

**APPLICATION FORM FOR RESIDENTIAL QUARTERS**

1	Name	
2	Department	
3	Designation	
4	Present Basic Pay	
5	Date of birth	
6	Date of entry into Service	
7	Date of retirement	
8	Present residential address	
9	Whether owning house in Chennai	
10	Reasons/functional necessity for seeking allotment of quarters	
11	Whether willing to undertake additional duties beyond office hours, if required by the Foundation	
12	Accommodation applied for in the order of preference	

**UNDERTAKING**

I have gone through the terms and conditions of allotment of quarters uploaded in the website of Kalakshetra Foundation and in case of allotment of quarters to me, I undertake to abide by the conditions stipulated thereon.

Signature of the Applicant

Date:

**TERMS AND CONDITIONS OF ALLOTMENT OF STAFF QUARTERS**

- i) <sup>assigned</sup> The allotment is made on the condition that the allottee will ~~be willingly~~ undertake any additional duty outside office hours or on holidays as may be ~~required~~ by the Foundation. Refusal to undertake such work will be a reason to cancel the allotment.
- ii) The quarter allotted shall be used for residential purpose only.
- iii) The allottee shall not sublet the quarter under any circumstances.
- iv) The quarter shall also not be shared with any other employee or any outsider without prior written permission of Director, Kalakshetra Foundation.
- v) The allottee shall keep the quarter and surroundings in a clean and hygienic condition.
- vi) The allottee shall not make any additions or alterations to the quarter and shall not deface the glass panes, walls, floors etc.
- vii) During the period of allotment, the allottee is **not entitled for House Rent Allowance**. License fee as applicable from time to time (10% of basic pay) shall be payable from the date of taking possession of the quarter.
- viii) The allottee shall accept the allotment and take possession of the quarter within 10 days from the date of issue of allotment letter, failing which the allotment shall be treated as cancelled and the officer concerned shall not be eligible for another allotment for a period of one year from the date of allotment letter
- ix) **Non-vegetarian** food should neither be cooked in the quarter nor brought from outside.
- x) The allottee shall be personally liable for payment of license fee of the quarter and for any damage beyond fair wear and tear caused to the quarter or to the fixtures, fitting or services provided therein during occupation. The assessment of the cost of damage to the residence fixtures, fittings etc., as decided by the Administration shall be considered as final.
- xi) The allottee shall vacate the quarter as and when required by the Foundation within the period stipulated by it.
- xii) The Director shall have the absolute right to cancel the allotment for whatever reason.
- xiii) The water and electricity charges will be payable according to the meter reading wherever meter is installed or according to the assessed flat rates. The charges shall be paid direct to the authorities concerned or recovery will be made from the emoluments payable to the occupant.
- xiv) The Director or the staff authorized by him/her will have the right to enter the quarter with due notice for carrying out repairs, rectification etc., as deemed necessary. Refusal of entry for authorized persons shall be a reason enough to cancel the allotment.

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- xv) The allotment does not create any tenancy or any other rights in the premises whatsoever. The Director reserves the right to modify the conditions of the allotment at any time and such modifications to the conditions are to be treated as part of allotment and binding on the allottee.
  - xvi) The allottee will have to pay the cost as assessed by the Kalakshetra Foundation, if any fitting fixtures of the allotted quarter are either broken or damaged or found missing during his/her occupancy.
  - xvii) The allottee explicitly understands that he/she is licensee of the allotted quarter/room and not a tenant thereof and the exclusive possession of the said quarter/room is retained by the Kalakshetra which is the Licensor.
  - xviii) The allotment will automatically cease to be in force on the following events
    - a) Retirement/dismissal/removal/unauthorized absence from duties;
    - b) Resignation from service of Kalakshetra Foundation; and,
    - c) Death of the allottee and in that even, the family will have to vacate the quarter within two months of death.
  - xix) As soon as the allotment is withdrawn or cancelled, or is deemed to be cancelled, the allottee shall handover vacant possession of the quarter to the Estate Manager or any other officer authorized in this regard.
  - xx) If the allottee wishes to vacate the quarter or his/her own, the allottee shall give at least 10 days' notice in writing to the Director intimating the intended date and time of vacation. The period of notice will be reckoned from the date on which such notice is received by the Director.
  - xxi) For any other issue not covered under this order, the general provisions covering allotment of Government Quarters as provided in FR/SR shall be applicable.