



ANNA UNIVERSITY
CHENNAI 600 025

REGISTRAR

Circular No.AU/EO/Staff Qtrs/2024

Date: 08.02.2024

CIRCULAR

A few vacancies in the Staff Quarters at Kotturpuram and MIT Annexe have arisen due to retirement and vacation. In this connection, the following details are available in the Anna University Website, www.annauniv.edu.

- Quarters Rules 2019
- Current Quarters vacancy position.
- Online link for Staff Quarters Application.
- Declaration Form

All the interested Staff Members can apply for staff quarters. The applications will be scrutinized by the Quarters committee and the quarters will be allotted as per the Quarters rules. ONLY FRESH APPLICATIONS WILL BE CONSIDERED. Anna University Quarters Rules, 2019 will be strictly followed.

Applicants are advised to refer the list of vacant quarters and to mention the quarters the applicant prefers. If there is no preference of allotment, the vacant quarters will be allotted. On allotment, if the allottee is not willing to occupy, allottee's future request will not be considered for the next one year of allotment.

CEG, AC Tech & SAP Staff members who are willing to apply for the vacancies in MIT campus can apply with a No-Objection-Certificate from the respective HODs & Campus Deans. They should also give an undertaking that they will not request for a transfer to MIT based on the Quarters allocation.

Last date for applying for Staff Quarters is ²³20.02.2024 (Before 5.00 PM) *FW*

[Signature]
REGISTRAR *9/2/24*

Copy to

- All the Deans
- All the Directors of Centres / Institutes
- All the Unit Officers / Section Heads
- All the Head of Departments
- The Director, RCC – with a request to scroll the circular in Anna University Website
- P.S. to Vice-Chancellor
- P.A. to Registrar

DECLARATION FORM

I, {{NAME OF THE APPLICANT}}, {{DESIGNATION}}, declare that

(Strike out whichever is not applicable)

1. I come under **Essentiality Category I/ Essentiality Category II / Seniority Basis / Change of Quarters**

If applied under Essentiality Category II

2. I declare that I do not own a house / flat in my name / spouse /dependents name within 5 km radius (Essentiality Category -II) from my workplace.
3. I shall intimate to the authorities whenever I propose to construct / purchase a house / flat in my name / spouse name / dependents name within 5 km radius from my work place.

If applied under Seniority basis

4. I declare that I do not own a house / flat in my name / spouse /dependents name within 25 km radius from my workplace.
5. I shall intimate to the authorities whenever I propose to construct / purchase a house / flat in my name / spouse name / dependents name within 25 km radius from my work place.

If applied under Change of Quarters (COQ)

6. The quarters was allocated during : Month:..... Year:.....
7. Tenure in the present quarters:.....
8. The reason for COQ:.....
9. I declare that I do not own a house / flat in my name / spouse /dependents name within 25 km radius from my workplace.
10. I shall intimate to the authorities whenever I propose to construct / purchase a house / flat in my name / spouse name / dependents name within 25 km radius from my work place.

GENERAL CONDITIONS FOR ALL CATEGORY OF APPLICATIONS:

11. I accept the conditions stipulated in the Quarters Rule 12 regarding allotment and Rule 13 regarding cancellation.
12. I declare that there is no disciplinary action pending against me.
13. I have read the above conditions for allotment of quarters carefully and understood the contents with clarity.
14. I fully and whole heartedly agree to all the above conditions.
15. I will fully abide by the rules and conditions (Annexure-IX & Annexure-IX A) strictly.

Date :

Signature of the applicant

Recommendation of the Deans / Heads of Centres / Unit Heads

1. Recommended / Not recommended :
2. If not recommended, state reasons :
3. Special remarks if any :

Signature of the Dean / Head of Centres / Unit Heads

Note: Enclose a copy the necessary documents as proofs wherever required.

STAFF QUARTERS RULE - 2019
RULES FOR ALLOTMENT OF QUARTERS FOR THE STAFF
OF ANNA UNIVERSITY, 2019

1. **Title:-** These rules shall be called the “Revised Rules for allotment of quarters for the Staff of Anna University, 2019”.

2. **Application and Commencement :-** These rules shall apply to all the Teaching and Non-teaching Staff of the University including those working in its constituent colleges, who are the regular employees of the University. These rules shall come into force with immediate effect.

3. **Definitions:-** In these rules, unless the context other wise requires,--
 - (a) ‘Chairman’ means the head of the faculty of Anna University.
 - (b) ‘Dean’ means the head of constituent college of Anna University.
 - (c) ‘Estate officer’ means the ‘Professor and Estate Officer’ of Anna University.
 - (d) ‘Registrar’ means the Registrar of Anna University.
 - (e) ‘Staff’ means the regular Teaching and Non-Teaching employees of Anna University.
 - (f) Staff Quarters’ means the houses / quarters situated within the M.I.T. Campus at Chromepet and the Main Campus of Anna University at Guindy earmarked for allotment to the regular employees.
 - (g) ‘Syndicate’ means the Syndicate of Anna University.
 - (h) ‘University’ means the Anna University with all its Constituent Colleges.
 - (i) ‘Vice-Chancellor’ means the Vice-Chancellor of Anna University.

4. **Classification of categories:-** For the purpose of allotment of quarters, the staff members of the University are classified into six categories as indicated below:-
 - (i) Priority category
 - (ii) Essentiality category - I
 - (iii) Essentiality category - II
 - (iv) Seniority basis
 - (v) Discretionary basis
 - (vi) Humanitarian grounds

5. Allotment of quarters:-

The allotment of quarters to the various categories listed in Rule 4 will be made based on the following conditions and for every one allotment of quarters for each classification (Type of quarters) under Rule 5.1, 5.2 and 5.3 together there shall be one allotment under Rule 5.4 under seniority basis.

Where there is no request for allotment under Rule 5.1, 5.2 & 5.3 before the Quarters Committee all vacancies shall be allotted under Rule 5.4.

However, the above condition will not apply in the case of allotment of quarters to Vice-Chancellor and Registrar.

5.1 Priority Category - University Level Officers:- University Level Officers mentioned in the Act (The Anna University Act, 1978) as furnished below are entitled for residential accommodation in the quarters from the date of assuming office :

1. Vice-Chancellor
2. Registrar
3. Deans
4. Chairmen
5. Finance Officer
6. Controller of examinations

The Vice-Chancellor's quarters is a designated quarters and the same is post attached. The quarters would be made available to the University level officers other than the Vice-Chancellor and the Registrar on their request. Except the Vice-Chancellor all the other officers mentioned above shall pay the rent and other charges as per rules in force from time to time on occupation.

5.2 Essentiality Category - I

The category of staff whose services are essential for effective functioning of the University are to be considered for allotment of quarters on priority basis as decided by the Quarters Committee. The category of post are identified in **Annexure – I** and the allotment would be given on preference over the categories mentioned in Rule 5.3 and 5.4, on rotational basis given in Rule 5 subject to condition that.

- i) the quarters are available for allotment.
- ii) the allotment would be considered on their application in the prescribed format as in **Annexure – IV**.

- iii) the allotment of quarters would be made in the Campus where he / she is posted.

However, if he / she has been staying in the quarters on seniority basis prior to the allotment under this category and if he / she gets transferred or relinquishes the position he / she will not be required to vacate the quarters but will be required to shift to the quarters of his / her eligibility.

5.3 Essentiality Category - II

The category of staff whose services are also important for certain specific functions of the University are to be given preference for allotment of quarters by the Quarters Committee. The category of posts eligible for allotment are identified in **Annexure – II** and the allotment would be given preference over the category mentioned in Rule 5.4, on rotational basis given in Rule 5 subject to condition that

- i) the quarters are available for allotment.
- ii) the allotment would be considered on their application in the prescribed format as in **Annexure – IV**.
- iii) the allotment of quarters would be made in the Campus where he / she is posted.

However, if he / she has been staying in the quarters on seniority basis prior to the allotment under this category and if he / she gets transferred or relinquishes the position he / she will not be required to vacate the quarters but will be required to shift to the quarters of his / her eligibility.

5.4 Seniority Basis

Staff are entitled for allotment of quarters on the basis of cadre service seniority. Allotment of quarters on seniority basis can be considered based on the following conditions:

- i) subject to the availability of quarters after fulfilling the requirements on rotational basis as mentioned in Rule 5.
- ii) he / she does not own a house / flat either in his / her name or in the name of the spouses within 25 Kms. radius of the respective Campus where he / she is posted.
- iii) their application is enclosed with specific recommendation from the respective Deans / Unit Heads concerned.

Discretionary Basis

Three quarters are reserved at Kotturpuram Staff quarters as detailed below, for discretionary allotment to the personnel who are appointed either on foreign service or on contract basis for a specific period:

- i) P Type / Type I / Type II Quarters - 1
- ii) L Type Quarters - 2

The staff members seeking allotment under Discretionary basis shall apply in the form prescribed in **Annexure-VI**. The requisition of the individuals for the allotment of quarters on discretionary basis shall be carefully perused by the Quarters Committee on a case to case basis and the recommendation of the Committee shall be placed for the decision of the Vice-Chancellor.

Humanitarian Grounds

Four quarters are reserved at Kotturpuram Staff quarters for allotment on humanitarian grounds for a period not exceeding 1 year as detailed below:

1. Type IV for all categories of Non-Teaching Staff - 2
2. L - Type for all Categories of Teaching Staff - 2

The staff members seeking allotment under Humanitarian grounds shall apply in the form prescribed in **Annexure–VII**. The requisition of the individuals for the allotment of quarters on humanitarian grounds (i.e. ill health, / accident of the staff members and dependents parents / children) shall be carefully perused by the Quarters Committee on a case to case basis and the recommendation of the Committee shall be placed for the decision of the Vice-Chancellor.

6. Classification of Staff Quarters:- The type of staff quarters available for allotment to the staff, referred to under Rule 5 above are indicated in **Annexure- III**. However staff can be allotted quarters one type below to which they are entitled to, depending on the availability.

7. Application procedure:- The staff members seeking allotment under Essentiality category I and II shall apply in the form prescribed in **Annexure – IV**.

Once he / she gets allotment of quarters the registration gets cancelled automatically.

8. Register of Applications:- The applications of staff members as per Rule 7 received by the Deans through the Head of the Department / Division or Heads of Centres / Units, shall be forwarded to the Professor & Estate Officer within one week from the date of receipt. Professor & Estate Officer shall maintain separate Registers for each category and periodically display the seniority list in the month of April every year and also before every Quarters Committee meeting.

9. Change of Quarters:- The staff who are staying in the quarters are entitled to request for change or shift to another quarters on the following two conditions:

- i) on promotion which entitles change of quarters to higher category.
- ii) within the same category on valid reasons.

The change of quarters shall be considered based on their application as prescribed in Annexure-VIII. The Quarters Committee will consider their applications for change of quarters on cadre service seniority basis provided that there is vacancy in the particular type of quarters asked for. This allotment will precede the allotment considered under Rule 5.4.

10. Quarters Committee:- A Committee called as 'Quarters Committee' shall be constituted with the following members:

Registrar	: Chairman
Dean, CEG	: Member
Dean, MIT	: Member
Dean, ACT	: Member
Dean, SAP	: Member
Finance Officer	: Member
Prof. & Estate Officer	: Convener

The Quarters Committee will meet at least once in three months to perform the following functions :

- a) To review the rules and guidelines periodically and suggest changes if required.
- b) To scrutinise applications and recommend for allotment of quarters as referred in Rule 5.1 to 5.6.

On directions from the Chairman, the Convener shall convene the meeting as and when required and submit the vacancy position under each category of quarters along with the requisitions for allotment of quarters. The Convener shall record the proceedings of the meetings and the recommendations of the Committee shall be forwarded to the Vice-Chancellor's decision.

11. Authority:- The Vice-Chancellor has the authority to decide on the recommendations of the Quarters Committee with regard to the allotment of quarters. The Vice-Chancellor's decision is final and binding on all concerned.

12. Conditions for Allotment:- The terms and conditions for allotment of quarters under all categories are prescribed in the **Annexure – IX**.

However, the applications for registration of quarters for all categories referred in Rule 5.1 to 5.6 will not be considered if, the employee has indulged in any action / activity which is detrimental to the interest of the University.

13. Cancellation of allotment :- In the case of an employee who is residing in the quarters, the allotment is liable to be cancelled if,

- a) the allottee indulges in any action / activity which is detrimental to the interest of the University.
- b) the allottee indulges in activities such as gambling, unruly behaviour, misconduct of any kind, noise pollution, eve teasing etc.
- c) they sublet or transfer the residence allotted to him / her or any portion thereof.
- d) they use the quarters for any other purpose except as residence for his / her family and dependent parents and fail to maintain the premises and compound if any, attached thereto in a clean and hygienic condition.
- e) the allottee keeps cattle, dog, etc. which may cause nuisance to the other residents in the Campus.
- f) the allottee makes any additions or alterations to the building or tamper with fitting or electrical installations or make any unauthorised construction or extension to the electrical or water supply lines without obtaining specific permission from the Professor & Estate Officer.
- g) the allottee uses the ground nearby for cultivation of vegetables, fruit trees etc using drinking water supplied by University.

14. Retention of Quarters:- The University may at its discretion, on written request from the residents, permit an allottee or his family to continue to stay in the quarters allotted to him / her for a period as stipulated and on payment terms as detailed below in the following cases:

Sl. No	NATURE OF RETENTION	PERIOD ALLOWED	RATE OF RENT
1.	Retirement on superannuation.	3 Months	One and half times the normal rate of rent last paid.
2.	Voluntary retirement.	3 Months	One and half times the normal rate of rent last paid.
3.	Death while in service.	6 Months	Normal rate of rent last paid.
4.	Leave on outside assignment etc.	Upto 6 Months	Normal rate of rent.
		6 to 12 Months	Two times the normal rent.

Overstay in the quarters will attract penal rent at 3 times the normal rate of rent for maximum additional 3 months beyond which action will be initiated to evict them from the quarters.

15. Taking over and Handing over:- The Professor and Estate Officer or his nominee shall be the competent authority either to hand over or take over the quarters on allotment / vacation as the case may be. The allottees are required to sign in a register maintained for this purpose both at the time of allotment and vacating the quarters.

* * * * *

ANNEXURE- I

POSTS IDENTIFIED AS 'ESSENTIALITY CATEGORY - I'

OFFICIALS

1. Professor & Estate Officer
2. Personal Secretary to Vice-Chancellor
3. Personal Assistant to Registrar
4. Controller of Examinations
5. Warden / Deputy Warden

MAINTENANCE PERSONNEL

6. Senior Technical Assistant (Horticulture)
7. Assistant Engineer /Junior Engineer / Tech Assistant
8. Sanitary Inspector
9. Sergeant / Security Officer – Two (one Main Campus + one MIT Campus)
10. Pump Operators – Three (2 at Main Campus and 1 at M.I.T.)
11. Plumbers –Two
12. Electricians –Three (2 at Main Campus and 1 at M.I.T.)

OTHERS

13. Driver to Vice-Chancellor
14. Driver to Registrar
15. Drivers to Deans
16. Driver to Controller of Examinations
17. Driver to Professor & Estate Officer

ANNEXURE- II

POSTS IDENTIFIED AS 'ESSENTIALITY CATEGORY- II'

OFFICERS

1. Professor of Planning and Development
2. Director, Academic Courses
3. Director, Admissions
4. Director, Entrance Examinations
5. The Secretary, Tamil Nadu Engineering Admission
6. Director, Ramanujan Computing Centre
7. Director, Students Affairs
8. Director Centre for International Affairs
9. Director Centre for Research
10. Director Centre for Technical Development and Technology
11. Director Centre for University & Industrial Collaboration
12. Director Knowledge Data Centre
13. Director, Centre for Affiliation of Institutions
14. Additional Controller of Examinations
15. Assistant Executive Engineer (Civil)
16. Assistant Executive Engineer (Electrical)

MAINTENANCE PERSONNEL

17. Helpers – Four
18. Mazdoors – Four
19. Gardener
20. Sanitary Workers – Three (2 at Main Campus and 1 at M.I.T.)
21. Sweepers – Two

ANNEXURE – III

CLASSIFICATION OF STAFF QUARTERS AND ELIGIBILITY

Sl. No	Name of Quarters	Plinth area in Sq.mtrs for single Unit	Identification	No. of Qtrs	Reserved / Recommended for
A. MAIN CAMPUS (GUINDY)					
1.	VC's Bungalow	536.00	Old Principal Quarters	1	Vice-Chancellor
2.	Director's Quarters	451.52	DQ 1 & DQ 2	2	University Level Officers
3.	P-Type Quarters	182.03	PI / 1 – P1 / 4	4	ULO / Professors
		182.03	PII / 1 – PII / 6	6	ULO / Professors
4.	Type – I Quarters	179.21	2 Blocks – 16 Units	16	Professors
5.	Type – II Quarters	115.94	2 Blocks – 16 Units	16	Associate Professor
6.	Type – III Quarters	82.68	2 Blocks – 16 Units	16	Assistant Professor
7.	L –Type Quarters	121.75	LI – LI / 6	6	Professor / Associate Professor / Assistant Professor
		121.75	LII / 1- LII / 6	6	
		124.50	L13 – L24	12	
		103.31	L25 – L40	16	
8.	Type – III Quarters	82.68	1 Block – 8 Units	8	Superintendents / Engineers
9.	Type – III Quarters	82.68	1 Block – 8 Units	8	Group C Non-Teaching Technical Staff
10.	Type – IV Quarters	49.42	1 Block –16 Units	96	Group D & Group E Junior Assistant / Assistant & Other Non-Teaching staff
11.	'C' Type Quarters	96.23	CI – C12	12	Deputy Registrar/ Assistant Registrar / Superintendent
12.	'B' Type Quarters	83.53	BI – B12	12	Senior Non-Teaching Staff
13.	'A' Type Quarters	83.53	AI – A12	12	Senior Non-Teaching Staff
14.	'KI' Type Quarters	126.00	KI / 1– KI / 4&KI / 6	5	Non-Teaching Staff
15.	'KII' Type Quarters	126.00	KII / 1 – KII / 6	6	Non-Teaching Staff
		90.00	KII / 7	1	
16.	'J' Type Quarters	92.00	J5 – J8	4	Non-Teaching Staff
		68.00	J9 & J11	2	
		105.00	J10	1	
17.	'K' Type Quarters	92.00	K1 – K8	8	Non-Teaching Staff
		68.00	K9 & K11	2	
		105.00	K10	1	
18.	'M' Type Quarters	50.00	M259 – M260	2	Non-Teaching Staff
		64.00	M261 – M274	14	
		90.00	M275	1	
19.	'G' Type Quarters	23.81	{ G1 – G23 G27 – G28	25	Group D Staff
		32.20	G24 – G26	3	
		24.85	G29 – G50	22	
20.	'I' Type Quarters	35.00	I-2 – I-3	2	Basic servant and others
			Total	358	

Sl. No	Name of Quarters	Plinth area in Sq.mtrs for single Unit	Identification	No. of Qtrs	Reserved / Recommended for
B. MIT CAMPUS (CHROMEPET)					
1.	Dean Quarters	219.00	DQ I	1	Dean, M.I.T.
2.	A Type Quarters	181.00	A 1 – A 2	2	Professors
3.	Type I Quarters	179.21	1 Block – 4 Units	4	Professors
4.	Type II Quarters	115.94	1 Block – 8 Units	8	Professors / Associate Professors
5.	Type III Quarters	82.68	1 Block – 8 Units	8	Assistant Professors
6.	B Type Quarters	121.00	B 1 – B 6	6	Professors / Associate Professor/ Assistant Professor
7.	C Type Quarters	121.00	C 1 – C 6	6	Professors / Associate Professor/ Assistant Professor
8.	Type IV Quarters	532	1 Block – 16 Units	16	Group D & Group E Junior Assistant / Assistant & Other Non-Teaching staff
9.	'E' Type Quarters	47.00	E 1 – E 2	2	Non-Teaching Staff
		55.00	E3	1	
10.	'F' Type Quarters	68.00	F 1	1	Non-Teaching Staff
		52.00	F 2	1	
		61.00	F 3	1	
11.	'N' Type Quarters	69.00	N 1 – N 2	2	Non-Teaching Staff
			Total	59	

ANNEXURE – IV

**FORM OF APPLICATION FOR ALLOTMENT OF STAFF QUARTERS
FOR ESSENTIAL CATEGORY I**

REGISTRATION

1. Name of the Applicant :
2. Designation :
3. I.D. Card No. :
4. Scale of Pay :
5. Name of the Department / Division / Unit :
6. Institution :
7. Nature of appointment :
Permanent / On Probation /
Temporary.
8. Date of joining the present assignment :
(Copy of orders to be enclosed)
9. Name of family members and their :
relationship with the applicant.

Adult :

Children :

Date :

Signature of the applicant

DECLARATION

I come under Essential category I.

I accept the conditions stipulated in Rule 12 regarding allotment and Rule 13 regarding cancellation.

I declare that there is no disciplinary action pending against me.

Date : _____ **Signature of the applicant**

Recommendation of the Deans / Heads of Centres / Unit

1. Recommended / Not recommended :
2. If not recommended, state reasons :
3. Special remarks if any :

Date : _____ **Signature of the Dean /
Head of Centres / Unit**

OFFICE USE

1. Date of receipt of Application :
2. Category of post : Teaching / Non-teaching
3. Registration : Sl. No. Page No.

Date : _____ **PROF. & ESTATE OFFICER**

ANNEXURE – IV A

**FORM OF APPLICATION FOR ALLOTMENT OF STAFF QUARTERS
FOR ESSENTIAL CATEGORY II**

REGISTRATION

1. Name of the Applicant :
2. Designation :
3. I.D. Card No. :
4. Scale of Pay :
5. Name of the Department / Division / Unit :
6. Institution :
7. Nature of appointment :
Permanent / On Probation /
Temporary.
8. Date of joining the present assignment :
(Copy of orders to be enclosed)
9. Name of family members and their :
relationship with the applicant.
Adult : Children :
10. Details of Flat/ House / Owned in your :
Name (or) Spouse name
i) Approximate distance from the :
University / MIT Campus
ii) Address of the Flat (or) House :

Date :

Signature of the applicant

DECLARATION

I come under Essential category II.

I accept the conditions stipulated in Rule 12 regarding allotment and Rule 13 regarding cancellation.

I declare that I do not own a house / flat in my / spouse /dependents name within 5 Kms. radius from my work place.

I declare that there is no disciplinary action pending against me.

I shall intimate to the authorities whenever I propose to construct / purchase a house / flat in my / spouse / dependents name within 5 Kms. radius from my work place.

Date :

Signature of the applicant

Recommendation of the Deans / Heads of Centres / Unit

1. Recommended / Not recommended :
2. If not recommended, state reasons :
3. Special remarks if any :

Date :

**Signature of the Dean /
Head of Centres / Unit**

OFFICE USE

1. Date of receipt of Application :
2. Category of post : Teaching / Non-teaching
3. Registration : Sl. No. Page No.

Date :

PROF. & ESTATE OFFICER

ANNEXURE – V

**FORM OF APPLICATION FOR ALLOTMENT OF STAFF QUARTERS
FOR CADRE SERVICE SENIORITY CATEGORY**

REGISTRATION

Application No:	/
------------------------	---

1. Name of the Applicant :
2. Designation :
3. I.D. Card No. :
4. Scale of Pay :
5. Name of the Department / Division / Unit :
6. Institution :
7. Nature of appointment :
Permanent / On Probation /
Temporary.
8. Date of joining the post :
9. **Details of Flat/ House / Owned in your Name (or) Spouse name**
 - i) **Approximate distance from the University / MIT Campus** :
 - ii) Address of the Flat (or) House :
9. Name of family members and their relationship:
with the applicant.

Adult :

Children :

Date :

Signature of the applicant

DECLARATION

I come under Seniority category.

I accept the conditions stipulated in Rule 12 regarding allotment and Rule 13 regarding cancellation.

I declare that I do not own a house / flat in my / spouse /dependents name within 25 Kms. radius from my work place.

I shall intimate to the authorities whenever I propose to construct / purchase a house / flat in my / spouse / dependents name within 25 Kms. radius from my work place.

I declare that there is no disciplinary action pending against me.

In case I am not allotted quarters meant for my present designation during my present tenure I give my consent for allotting quarters one type below my entitlement, on my promotion.

Date :

Signature of the applicant

Recommendation of the Deans / Heads of Centres / Unit

1. Recommended / Not recommended :
2. If not recommended, state reasons :
3. Special remarks if any :

Date :

Signature of the Dean /

Head of Centres / Unit

OFFICE USE

Ref: Seniority No. at the
time of registration

1. Date of receipt of Application :
2. Category of post : Teaching / Non-teaching
3. Registration : Sl. No. Page No.

Date :

PROF. & ESTATE OFFICER

ANNEXURE – VI

**FORM OF APPLICATION FOR ALLOTMENT OF STAFF QUARTERS
FOR DISCRETIONARY BASIS**

REGISTRATION

Application No:	/
----------------------------	---

1. Name of the Applicant :
2. Designation :
3. I.D. Card No. :
4. Consolidated Pay / Scale of Pay :
5. Name of the Department / Division / Unit :
6. Institution :
7. Nature of appointment :
Foreign Service / Contract basis
8. Tenure of appointment :
9. Last pay drawn particulars :
10. Date of joining the post :
11. Name of family members and their relationship:
with the applicant.

Adult :

Children :

Date :

Signature of the applicant

Recommendation of the Deans / Heads of Centres / Unit

1. Recommended / Not recommended :
2. If not recommended, state reasons :
3. Special remarks if any :

Date :

**Signature of the Dean /
Head of Centres / Unit**

OFFICE USE

Ref: Seniority No. at the
time of registration

1. Date of receipt of Application :
2. Category of post : Teaching / Non-teaching
3. Registration : Sl. No. Page No.

Date :

PROF. & ESTATE OFFICER

ANNEXURE – VII

**FORM OF APPLICATION FOR ALLOTMENT OF STAFF QUARTERS
FOR HUMANITARIAN GROUNDS**

REGISTRATION

Application No:	/
----------------------------	---

1. Name of the Applicant :
2. Designation :
3. I.D. Card No. :
4. Scale of Pay :
5. Name of the Department / Division / Unit :
6. Institution :
7. Nature of appointment :
Permanent / On Probation /
Temporary.
8. Date of joining the post :
9. Justification for seeking allotment on
Humanitarian Ground with proper proof
of document :
10. Name of family members and their relationship:
with the applicant.

Adult :

Children :

Date :

Signature of the applicant

Recommendation of the Deans / Heads of Centres / Unit

1. Recommended / Not recommended :
2. If not recommended, state reasons :
3. Special remarks if any :

Date :

**Signature of the Dean /
Head of Centres / Unit**

OFFICE USE

Ref: Seniority No. at the
time of registration

1. Date of receipt of Application :
2. Category of post : Teaching / Non-teaching
3. Registration : Sl. No. Page No.

Date :

PROF. & ESTATE OFFICER

ANNEXURE- VIII

FORM OF APPLICATION FOR CHANGE OF QUARTERS

1. Name of the Applicant :
2. Designation :
3. I.D. Card No. :
4. Name of the Department / Division / Unit :
5. Institution :
6. Present Quarters No. :
7. The present quarters was allotted during : Month : Year:
8. Tenure in the present Quarters : _____Years
9. Type of Quarters opted for :
10. Reason for the change of Quarters :

Date :

Signature of the applicant

OFFICE USE

1. Date of receipt of Application :
2. Category of post : Teaching / Non-teaching
3. Registration : Sl. No. Page No.

Date :

PROF. & ESTATE OFFICER

ANNEXURE – IX

CONDITIONS FOR ALLOTMENT OF QUARTERS

1. The allotment is purely temporary and liable to be cancelled at any time when the quarters is required for University purpose and the allottee shall vacate the quarters at one month notice.
2. The quarters should be occupied immediately on receipt of allotment order so as to avoid the loss to Anna University.
3. The allottee shall be required both at the time of occupation and vacation of the quarters to sign an inventory of the fittings and fixtures available with the Assistant Executive Engineer (Civil), Assistant Executive Engineer (Electrical), Estate Office.
4. The liability of rent will commence within 15 days from the date of allotment or from the date of taking possession whichever is earlier.
5. The allottee shall be personally responsible for the payment of rent thereof and for any damage beyond fair wear and tear caused thereto or to services provided therein during the period for which the residence has been and remains allotted to him / her.
6. The rent will be deducted from the pay every month as per rules in force from time to time plus charges towards amenities provided, if any and the allottee has to pay the electrical consumption charges at the rate fixed by the University / T.N.E.B. from time to time.
7. No allottee shall sublet or transfer the residence allotted to him / her or any portion thereof.
8. The allottee should not use the quarters for any other purpose except as residence for his / her family and dependent parents and shall maintain the premises and compound if any, attached thereto in a clean and hygienic condition.
9. The allottee shall not keep cattle, dog, etc. which may cause nuisance to the other residents in the Campus.
10. The allottee shall not make any additions or alterations to the building or tamper with fitting or electrical installations or make any unauthorised construction or extension to the electrical or water supply lines without obtaining specific permission from the Professor & Estate Officer.
11. Activities such as gambling, unruly behaviour, misconduct of any kind, noise pollution, eve teasing, indulgence in illegal activities will attract forceful eviction from the quarters and disciplinary action without any warning.
12. The University may at its discretion permit, on written request, an allottee or his family to continue to stay in the quarters allotted to him / her beyond the date of retirement, death while in service etc. for a period as stipulated and on payment terms as detailed below:

Sl. No	NATURE OF RETENTION	PERIOD ALLOWED	RATE OF RENT
1.	Retirement on superannuation.	3 Months	One and half times the normal rate of rent last paid.
2.	Voluntary retirement.	3 Months	One and half times the normal rate of rent last paid.
3.	Death while in service.	6 Months	Normal rate of rent last paid.
4.	Leave on outside assignment etc.	Upto 6 Months	Normal rate of rent.
		6 to 12 Months	Two times the normal rent.

Overstayal in the quarters will attract penal rent at 3 times the normal rate of rent for maximum additional 3 months beyond which action will be initiated to evict them from the quarters.

13. In case of any dispute amongst the residents, written complaints may be sent to the Quarters Committee which shall adjudicate the matter. However, the decision of the Vice-Chancellor is final and binding on all concerned.
14. As far as the meaning and interpretation of these rules are concerned, the decision of the Vice-Chancellor is final and binding.

REGISTRAR

UNDERTAKING CERTIFICATE

I,----- S/o / W/o-----,
working as-----in Anna University and have been temporarily allotted Quarters No:-----under-----Category, do hereby execute this undertaking and certify to the Registrar, Anna University the following:

1. I do not own a house / flat in my name / spouse name within 25 Kms. from place of work. I will inform on owning a house in future.
2. I have read the above conditions for allotment of quarters carefully and understood the contents with clarity.
3. I fully and whole heartedly agree to all the above conditions.
4. I will fully abide by the rules and conditions (Annexure-IX & Annexure-IX A) strictly.

Signature

Name :

Designation :

ANNEXURE – IX A

ADDITIONAL CONDITIONS FOR THE ALLOTMENT OF STAFF QUARTERS

1. Strictly no alteration is allowed inside or outside the quarters by the allottee.
2. For Ground floor occupants, no fencing or barricading is permitted.
3. Occupants are strictly prohibited not to construct any temporary sheds for whatsoever purposes.
4. Window Air-conditioning unit is not permitted which will damage the existing window grills. Only split Air-conditioning unit is permitted inside the residence.
5. Pets are strictly prohibited.
6. Parking of Vehicles is permitted only in the earmarked areas. Vehicles are not allowed to park on the road side.
7. Visitors of the occupants should enter their details at the gate on demand by the security personnel.
8. University is procuring water from Chennai Metro water on charge basis. Hence, water should not be wasted for gardening / car washing purposes etc.
9. It is the prime duty of the residents to dispose the garbage only in the dust bins provided.
10. Any complaints / requirements / requests of the residents should be officially registered to the maintenance wing of Estate Office, by the allottee.
11. The Quarters gate will be closed by 11.00 PM every day and opened by 5.00 AM.
12. Residents should not encourage salesperson inside the Quarters area.
13. No religious Meeting / Processions are permitted in the Quarters area.
14. Canvassing in any form with Commercial interests by the residents is strictly prohibited.

ANNA UNIVERSITY, CHENNAI – 600 025
STAFF QUARTERS VACANCY POSITION AS ON 12.02.2024

Staff Quarters at Kotturpuram

Professor			
S.No	QTRS TYPE/Number	Floor	Area Sq.m / Sq.ft
1	P II /2	Ground	182.03 / 1958
Associate Professor			
S.No	QTRS TYPE/Number	Floor	Area Sq.m / Sq.ft
1	L 1/6	Second	121.75 / 1310
2	L II/5	Second	121.75 /1310
3	L 13	Ground	124.50 /1340
Assistant Professor			
S.No	QTRS TYPE/Number	Floor	Area Sq.m / Sq.ft
1	L 36	Second	103.30 / 1112.01
2	M-II/2	Ground	82.68/890
3	M-III/2	Ground	82.68/890
4	C8	Ground	96.23/1035.43
5	C9	Ground	96.23/1035.43
6	C12	Ground	96.23/1035.43
Non-Teaching (Superintendent/JE/AE/TA/STA)			
S.No	QTRS TYPE/Number	Floor	Area Sq.m / Sq.ft
1	M-I/2	Ground	82.68/890
2	M-I/8	Third	82.68/890

Staff Quarters at MIT ANNEX, CHROMPET

Associate Professor			
SL.NO	QTRS TYPE / NUMBER	FLOOR	AREA Sq.m / Sq.ft
1	Type II/7	Third Floor	115.94 /1248
Assistant Professor			
SL.NO	QTRS TYPE / NUMBER	FLOOR	AREA Sq.m / Sq.ft
1	Type III/2	Ground Floor	82.68/ 889.96
2	Type III/6	Second Floor	82.68/ 889.96
3	Type III/8	Third Floor	82.68/ 889.96
4	C1	Ground Floor	111.48/1200
5	C2	Ground Floor	111.48/1200
6	C3	First Floor	111.48/1200
7	C5	Second Floor	111.48/1200
Non –Teaching			
SL.NO	QTRS TYPE / NUMBER	FLOOR	AREA Sq.m / Sq.ft
1	Type IV /12	Second Floor	49.42 / 532
2	Type IV /13	Third Floor	49.42 / 532
3	Type IV /15	Third Floor	49.42 / 532
4	Type IV /16	Third Floor	49.42 / 532