



SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY  
(CENTRAL UNIVERSITY)  
B-4, QUTAB INSTITUTIONAL AREA  
NEW DELHI-110016

REGULATION

REGULATION NOS.	TITLE	PAGE NO.
2	Regulations on Rules relating to allotment of residential accommodations to university employees-2021.	1-27

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श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
Shri Lal Bahadur Shastri  
National Sanskrit University  
बी-4, कुतुब सांस्थानिक क्षेत्र, नई दिल्ली-110016  
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REGISTRATION  
GENERAL

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**SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY**  
**NEW DELHI-110016**  
**(Central University)**



**REGULATIONS FOR**  
**“RULES RELATING TO ALLOTMENT OF RESIDENTIAL ACCOMMODATIONS TO**  
**UNIVERSITY EMPLOYEES-2021”**  
**(Section 6 (1)(xxi) of Central Sanskrit Universities Act, 2020)**

**1. Extent of Application and commencement–**

These Regulations for Rules relating to Allotment of Residential Accommodations shall apply to all employees of the University. These Rules shall come into force with effect from the date of issue of this Notification.

**2. Authority:**

These rules shall be made applicable in accordance with the powers vested under Section 6 (1)(xxi) of Central Sanskrit Universities Act, 2020.

**3. Definitions:** In these Rules, unless the context otherwise requires:

- a. 'Allotment' means grant of a license to an employee of the University to occupy a residence or portion thereof owned by the University for use by him/her as residence as per the terms of the license.
- b. 'Allotment Year' means the year commencing from 1st January or such other period as may be notified by the University.
- c. 'Delhi' means the area within the limits of the State of Delhi.
- d. 'Executive Council' means Principal Executive Body of the University.
- e. 'Emoluments' mean the emoluments as defined in the Fundamental Rules. In the case of an employee of the University under suspension, the emoluments drawn by him/her on the first day of the allotment year in which he is placed under suspension or if he is placed under suspension on the first day of allotment year, the emoluments drawn by him/her immediately before that date shall be taken as emoluments.
- f. 'Employee' means the whole time teaching and non-teaching employee duly appointed by the University who is eligible for allotment of residence in terms of these Rules.
- g. 'Family' means the wife or husband, as the case may be and children, step-children, legally adopted children, parents, brothers or sisters who ordinarily reside with and are dependent on the employee concerned.
- h. 'Kulapati' means the Vice-Chancellor of the University.
- i. 'Kulasachiv' means the Registrar of the University.
- j. 'License Fee' means the sum of money payable monthly for the residence allotted in accordance with the provisions of these Rules.

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- k. 'Priority date' -In respect of lower type of accommodation i.e. Type-I to Type-IV is the date of joining the service in the University and for Type-V, the date on which the officer starts drawing the admissible pay i.e. Level-14 (7<sup>th</sup> CPC) or its corresponding equivalent pay to be made applicable in future as per the rules of the Government of India issued from time to time. Inter se seniority for allotment of Type-V accommodation amongst the eligible employees shall be determined w.e.f. the date of entry in the relevant grade. Clause -10(ii) of these Rules shall also be taken into account to decide the priority date of an employee.

However, it may be noted that while allotting the staff quarters (Type-I to V), there may be situations in which two or more employees may have similar eligibility conditions. In such circumstances, the following criteria shall be applied:

If two or more employees possess the same eligibility conditions for allotment of accommodations from Type-I to V as stated above, in such cases the date of superannuation may be considered on the principle that the officer superannuating earlier may be accorded higher priority over the officer superannuating later and where all the above-mentioned factors are equal, seniority shall be decided by draw of lots.

- l. 'Rules' means The Rules relating to Allotment of Residential Accommodations to University Employees-2021.
- m. 'Residence' means any residence including temporary accommodations for the time being under the administrative control of the University.
- n. 'Sharing' means permitting an employee of the University only to occupy a part of the accommodation allotted or to be allotted to another employee with the prior approval of the Registrar.
- o. 'Subletting' means un-authorized letting out either the whole or any part of the allotted accommodation by an allottee to any employee of the University or any other person with or without payment of license fee by such other persons.
- p. 'Type' in relation to an officer means the type of residence to which he/she is eligible under these Rules.
- q. 'University' means Shri Lal Bahadur Shastri National Sanskrit University (Central University), New Delhi.
4. **Annexure:** The terms and conditions, eligibility criteria, prescribed formats of applications for allotment/change of staff quarters, formats of affidavits, vacation/occupancy reports etc. and any other information relevant to the allotment of staff quarters shall be as specified in the respective Annexures.

5. **Classification of Residences:**

Save as otherwise provided under these Rules, an employee shall be eligible for allotment of residence of the type shown in the table below:-

Type of Residence	Total number of Staff Quarters	Entitlement of Groups	Approximated Living Area (in sq.mt.)
I	15	Multi-Tasking Staff (MTS) and Group C (up to the Level 2)	30
II	08	Group C (Level 3 to Level 5)	36
III	08	Group B & A (Level 6 to Level 10A)	45

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IV	08	1. Teaching Staff (7 <sup>th</sup> CPC Academic Pay Level 11 to 13A) (6 <sup>th</sup> CPC AGP 7000 to 9000) 2. Non-Teaching Staff (7 <sup>th</sup> CPC Pay Level 11 to Pay Level 13A)	91.5
V	07	Professor, Registrar, Finance Officer, Controller of Examination and equivalent Pay Level-14 and above.	114

The license fee shall be charged from the allottees as per the Government of India rates as amended from time to time.

The earmarked accommodations shall be kept out of the general pool and priority quota. The remaining staff quarters shall be allotted to the eligible employees under the General Pool and the Priority quota. The roster shall be maintained in respect of the total number of accommodations from Type-I to IV which are meant for the employees under the essential and general pool categories. The allotment between both categories of employees who will be eligible and apply for allotment of staff quarters as per their seniority (general pool) and under the essential services, shall be made in the ratio i.e. 01:01 (General Pool : Essential Categories) till the quota prescribed under the essential category is exhausted in the respective type of staff quarters. The reserved categories of employees shall be adjusted in their respective roster point(s) as per rule. The Vice-Chancellor at his discretion may allot any accommodation(s) to any employee(s) of the University in the interest of the functioning of the University. While doing so, if there is any backlog, such backlog shall be filled-up from the forthcoming roster points. Further, the benefit of priority allotment of staff quarters allotted under essential category shall be extended to an employee once only and he/she shall not be considered either for change of accommodation or for allotment of higher entitled accommodation on priority.

The details of accommodations provided to each category are given below:-

Type of staff quarters	No. of staff quarters	Staff Quarters to be allotted to the earmarked category	Staff Quarters to be allotted under priority quota	Staff Quarters to be allotted under the general pool.	No. of staff quarters to be placed in the Roster Points in respect of the priority and general pool allotment.
Type-I	15	-	The Vice-Chancellor shall have discretionary powers to permit upto 10% of total accommodation of all Types	15	15
Type-II	08	-		08	08
Type-III	08	-		08	08
Type-IV	08	-		08	08
Type-V	07	03		03	N.A.
Special Type (V.C Bungalow)	01	01	-	-	
Total	47	04		42	39

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**Note:-**The reservation for allotment of accommodations shall not be permitted over and above the prescribed percentage of reservation applicable for all the respective categories.

**6. Category classified for Allotment of Staff quarters:**

For the purpose of allotment of staff quarters, the members of the staff of the University are classified into three categories as indicated below:-

- (i) Ear-marked Accommodation
- (ii) Accommodations under the Essential Category (Priority Allotments)
- (iii) Accommodation under the General Pool

i. **Ear-marked Accommodation:-**The following officers of the University are entitled to the Ear-Marked Residential Accommodations from the date of assuming the office:-

<u>S.No.</u>	<u>Entitlement</u>	<u>Type of Staff Quarters</u>
1.	Vice-Chancellor	Vice-Chancellor's Lounge*
2.	Registrar	Type-V - Qtrs No. -1**
3.	Finance Officer	Type-V - Qtrs No.- 4**
4.	Controller of Examination	Type-V- Qtrs No. - 5**

\*The Vice-Chancellor's lounge is a designated residence which is attached to the post. The Vice-Chancellor shall be entitled to avail the facility of fully furnished rent free accommodation having all facilities like furniture, fixtures, modular kitchen with domestic PNGG as connection and its monthly consumption charges and all other amenities etc., throughout his/ her term of office. The Electricity Charges, Water charges and other Maintenance charges of the residential office and accommodation shall also be borne by the University as per Statue 2 (7) (i) of the University.

\*\*In case any of these accommodations remain vacant, the same can be used as transit accommodation/ guest house till the same is occupied by the incumbent officer.

ii. **Allotment of Accommodations under the Essential Category (Priority Allotments):-**

The Vice-Chancellor shall have discretionary powers to permit upto 10% of total accommodation of all Types for allotment for the category of staff whose services are essential for effective functioning of the University and who are required to attend duties during odd hours, Sundays and holidays. The permissible limit of 10% may be extended with the prior approval of Executive Council for first 10 years.

The following categories of employees may be considered for allotment of staff quarters under this category:-

Proctor, Hostel Warden, Executive Engineer, Assistant Engineer, Assistant Programmer (Computer Centre), Junior Engineer (Civil & Electrical), Electrician, Staff Car Drivers, Pump Operator, Cook or any other category considered essential.

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iii. **Accommodation under the General Pool Category and Priority date of the employees:-**

The allotment of staff quarters under these categories shall not be treated as a matter of right. The General Pool accommodation shall be allotted to the employees of the University as per the priority date defined under clause 3(k) of these Rules.

The allotment of staff quarters on seniority basis shall be considered subject to the availability of quarters after fulfilling the eligibility criteria and the prescribed requirements as per these Rules or in the absence of any specific provision in the Rules, the Govt. of India rules as amended from time to time shall be made applicable. In case of clash between any rule/proviso between the Government of India and the Rules, the provision prescribed under these Rules shall prevail.

7. **Employees not entitled to allotment of Accommodation:**

A. No employee shall be allotted a residence under these Rules if his/her spouse, as the case may be, has already been allotted a residence either by University or by any organization under the Government/ Semi Government or Autonomous Body and Public Sector Undertaking in the National Capital of Delhi except under specific circumstances. However, the employee may be considered for higher type of government accommodation as per his/her entitlement subject to surrender of the lower type of government accommodation allotted to his/her spouse. This condition shall not apply where the husband and wife are residing separately pursuant to an order of judicial separation made by any Court of Law.

B. **Declaration by an applicant owning a house at the place of posting-** An employee owning a house either in his own name or in the name of any member of his family at the place of his duty, shall inform the fact to the University Administration at the time of applying for accommodation:-

Provided that where an employee or any member of his family become owner of a house at the place of his duty after an accommodation is allotted to him under these rules, the allottee shall inform the fact to the University Administration within a period of one month from the date of possession of the house. (2) A higher rate of licence fee, as specified by the Govt. of India from time to time shall be applicable to the allottees under this rule

If in the opinion of the Vice-Chancellor or otherwise, an employee is considered as a person non-grata due to misconduct, alcoholism, unruly and undesirable behavior not in conformity with the public decency and whose presence in the campus residential area is prejudicial to the peace, tranquility and privacy of other allottees of the University.

8. **Application for Allotment:**

Notification inviting applications for preparation of the list of eligible employees to be considered for allotment of staff quarters of the University may be issued and be posted on the web-site of the University and the notice boards of the University subject to availability of accommodations.

Note:-The employees who desire to apply for allotment of staff quarters of the University are required to contact the concerned section or go through the web-site and the notice boards of the University on regular basis to avoid any communication gap. Once the notification/information is posted on the web-site, the University shall not entertain any grievance of any employee under the pretext of non-receipt of any information/notification issued by the University relating to allotment of Staff Quarters of the University.

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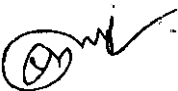
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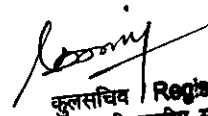
- iv. Where two employees of the University are in occupation of separate residences allotted under these Rules, marry each other, they shall within one month of the marriage, surrender one of the residences as per their convenience. Failure to surrender the residence within the prescribed time shall result in automatic cancellation of allotment of residence of one of them followed by imposition of double the market rent and initiation of disciplinary proceedings.
- v. Where both husband and wife are employed at the University, the entitlement of each one of them for allotment of a residence under these Rules shall be considered independently. Any one of them may opt for allotment as per his/her entitlement.
- vi. **Allotment of accommodations to the spouse, son, daughter-in-law, un-married daughters of the retiring employee under the General Pool Category:-** When a University employee in occupation of any University staff quarters superannuates on attaining the age of superannuation from the service, his/her spouse, son, daughter-in-law, un-married daughters may be allotted the University staff quarters under general pool category on payment of normal license fee, if the proposed allottee satisfies the following conditions. However, this allotment shall not be treated as a matter of right:
- The proposed allottee must be a University employee eligible for allotment of the University staff quarters as on the date of retirement of the original allottee.
  - He must apply to the Registrar in the prescribed format two months before the date of retirement of the original allottee.
  - He must have been residing with the retiring employees continuously for the last three years or more immediately preceding the date of retirement and should not have drawn HRA from the University for the last three years or the actual service, whichever is more as on the date of retirement of the original employee.
  - He must be a regular employee of the University who shall be eligible for such concession if he/she secures employment in the University on or before the date of retirement of the original allottee.
  - The retiring employee or the employee himself/herself or any dependant member of his/her family should not own a house in Delhi.
  - The employee under this category shall be allotted accommodation to which he/she is entitled subject to availability of accommodation in the University. This concession would not be available to an employee under this category if any other member of the family is already in occupation of the University accommodation.
  - If, the dependent employee is not entitled to the type of accommodation in which he/she was staying with the retiring employee, he/she may be allotted a lower type of accommodation as per his/her entitlement. In case lower type of accommodation is not available for allotment, the employee concerned shall vacate the accommodation within the prescribed time limit as applicable to the retiring employee. It may be noted that allotment of such accommodation to the dependent of the retiring employee shall not be treated as matter of right.

**10. Reservation of staff quarters:**

- The policy of the Government of India with regard to the reservation to the SC/ST/PwBD and other categories, if any, as notified from time to time shall be followed for allotment of staff quarters of the University.



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- ii. The University shall reserve 02 staff quarters between Type-I to IV (@5% of the total number of accommodations from Type-I to IV (except Type-V) for female employees. These staff quarters shall be allotted by the Vice-Chancellor at his/her discretion in any type of vacant accommodations available between Type -I to IV as per priority date and eligibility criteria prescribed under clause 3(k) of these Rules. It shall also be ensured that only the entitled accommodations (not one below category) under women quota shall be allotted to the women employees of the University.

**11. Issue of Offer/Allotment Letter:**

The offer of allotment (Annexure-IV - page no.21) shall be communicated to the allottee who will be required to take possession of the staff quarters within 10 days from the receipt of allotment letter from the University Works Department after completion of all formalities in this regard. The Junior Engineer shall be required to issue Occupancy Report (Annexure-VII - page no. 25-26) after handing over the possession to the allottee of the allotted staff quarter. The allottee has to submit an affidavit, if applicable as at Annexure-VIII(page no.27) failing which the allotment shall be treated as cancelled and no request for extension of time shall be entertained in this regard. Consequently, the residence in question shall be allotted to the next eligible candidate in the waiting list immediately thereafter.

**12. Non- possession of allotment or failure to occupy the allotted residence after acceptance:**

If any allottee fails to take possession of the allotted staff quarter within 10 days from the date of receipt of allotment letter or refuses to accept the allotment offer in writing, he/she shall not be eligible for another allotment for a period of two years from the date of refusal of the offer of allotment. In such cases, the staff quarter shall be allotted to next eligible employee of the University.

**13. Change of residence:**

- i. Change of residence shall not be a matter of right of any allottee.

Before allotment of any staff quarters in a block, the allotting authority may at his/her discretion circulate by notification along with the application form prescribed at Annexure-II (page No.19) amongst all the allottees of the same block to exercise their option for change of accommodation. Change shall be offered as per the seniority to be counted w.e.f. the date of occupation of the quarters in a particular block irrespective of the priority date. Once an employee is permitted to change his/her accommodation either from upper floor to lower floor or from lower floor to upper floor, he/ she shall not be permitted any more change of accommodation in future except under situations when he becomes entitled to higher category of accommodation.

- ii. It is the discretion of the Competent Authority to float any vacant accommodation inviting applications for change of accommodation from one floor to the other or he/she may directly allot the accommodation to any eligible employee without permitting such change of accommodation depending upon the exigency of the situation. However, in case of the P.H (Visually or Orthopedically Handicapped) employees, the allotting authority may allot any accommodation directly.

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- iii. If an employee fails to accept a change of residence offered to him/her within five working days from the date of the issue of such offer of allotment letter, he/she shall not be permitted any change of accommodation in future except under situations when he/she becomes entitled to higher category of accommodation.
- iv. Once the change of accommodation is permitted after accepting the offer, the process of occupation of the new residence must be completed within 7 working days and the earlier residence shall be surrendered within this period failing which market rent shall be charged on the earlier residence w.e.f. the 8th day onwards till the date of surrender of the old residence or the new residence as the case may be.

**14. Period for which allotment subsists and the concessional period for retention:**

An allotment of residence ordinarily shall continue to be in force until the employee ceases to be in the service of the University. It shall however be within the competence of the Vice-Chancellor to cancel the allotment; in case any employee violates any of the terms and conditions of allotment of these rules due to any reason.

The allotment of a residence shall come to an end automatically on the happening of any of the following events mentioned below. The employee or his/her legal representatives on their written request may be allowed the grace period mentioned against each event at col.2 below, to vacate the premises. The grace period shall not confer any right on the allottee/legal representatives to retain the accommodation as the case may be and the allotting authority may at his/her discretion cancel the allotment, in case the accommodation is required by the University. The events as mentioned below at S.No.(i) to (v) shall apply in case of allotment under general pool, essential categories and ear-marked accommodations.

The allottee/legal representative may be permitted to retain the quarters for the period noted against the events on payment of license fee as mentioned below:-

S.No	Events	Permissible grace period for retention of the residence
1.	2.	3.
(i)	Appointment of a teacher or an officer of the University as Vice-Chancellor or equivalent and above post	Full tenure of position on normal license fee
(ii)	Resignation, dismissal or removal, from service, termination of services or unauthorized absence which results in break in service or Cancellation of allotment.	One month on normal license fee and another one month on double the license fee.
(iii)	Retirement or terminal leave	Two months on normal licence fee and another two months on double the normal licence fee. Further retention of 2 months on medical grounds on double of the normal licence fees and thereafter, the allottee shall be treated as unauthorized occupant and shall be charged @ Market Rent/ Damage Charges (40 times of the license fee).

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(iv)	Death of the allottee	For the period of twelve month (six months on normal licence fee and another six months on double the normal license fee).
(v)	Study leave or *deputation within or outside India or proceeding on foreign service on lien within or outside India	Full period of Deputation/ Study Leave/ Foreign service or lien within or outside India on Normal License Fee.

- a. The Vice-Chancellor is empowered to increase the period of retention of the staff quarters in exceptional circumstances. Such cases will be reported to the Executive Council in due course.
- b. Any employee retaining the accommodation for whatever reasons beyond the permissible limit will be charged license fee equal to double the market rent unless he has sought and obtained prior approval of the competent authority.
- c. An allottee may be permitted to retain the accommodation for a certain period on market rent which shall in any case not exceed a maximum period of 3 months after the entire grace period is over with the prior approval of the Vice-Chancellor.
- d. In addition to the above-mentioned events, the Vice-Chancellor may decide the period of retention in other cases which are not specified in the above-mentioned columns from S.No.(i) to (v).
- e. The Competent Authority shall withhold 10% gratuity from the retiring employees of the university; an amount of 10% of total gratuity calculated shall be withheld for the purposes of recovery of pending dues towards license fee of University accommodation.

**15. Cancellation of allotment:**

- i. The allotment of staff quarters to employees of the University cannot be treated as a matter of right and the University administration may cancel the allotment at any time and at any stage during an employee's service career depending upon the exigencies of the situation which may be resorted due to the following reasons by giving a notice of 2 months: -
  - a. When the accommodation of any employee is converted from General Pool to Earmarked or Essential Category or vice-versa.
  - b. Implementations of the guidelines or carrying out the directive of the DDA, MCD, Town & Planning Department or any other regulatory authority under the Central/State Government, as amended from time to time.
  - c. When the accommodation is declared unsafe for habitation and if the accommodation is required to be placed under major repair and maintenance, demolition, reconstruction or any other structural flaw as per the certification of the University Works Department. During this period of unauthorized occupation, the employee concerned shall be personally liable to any eventuality including his loss to life and property.
  - d. If the allotted accommodation is required by the University due to administrative or any other emergent reasons whatsoever subject to the satisfaction of the University, during such situations, the employee shall have to vacate the

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Shri Lal Bahadur Shastri  
National Sanskrit University  
बी 4, गुरुदास मार्ग, नई दिल्ली-110016  
B-4

Registrar  
National Sanskrit University  
B-4, Gurdas Marg, New Delhi-110016

accommodation within three months and shall have no claim of allotment of an alternative residence of the same type or an alternative residence of the type next below the type of residence in occupation of the employee. It shall be the prerogative of the Vice Chancellor to consider allotment of alternative residence subject to availability of surplus accommodation as per his/her entitlement or one below category. However, it shall not be claimed as a matter of right.

- ii. The allotment of staff quarters shall be cancelled forthwith apart from initiation of disciplinary action against the allottee if he/she indulges in:
- un-authorized subletting of the staff quarters on whatever considerations.
  - erects any unauthorized structure in any part of the residence.
  - tampers with the electric or water connections.
  - puts the residence into improper use.
  - conducts himself in a manner which is prejudicial to the maintenance of harmonious relations with his neighbours;
  - Indecent and undesirable behavior amounting to misconduct which interferes with the peaceful habitation of other residents;
  - has knowingly furnished incorrect information for securing allotment of the residence.
  - Breach of rules /contract/discipline / terms of these Rules governing the allotment of staff quarters.
  - Carry-out activities such as gambling, unruly behavior, misconduct of any kind, noise pollution, eve-teasing, alcoholism, indulgence in illegal activities which will attract forceful eviction from the quarters and disciplinary action shall also be initiated as per the CCS (Conduct) Rules, 1964.
  - Holding religious functions without prior permission near to the residential area, inviting outsiders inside the campus and using PA system and music system for entertainment of the guests which disturb the peace and tranquility of the area and other inmates.
  - Any other conduct/action which according to the decision of the Vice-Chancellor or Registrar is detrimental to the general interest of the residents of the area/ or the University as a whole.
  - The Staff Quarters occupied by him/her is needed for allotment to any person under essential category in the interest of the University.

**16. Surrender of an allotment and period of notice:**

An allottee may surrender his/her allotted accommodation at any time by giving intimation in writing to reach the Registrar in advance prior to the date of vacation of the residence. The allotment of the residence shall be deemed to be cancelled with effect from the date of vacating the allotted accommodation. An allottee who surrenders the residence shall not be considered again for allotment of accommodation the University.

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*[Signature]*

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B-4, Qutub Institutional Area, New Delhi-110016

17. Maintenance of residence: -

- i. The University Works Department shall be responsible for maintenance of an allotment/vacation registers clearly showing the name of the allottees, date of possession/vacation etc., reconcile his/her record with the records of the concerned Section on yearly basis and issue "Vacation & Occupancy Reports (Annexure-VI, page no. 23-24 & Annexure-VII, page no. 25-26) at the time of possession and vacation of staff quarters.
- ii. A certificate declaring a house as dangerous should be issued by the University Engineer (on the recommendation of a technical committee to be constituted by the Registrar for the purpose. The Committee shall consist of the University Engineer, at least two external Civil Engineers of the rank of Executive Engineer/ Assistant Engineer, one teacher and one officer of the administration of the University.
- iii. The University shall have the right to undertake any type of repair, maintenance and other related works including renovation even after occupation of the staff quarters by an allottee. There may be situations in which the repair of one staff quarter may have link with the other staff quarters located in the lower floors or higher/other floors of the same block. In such circumstances, the Works Department of the University shall have the right to undertake the repairs in any of the staff quarters as may be deemed necessary. The allottees of these accommodations may be required even to vacate the accommodation in such circumstances to complete the repair and maintenance work, if necessary, without any pre-condition of allotment of any alternative accommodation. In case of any non-cooperation in this direction by any allottee, the allotment shall be cancelled forthwith by the Registrar after giving him/her a notice of two months and such an employee shall not be considered for allotment of accommodation in future. In case any particular accommodation or block is declared dangerous or unsafe for living by the competent authority, the allottee(s) shall be required to vacate the accommodations at the earliest but not later period specified to avoid any undesirable situation including loss of life and property. In case any allottee fails or willfully neglects the warning to vacate the accommodation, he/she will be responsible and shall be liable to any kind untoward situation or eventuality which is likely to cause in future. It is not the responsibility of the University to provide any alternative accommodation or leased accommodation to such an allottee due to vacation of unsafe staff quarters. However, he/she will be paid HRA as per rules.
- iv. The Junior Engineer (Civil) shall be responsible for proper maintenance of the staff quarters including that of recovery of dues, if any.
- v. The charges shall be deducted from the pay of the allottee every month as per rules in force from time to time plus the charges towards amenities provided, if any and the allottee has to pay for the electricity consumption charges at the rate fixed by the Electricity Board/BSES/or any other authorized agency from time to time.
- vi. In case of any dispute amongst the residents, written complaints may be sent to the Registrar with documentary proof or statements from the eye witness(s) who shall decide the matter either directly or by ordering an inquiry through an impartial and independent committee. The details of the report of the inquiry shall be submitted to the Registrar the earliest for further action in the matter. However in all such cases, the decision of the Vice-Chancellor shall be final and binding on all concerned.
- vii. **An employee to whom a residence has been allotted shall:**

- a. maintain the residence and surroundings environment in a clear condition to the satisfaction of the University. No employee shall grow any trees, shrubs or plants contrary to the instructions issued by the Registrar from time to time or cut down

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National Sanskrit University  
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New Delhi-110016

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Shri Lal Bahadur Shastri  
National Sanskrit University  
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off any existing tree or shrub in any garden, courtyard or compound attached to the residence.

- b. not to keep earthen pots, gamlas and other containers for growing plants in the balcony which may damage the structure, cement plasters or disturb the peaceful stay of the lower floor allottees.
- c. not to throw water, filth, garbage through the window which may disturb the peaceful stay of the lower-floor allottees.
- d. not to keep pets, animals without prior permission of the Registrar.
- e. Not to make any additions or alterations and carry out any structural changes in the premises allotted .
- f. not to use the premises for any purpose other than residence
- g. not to use the premises against the University rules or rules of the MCD, DDA or any other local authority whatsoever.
- h. save electricity and water.

### 18. Temporary Allotment:

- i. Temporary Allotment of Staff Quarters should be discouraged and should not be considered as a matter of right.
- ii. The temporary allotment of the staff quarters may be given at the discretion of the Vice Chancellor for the social functions/marriages etc. of the employee(s) of the University and their dependents.

If any staff quarter has been lying vacant in the University, the payment (including cleanliness charges) for the same shall be as per following rates: -

- Type-I: Rs.750/- per day and Rs.3000/-as refundable Security deposit.
- Type-II: Rs.1000/- per day and Rs.5000/-as refundable Security deposit.
- Type-III: Rs.1500/- per day and Rs.8000/-as refundable Security deposit.
- Type-IV: Rs.2000/- per day and Rs.9000/-as refundable Security deposit.
- Type-V: Rs.2500/- per day and Rs.10000/-as refundable Security deposit.

In case of functions like marriage, betrothal, reception etc., the temporary allotment shall be strictly restricted to blood relations on payment of the afore-mentioned charges.

- iii. The security deposit will be forfeited in case of violation of these rules.
- iv. The period of allotment for such purposes shall normally be one week. However, the allotment for a period upto 15 days may be permitted in exceptional cases with the approval of the Vice-Chancellor.
- v. The request for allotment in prescribed Application Form (Annexure-III, Page No.20) will usually be supported by documentary proof such as marriage invitation cards, etc.
- vi. The application in the prescribed format for temporary allotment may be submitted to the authorized Officer of the University or online. The employees may also download the application form from the University Website.
- vii. The electricity and water charges as per norm shall be charged for the period of allotment.

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- viii. Damages, if any, caused to the building shall also be charged to the allottee upon getting a report from the University Engineer. Allotment for marriage purposes shall not be made more than 15 days in advance of the actual date of marriage.
- ix. No staff quarters shall be kept un-allotted intentionally without any justifiable reasons for the purpose of making such allotments.

**19. Subletting and sharing of residences:**

- i. No employee shall share the residential accommodation allotted to him/her or any of the out-houses, garages etc. with none other than the employees of the University eligible for allotment of residences under these rules with the prior approval of the Vice-Chancellor. The servant's quarters, out-houses, garages etc., may be used only for the bonafide purposes including residences of the authorized servant of the allottee or for such other purposes as may be permitted by the University.

- ii. No employee shall sublet the residential accommodation allotted to him/her.

PROVIDED that an employee proceeding on leave may with the prior approval of the Registrar, accommodate in the residence, any other employee eligible to share the University's accommodation as a caretaker for the period of leave but not exceeding six months. The caretaker shall not be entitled to HRA during this period.

- iii. Any employee who shares his/her residence with any other employee of the University with due permission, shall do so at his/her own risk and responsibility and shall remain personally liable for any license fee payable in respect of the residence and for any damage caused to the residence or its premises or grounds or services provided therein by the University beyond normal wear and tear.

- iv. As regards the payment of HRA to the concerned employee sharing accommodation with another employee with prior permission of the Registrar, the admissibility has to be decided as per the Government of India rules.

**20. Consequences of breach of rules and conditions:**

If an employee to whom a residence has been allotted, sublets the residence or charges rent from the sharer at a rate which the University considers excessive or erects any unauthorized structure in or around any part of the residence or uses the residence or any portion thereof for any purpose other than that for which it is meant for or tampers with the electric or water connections or commits any other breach of the rules or of the terms and conditions of the allotment or uses the residence or premises for any other purpose which the University considers to be improper or conducts himself in a manner, which is prejudicial to the maintenance of harmonious relations with his/her neighbours or knowingly furnishes incorrect information in any application or written statement with a view to securing the allotment, the University may without prejudice to any other disciplinary action that may be taken against him/her may cancel the allotment forthwith under intimation to all concerned.

**Explanation:**

- i. Where action to cancel the allotment is taken on account of subletting of the premises by the allottee, a period of 30 days shall be allowed to the allottee and any other person residing therein to vacate the premises. The allotment shall be cancelled with effect from the date of vacation of the premises or expiry of the period of 30 days from the date of orders for the cancellation of the allotment, whichever is earlier.

- ii. The Vice-Chancellor shall be competent to take all or any of the actions under these Rules and also declare the employee ineligible who commits a breach of the rules of allotment of residential accommodation for the remaining period of his services and

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the disciplinary proceedings under Rule 14 of the CCS (CCA) Rule, 1965 of the Government of India shall also be initiated for infringement of the provisions of these Rules and also Rule 3 of the CCS (Conduct) Rules-1964.

- iii. Where the allotment of a residence is cancelled for any misconduct prejudicial to the maintenance of harmonious relations with neighbours, the employee at the discretion of the University may be allotted another residence of the same type. However, in case he/she is considered a persona non-grata, he/she may be asked to vacate the University accommodation with immediate effect.

**21. Un-authorized stay in residence after cancellation of allotment:**

Even after an allotment has been cancelled or deemed to be /have been cancelled under any provisions contained in these Rules and the residence remains or has remained in occupation of the employee to whom it was allotted or of any person claiming through him/her, such employee shall be liable to pay damages for use and occupation of the residence, services, furniture and garden charges, equal to the license fee at market rate as may be determined by the University from time to time.

**22. Inventory of Residence:**

The Housing Inventory list has to be prepared by the University Works Department. At the time of taking possession of the staff quarters, the allottee shall be required to sign the Inventory list with a certification prescribed in the "Occupancy Report" that the staff quarters allotted to him/her is in good condition. Similarly, at the time of issue of vacation report, the Junior Engineer shall be required to report the deficiencies of the staff quarters in the Vacation Report. Before vacation of the staff quarters including ear-marked accommodations, the allottee is liable to clear all the dues relating to the license fee, electricity and water charges etc. and to pay for any damages, losses, theft etc. at market rate for which depreciation shall not be allowed.

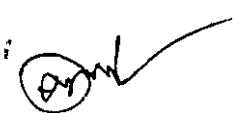
**23. Allotment prior to issue of rules:**

Any valid allotment of residence, which is subsisting immediately before the commencement of these rules shall be deemed to be an allotment duly made under these Rules.

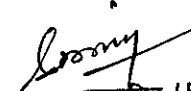
**i. Relaxation of rules:**

The Vice-Chancellor may, under special circumstances to be recorded in writing for example on grounds of extreme hardship to any employee, or when the University enters a contractual obligation with a person whose services are required in the interest of University, or for any other compelling reasons in the interest of the University, relax all or any of the provisions of the rules in case of any particular employee or residence or class of employee or type of residence. All such cases may be reported to the Executive Council in due course.

- ii. Notwithstanding the provisions or procedures for allotment of accommodation contained in these Rules, the Vice-Chancellor at his discretion may allot any accommodation to any employee out of general pool accommodation, if his/her services are considered essential and in the interest of the University. This allotment shall however be subject to ratification by the Executive council and shall be considered to be valid as long as the services of such an employee come under essential category.



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बी-4, कुतुब सांस्थानिक क्षेत्र, नई दिल्ली-110016  
B-4, Qutub Institutional Area, New Delhi-110016



**24. Removal of difficulties: -**

- i) The Executive Council may from time to time, issue such general and specific directions as may be necessary to remove difficulties in the operations of any of the provisions of these Rules.
- ii) All existing rules and orders in relation to the matters covered under these Rules, shall stand superseded but any action already taken by or in pursuance to such existing rules and orders shall be deemed to have been taken under these Rules.

**25. Interpretation:-**

In case of any ambiguity or lack of clarity with regard to any clause of the Rules, the decision of the Executive Council shall be final.

**26. Amendment of Rules:-**

The Executive Council shall have the authority to amend, modify, change, withdraw, suspend, relax any or all the provisions of these Rules. The decisions of the Executive Council shall be final and binding on all the employees of the University.

**27. Residuary matters: -**

In respect of all matters not specifically provided for in these Rules, the corresponding provisions as prescribed by the Govt. of India relating to its employees, as amended from time to time, shall be followed. In case any particular provision in these Rules clashes with any provision of the Act/ Statues/Ordinances, the provision of the Act/ Statues/Ordinances shall prevail and the provision in these Rules shall stand superseded. In case any provision of these Rules clashes with any rule of the Government of India relating to its employees, the provision of these Rules shall prevail.

**28. Territorial Jurisdiction:**

In case of any disputes, the territorial jurisdiction for adjudication shall be Delhi only.

**29. Delegation of Powers & Functions:-**

The Vice-Chancellor may delegate any or all the powers conferred upon him/her under these rules to any officer(s) under his/her control subject to such conditions as he/she may deem fit to impose.

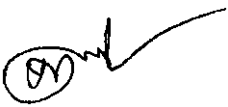
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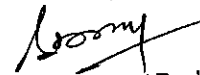
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B-4, Qutub Institutional Area, New Delhi-110016

Shri Lal Bahadur Shastri National Sanskrit University (Central University)		
Application for Allotment of Staff Quarters		
(To be filled up by the applicant)		
1.	Name (In block letters)	
2.	Date of Birth	
3.	Designation	
4.	Date of appointment in the University	
5.	Whether Permanent/Temporary	
6.	Basic Pay & Pay Level (7 <sup>th</sup> CPC)	
7.	Date of Superannuation	
8.	Type of Staff Quarter applied	
9.	Category under which you apply: (i) General (ii) SC/ST/PH (iii) Women employee (iv) Essential category (v) Others (please specify) (vi)	
10.	Marital Status	Married/Unmarried
11.	Have you ever been debarred from consideration of allotment of staff quarters? If yes, mention the date of such debarment	
12.	Whether you have refused the offer of allotment within the last two years. If yes, give the date of the allotment	
13.	Whether you/your spouse or dependent children, owns any house in Delhi? If yes, please give details	
14.	Any other information, if any	

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Shri Lal Bahadur Shastri National Sanskrit University  
बी-4, कुतुब सांस्थानिक क्षेत्र, नई दिल्ली-110016  
B-4, Qutub Institutional Area, New Delhi-110016

**DECLARATION BY THE APPLICANT**

I have read the terms and conditions of the "Rules relating to Allotment of Residential Accommodations to University Employees-2021" and I hereby undertake that I shall abide by these Rules as may be amended from time to time in case a residential accommodation is allotted to me. In case of violation of any provision of these rules, I shall be liable for disciplinary action for the same.

Dated:

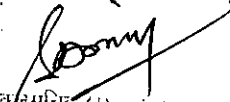
(Signature of applicant)

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Registration Number	Date of Receipt of application	Remarks
Dealing Assistant	Section Officer / Assistant Registrar (Admn.)	



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B-4, Qutub Institutional Area, New Delhi-110016

**Annexure-II**

Shri Lal Bahadur Shastri National Sanskrit University (Central University)	
Application for Allotment of Change of Staff Quarters (To be filled up by the applicant)	
1.	Name ( In block letters)
2.	Date of Birth
3.	Designation
4.	Date of appointment Date of superannuation
5.	Basic Pay & Fay Level (7 <sup>th</sup> CPC)
6.	Presently allotted Staff Quarter No.& its Type Date of its occupation
7.	Type of Staff Quarter applied for the change
8.	Reason for change (Please attach proof, if any)
9.	Any other information, if any

**DECLARATION BY THE APPLICANT**

I have read the terms and conditions of the "Rules relating to Allotment of Residential Accommodations to University Employees-2021" and I hereby undertake that I shall abide by these Rules as may be amended from time to time in case a residential accommodation is allotted to me. In case of violation of any provision of these rules, I shall be liable for disciplinary action for the same.

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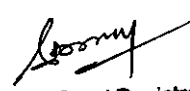
Dated.....

(Signature of applicant)

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Registration Number	Date of Receipt of application	Remarks
Dealing Assistant	Section Officer / Assistant Registrar (Admn)	सत्यापित VERIFIED

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बी-4, कुतुब सांस्थानिक क्षेत्र, नई दिल्ली-110016  
B-4 Outer Institutional Area, New Delhi-110016

**Annexure-III**

<b>Shri Lal Bahadur Shastri National Sanskrit University (Central University)</b>	
<b>Application for allotment for holding functions and ceremonies (To be filled up by the applicant)</b>	
1.	Name ( In block letters)
2.	Designation Department
4.	Type of Staff Quarter required for the function
5.	Period for which seeking allotment
5.	Purpose with documentary proof
6.	Name of the person getting married or any other function
7.	Relationship with the employee
9.	Any other information, if any

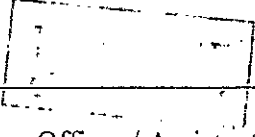
**DECLARATION BY THE APPLICANT**

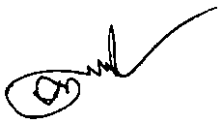
I have read the terms and conditions of the "Rules relating to Allotment of Residential Accommodations to University Employees-2021" and I hereby undertake that I shall abide by these Rules as may be amended from time to time in case a residential accommodation is allotted to me. In case of violation of any provision of these rules, I shall be liable for disciplinary action for the same.

Dated.....

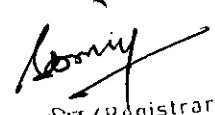
(Signature of applicant)

**For office use only**

Registration Number	Date of Receipt of application	Remarks
		
Dealing Assistant.	Section Officer / Assistant Registrar (Admn.)	<b>सत्यापित VERIFIED</b>



प्रकाशित/प्रकाशित  
प्रकाशित/प्रकाशित  
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प्रकाशित/प्रकाशित  
प्रकाशित/प्रकाशित



कुलसचिव/Registrar  
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
Shri Lal Bahadur Shastri  
National Sanskrit University  
बी-4, कुतुब संस्थानिक क्षेत्र, नई दिल्ली-110016  
B-4, Outub Institutional Area, New Delhi-110016

**Shri Lal Bahadur Shastri National Sanskrit University  
(Central University)**

No:.....

Dated:.....

.....  
.....  
.....

**Sub:- OFFER OF ALLOTMENT OF STAFF QUARTERS NO:.....**

This has reference to your application dated..... for allotment of residential accommodation in the University Campus, the Staff Quarter No..... Type..... is hereby offered to you for allotment under..... category. This allotment of accommodation shall be governed by the "Rules relating to Allotment of Residential Accommodations to University Employees-2021" as amended from time to time. The allottee shall abide by these Rules. For reference of these Rules, employees may have access to the Rules which are available on the University web-site.

Accordingly, you are required to take possession within 10- days from the date of issue of this letter, failing which this allotment will be treated as cancelled without any further communication and the allotted accommodation shall be allotted to the next eligible candidate in the waiting list.

सत्यापित  
VERIFIED

( )  
Name & designation of the issuing Officer

*Sanjay*

*(M) V*

कुलसचिव / Registrar  
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
Shri Lal Bahadur Shastri National Sanskrit University  
बी-4, कुतुब सांस्थानिक क्षेत्र, नई दिल्ली-110016  
B-4, Qutub Institutional Area, New Delhi-110016

**Shri Lal Bahadur Shastri National Sanskrit University  
(Central University)**

No:.....

Dated:.....

.....

.....

**Sub:- Change of accommodation: Staff Quarter No.....**

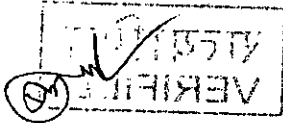
This has reference to your application dated..... on the above quoted subject. I am directed to inform you that you have been permitted by the Competent Authority to shift from Staff Quarters No..... to Staff Quarters No.....

Accordingly, you are required to take possession of the Staff Quarters No..... within seven working days from the date of issue of this letter. In case, you fail to take possession within the stipulated periods as given above, the offer of change will be treated as cancelled without any further communication in this regard. You may please note that if you fail to vacate the existing staff quarters No..... within 10 days from the date of issue of the letter of allotment, you will be charged market rent as per "Rules relating to Allotment of Residential Accommodations to University Employees-2021" from the 11<sup>th</sup> day onwards and disciplinary action may be initiated against you.

(Name & designation of issuing Officer)

**Copy to:-**

1. Assistant Registrar (Estt.-T/N.T.)
2. Assistant Registrar (Accounts)
3. Executive Engineer - with the request to arrange to hand over the possession to the allottee after completing necessary formalities in this regard.
4. Personal file

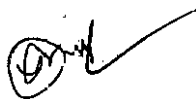
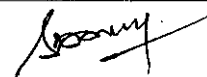


*(Signature)*

कुलसचिव / Registrar  
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
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B-4, Qutub Institutional Area, New Delhi-110016

श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
Shri Lal Bahadur Shastri National Sanskrit University  
बी-4, कुतुब सांस्थानिक क्षेत्र, नई दिल्ली-110016  
B-4, Qutub Institutional Area, New Delhi-110016

Shri Lal Bahadur Shastri National Sanskrit University (Central University)			
(University Works Department)			
VACATION REPORT OF THE UNIVERSITY RESIDENTIAL ACCOMMODATION			
1.	Name of the allottee		
2.	Designation & Department		
3.	Date of vacation of the accommodation (FN/AN)		
4.	Particulars of accommodation vacated by the allottee  i. Type  ii. Quarter No.  iii. Floor		
5.	Reasons for vacation		
7.	Details of the inventory	Electrical Fittings	Furniture & Fixtures
8.	Details of shortcomings or defects in fittings with approximate cost		
9.	Amount to be recovered, if any	<div style="border: 1px solid black; padding: 5px; display: inline-block;">           सत्यापित VERIFIED         </div>	
10.	Any other information, if any		

कुलसचिव / Registrar  
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
Shri Lal Bahadur Shastri National Sanskrit University  
बी-4, कुतुब सांस्थानिक क्षेत्र, नई दिल्ली-110016  
B-4, Qutub Institutional Area, New Delhi-110016



**UNDERTAKING BY THE ALLOTTEE**

Certified that the staff quarter was surrendered by Shri/Ms.....  
on.....(F.N./A.N) in good condition except the deficiencies mentioned at Column  
No.9 of the Vacation Report.

**Date:**

**Signature of the A.E./J.E**

**Copy to:-**

1. Shri/Ms....., allottee of Staff Quarter No.....
2. Assistant Registrar(Accounts)
3. Assistant Registrar(Admn.)/Section Officer(Admn.)
4. J.E. (Electrical)
5. Personal file

*(Handwritten mark)*

**सत्यापित  
VERIFIED**

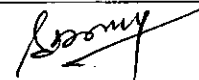
*(Handwritten signature)*

कुलसचिव / Registrar  
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
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National Sanskrit University  
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B-4, Qutub Institutional Area, New Delhi-110016

**सत्यापित  
VERIFIED**

कुलसचिव / Registrar  
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
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B-4, Qutub Institutional Area, New Delhi-110016

Shri Lal Bahadur Shastri National Sanskrit University (Central University) (University Works Department)			
OCCUPANCY REPORT OF THE UNIVERSITY RESIDENCE			
1.	Name of the Allottee		
2.	Designation & Department		
3.	Date of Occupation of the accommodation		
4.	Particulars of accommodation vacated by the allottee  <div style="border: 1px solid black; padding: 2px; width: fit-content;">           i. Type            ii. Quarters No.            iii. Floor         </div>		
5.	Details of the inventory	Electrical Fittings	Furniture & Fixtures
7.	Details of shortcomings or defects in fittings		
8.	Any other information, if any	<div style="border: 1px solid black; padding: 5px; display: inline-block;">           सत्यापित            VERIFIED         </div>	

कुलसचिव / Registrar  
 श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
 Shri Lal Bahadur Shastri National Sanskrit University  
 बी-4, कुतुब सांस्थानिक क्षेत्र, नई दिल्ली-110016  
 B-4, Qutub Institutional Area, New Delhi-110016

**UNDERTAKING BY THE ALLOTTEE**

Certified that I have personally checked the inventories, furniture, fixtures, sanitary & electrical fittings which are in good condition. I took possession of the Staff Quarter from the University Works Department after being satisfied with the condition of the Quarter.

Signature of A.E./J.E.

Signature of Allottee

Date:

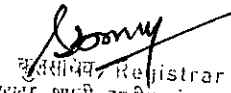
Date:

Copy to:-

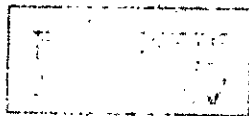
1. Shri/Ms....., allottee of Staff Quarter No.....
2. Assistant Registrar(Accounts)
3. Assistant Registrar(Admn.)/Section Officer(Admn.)
4. J.E. (Electrical)
5. Personal file



सत्यापित  
VERIFIED



कुसुमीय, Registrar  
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
Shri Lal Bahadur Shastri  
National Sanskrit University  
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B-4, Qutub Institutional Area, New Delhi-110016



Registrar, कुसुमीय  
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
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B-4, Qutub Institutional Area, New Delhi-110016

**PROFORMA OF THE AFFIDAVIT ON NON-JUDICIAL STAMP PAPER OF RS.10/-  
DULY CERTIFIED BY THE NOTARY TO BE SUBMITTED BY THE EMPLOYEE  
AT THE TIME OF ALLOTMENT OF THE UNIVERSITY ACCOMMODATION**

I..... son/daughter/wife of..... employed  
as..... in the Department/Section.....  
of Shri Lal Bahadur Shastri National Sanskrit University do hereby solemnly affirm and state  
on oath as under:-

1. That the deponent states on oath that the deponent is employed  
as..... in the Department/Section..... of Shri Lal Bahadur Shastri  
National Sanskrit University (Central University) is fully acquainted with the facts deposed  
herein below.

2. I have read the terms and conditions of the "Rules relating to Allotment of Residential  
Accommodations to University Employees-2021" of the University and I hereby undertake  
that I shall abide by these Rules as may be amended from time to time in case a residential  
accommodation is allotted to me.

3. That neither myself nor my spouse has owned a house/flat or any flat is allotted by the  
University/Government department.

4. That myself/ spouse has owned a house/flat in my name or in the name of any member  
of my family in the station of my positing i.e. Delhi. The details of the same is given as  
under:-

5. That I am aware of the fact that if my declaration as given by the undersigned is found  
to be incorrect in any manner, the allotment is liable to be cancelled and disciplinary  
proceedings can be initiated against me.

6. I shall inform the University as and when I or my spouse or dependent children  
become(s) the owner of the house subsequently within one month from the date of acquiring  
such ownership.

7. That the deponent verified on oath that the information as declared above by the  
undersigned is true to the best of my knowledge and belief. I also declare that no part of it is  
false and no material information has been concealed.

Date.....

Place.....

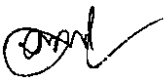
सत्यापित  
VERIFIED



DEPONENT

कुलसचिव / Registrar

श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
Shri Lal Bahadur Shastri National Sanskrit University  
बी-4, कुतुब सांस्थानिक क्षेत्र, नई दिल्ली-110016  
B-4, Qutub Institutional Area, New Delhi-110016



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