not eligible for quarters.-*

- i. Unmarried officers,
- ii. Officers who are not being paid from the consolidated funds of the State Government, like persons employed under local bodies, Government owned companies, corporate bodies and other quasi Government bodies.
- iii. Officers who have been evicted from the quarters due to violation of rules or other grounds.
- iv. Officers will be deemed to own house if there is a house in the name of wife/husband as mentioned in Rule 4(a) (ii).
- v. Persons borne on daily wages/work charged/contingent establishment.
- vi. Persons whose wife or husband has already been allotted quarters elsewhere.

Explanation: The following will be eligible to occupy the quarters.

- (1) Wives/Husbands of army and police Personnel, and
- (2) married persons whose wife/husband is no more or is legally separated, but having dependent child or children

5. *Type of quarters eligible for:* For the purpose of allotment, the quarters are classified into various types ---- architect input ??

6. *Allotment of quarters*

- i. The application for allotment of quarters other than those exclusively earmarked for PWD shall be made in the form in Appendix II to the Collector through the head of office who shall verify the correctness of the information furnished in the application and countersign it and forward it to the Collector as early as possible. If the applicant himself is the head of office he may forward the application to his immediate superior officer who shall forward it to the Collector.
- ii. The application for allotment of quarters exclusively earmarked for PWD shall be made in the form in Appendix II to the Executive Engineer Buildings for allotment
- iii. The Collector shall scrutinise the applications received by him, Defective applications, if any, shall be rejected and the applicants informed accordingly forthwith. If any application is found defective the applicant shall be given an opportunity to rectify it within seven days and if he complies with the directions it should be considered as valid application. All the valid applications shall be registered in a register of the applications. If more than one applications are received for a specific type of quarters on the same day priority shall be given to the applicant who have been working at the place for longer period and even that being equal in more than one case, the applicant who is older.
- iv. Separate registers or separate folios in a file book in the form in Appendix III shall be maintained for each type of quarters. A separate register shall be maintained for registering the applications which have priority in allotment and such applications shall be registered in both the registers simultaneously.
- v. An applicant or occupant who, due to promotion or otherwise becomes eligible for a higher type of quarters, may submit a fresh application for that type of quarters and shall be eligible for allotment of that quarters in the normal course according to the seniority in that group. In the case of an applicant, he will have claim to get the original type of quarters applied for when his turn comes in the normal course. In the case of an occupant he will be allowed to continue to occupy the quarters till the time he is allotted a higher type of quarter.
- vi. Quarters shall be allotted as soon as it falls vacant. In no case shall the allotment of a house be delayed for more than a week of its falling vacant.
- vii. The quarters shall be allotted strictly in accordance with the priority of applications in the respective group i.e., according to the priority of applications from the respective grades of officers for the type of quarters they are eligible for. In case a deviation from this rule for the allotment of quarters is found absolutely indispensable to meet any extraordinary and exceptional circumstances which might justifiably warrant such a deviation, the District Collector shall address Government pointing out the special circumstances of the case and obtain prior orders in the matter.
- viii. The allotment order shall be issued to the applicant through the head of office concerned. The head of office shall forward the orders of allotment to the applicant as expeditiously as possible. The Collector and the head of office shall see that there is no delay in despatching the allotment order to the concerned officers. The liability on the part of the allottee for payment of rent for the quarters commences after seven days from the date of allotment orders or the date of occupation whichever is earlier. If by any chance the allottee does not require the quarters allotted to him he shall intimate the fact to the allotting authority within three days of the date of allotment order. If such intimation is delayed the allottee shall be liable to pay the rent of the quarters upto the date on which such intimation is received by the Collector subject to a minimum of one month's rent.