

CIRCULAR

Sub:- Allotment of vacant staff Quarters - Applications Invited - Regarding

As on date a few staff quarters are vacant and may be considered for allotment by the Competent Authority as per entitlement and as per prescribed procedure. The details of vacant Quarters and the entitlement thereof are as under:-

S.No.	Type of Quarter	No of quarters vacant	Entitlement as per Level in the pay matrix in 7 th CPC
01.	Type - II	One (A-6) (Reserved under SC Category)	2,3,4,5
02.	Type IV	Two (B-2&6) (To be allotted to women employees under Ladies Pool)	9,10,11
03.	Type-VA (LQ Independent)	One (LQ-2) (To be allotted to women employee under Ladies Pool)	12
04.	Type - VB (Multistoryed)	One (1) (To be allotted to women employee under Ladies Pool)	13, 13A
05.	Type -VI B (Professor Quarter Duplex)	One (PQ-1)	15 (Index numbers 1 to 4 in the level). Employees under pay level 14 may also be considered.

Therefore, applications are invited from the interested employees for allotment of above vacant Quarters. The employees who have already applied and enlisted in the waiting list shall update their particulars, if any, as per the revised application form. The last date of accepting the filled in applications (new and updated) duly forwarded through proper channel is 13.09.2021.


Assistant Registrar
(Estate & Transport)

To

All Deans, Directors, Principals,
Heads/In-charge of the Departments /Sections
(for circulation among Teaching & Non Teaching Staff)

Copy to:

1. Director, CIT for uploading on University website
2. Office of the Vice-Chancellor
3. Office of the Registrar
4. Concerned file



ESTATE & TRANSPORT SECTION

APPLICATION FOR ALLOTMENT OF STAFF QUARTERS

(to be submitted through proper channel)

1. Name of the Applicant (in Block letters) :
2. Designation & ID No. :
3. Department/Section :
4. Date of joining MANUU :
5. Date of joining Service / Organisation / Institution, etc. under Central Government, if any, prior to joining MANUU :
6. Date of Birth & Age as on date of submission of Application :
7. Date of superannuation :
8. Pay Details :
 - A) Scale of Pay :
 - B) Level in the pay matrix :
 - C) Date from which working in this pay level :
 - D) Present Basic Pay :
9. Permanent Address :
10. Present Address :
11. Telephone /Mobile Number :
12. Whether staying in GPRA/ MANUU Quarters or any other Quarters provided by Govt. Of India / State Government :
 - A) If so, type of Accommodation occupied :
 - B) Date of Occupation :
13. Type of Staff Quarter now applied for Allotment in MANUU Campus :
14. Whether spouse is employed and staying in the Staff Quarters allotted by his her/employer, if so details thereof :
15. Whether belongs to SC/ST/PHC category :
16. If Woman : Married / Single / Widow

I hereby declare that I do / do not possess own house/flat at Hyderabad either in my name or in the name of any of my family member. Address of own house/flat at Hyderabad: _____

Signature of Applicant:.....

Name :

Date :

Forwarded by

Signature
& Seal of Department / Section Head/Incharge

CERTIFICATE FROM ER-I / ER-II

Certified that the particulars furnished by the Applicant have been verified with reference to the service records being maintained in the Section and found correct/incorrect. Necessary correction, required if any, have been recorded.

Signature &
Seal of Section Head / Incharge
ER-I / ER-II

Date : _____

ELIGIBILITY FOR ALLOTMENT OF STAFF QUARTERS

Type of Quarter	:	Eligibility as per pay level in pay matrix
Type-II	:	2, 3, 4, 5
Type-III	:	6, 7, 8
Type-IV	:	9, 10, 11,
Type-V-A	:	12
Type-V-B	:	13, 13-A
Type-VI-B	:	15 *

* Explanation - The University does not have Type VI-A Staff Quarters meant for employees under pay level-14 (erstwhile Rs.10000/- Grade Pay). Therefore the employees in pay level-14 (erstwhile Rs.10000/- Grade Pay) may be considered for allotment of vacant Type VI-B Quarters as per procedure. However, the normal License Fee applicable for Type VI-B Quarter shall be charged for the same.