বিশ্বভারতী
विश्वभारती
VISVA-BHARATI

ESTATE OFFICE

Memo no: - Estate.QT- 8/91-B/ 105 /26-27 Date: 14-05-2026

ALLOTMENT CIRCULAR

The undersigned is directed to notify that the following allotments have been approved by the Vice-Chancellor on 13-05-2026 in favour of the following University employees of Visva Bharati.

All allottees are requested to contact this office for clarifications, if any, and also to send the duly filled-in and signed information sheet (as enclosed) as a token of acceptance within **seven working days** from the date of issuance of this circular.

The allottees are also requested to contact the Junior Engineer (Electrical), Santiniketan / Sriniketan for finalization of the **electric metre reading before occupying/ vacating quarters**.

SL.NO	NAME OF ALLOTTEES	DESIGNATION & DEPT /OFFICE	PARTICULARS OF QUARTERS
1.	DR. SHRILEKHA DAS (ID-2023319), M-9433774153	ASSOCIATE PROFESSOR, AGRICULTURAL ENGINEERING,	**New Type -V, Quarters no- 01, Purbapalli**
2.	DR. RUPSANATAN MANDAL, (ID-2026015), M:- 9009713978	ASSOCIATE PROFESSOR, GENETICS & PLANT BREEDING	**New Type -V, Quarters no- 03, Purbapalli**
3.	ARCHANA BISWAS (ID-1997121), M-8617575974	SENIOR OFFICE ASSISTANT,DEPARTMENT OF PHYSICS	**New Type- III Quarter no-06, Dakshinpally**
4.	SUJIT KUMAR PUTI (ID 2009072), M-8972023233	MICRO PHOTOGRAPHER, RABINDRA BHAVANA	**New Type- III Quarter no-04, Dakshinpally**
5.	SUBHADIP SAHA (I.D-2026016), M- 9073253505	SYSTEM PROGRAMMER, COMPUTER CENTRE,	**New Type- III Quarter no-05, Dakshinpally**
6.	BISWAJIT GHOSH (ID-2023027), M-8777233538	MTS ENGINEERING DEPARTMENT	**New Type- II Quarter no-04, Dakshinpally**
7.	NIVEDITA CHATTERJEE (ID 2023079), M-8617871283	MTS ADMINISTRATI-ON SECTION,	**New Type- II Quarter no-03, Dakshinpally**
8.	SAMIRON ROY, (I.D-2023126), M- 8229962537	MTS EXAMINATION SECTION,	**New Type- II Quarter no-06, Dakshinpally**
9.	SUBHADIP KONAR, (ID-2023137), M-80116845190	MTS ADMINISTRATION SECTION, M-80116845190	**New Type- II Quarter no-01, Dakshinpally**

SL.NO	NAME OF ALLOTTEES	DESIGNATION & DEPT /OFFICE	PARTICULARS OF QUARTERS
10	MONAMI ADHIKARI, M-9641249367	MTS, (ID-2023177). SC/ST	**New Type- II Quarter no-02, Dakshinpally**
11	SUSMITA BISWAS ID-2023073, M-8918752716	MTS, ACADEMIC & RESEARCH,	**New Type- II Quarter no-05, Dakshinpally**

Relevant portions of the Accommodation Rules: -

J. If an employee fails to accept the allotment of residence made to him under the rules, within SEVEN days or fails to take possession of the residence after acceptance, within 30 days from the date of receipt of the letter of allotment, he/she shall not be eligible for another allotment for a period of one year from the date of issue of allotment letter and the residence shall be allotted to the next eligible employee.

K. Where an employee who is in occupation of a residence is allotted another residence and he/ she occupies that residence, the allotment of the former residence shall be deemed to be cancelled from the date of occupation of the new residence. He may, however retain the former residence without payment of licence-fee for the day and the subsequent day of shifting.

L. Provided that if the former residence is not vacated by the subsequent day as aforesaid, the employee shall be liable to pay damage for use and occupation of the residence equal to the market licence-fee to be determined by the Accommodation Committee from time to time or double the penal licence-fee under **FR-45-B** with effect from the date he/she takes possession of the latter residence.

14/05/2024

Joint Registrar (Estate)
Visva-Bharati

Copy to: -

a) Prof. Ashok Kumar Sarkar of Accommodation (Allotment) Sub- Committee, V.B.
b) Prof. Goutam Kumar Das, kala-Bhavana, Member
c) Prof-In-Charge-Security, V.B.
d) Internal Audit Officer, Member
e) J. R. and C.S to the Vice-Chancellor, V.B.
f) Joint Registrar (Accounts), V.B.
g) University Engineer, VB
h) Section Officer (Registrar Office)
i) Junior Engineer (Electrical) Santiniketan/Sriniketan, V.B.
j) **In-Charge, Computer Centre, VB - Kindly upload the allotment on Visva-Bharati web-site for wide circulation.**

14/05/2024

Joint Registrar (Estate)
Visva-Bharati

To
The Joint Registrar (Estate)
Visva-Bharati

ESTATE OFFICE
Santiniketan
VISVA-BHARATI

(Recent Colour photograph)

Sir,

I accept the allotment of qtrs no._____located at _____

Vacated by_____. These are my particulars:-

INFORMATION SHEET FOR ALLOTTEES OF RESIDENTIAL QUARTERS.

Ref: - Allotment circular no: - dated:-

1. Name (in block letters) & Telephone no:

2. ID No.

3. Category: SC/ST/OBC/PH/General:

4. Permanent Address (including home state, District, P.O., P.S.):

5. Date of Birth:

6. Date of entry in Visva-Bharati Service:

7. Date of confirmation against a permanent post:

8. Present Designation and place of posting:

9. Present Pay Scale.

10. Date of superannuation:

11. Name of husband/wife:

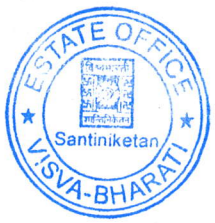
12. Does the husband/wife reside in an accommodation provided by Gov't /PSU/ Autonomous body? If yes give details.

13. Details of dependents (except spouse):

Name	*Age*	*Relationship*

14. Whether it is a new allotment or a change of residence of the same type or higher type of residence:

15. Particulars of the existing University residence, if any, already allotted:



16. A) whether the applicant or his parents/ wife/ her husband/ children including step Children and legally adopted children /brothers / sisters own a house within 5 km. of the applicants place of duty: Yes/No

B) If the reply to the above is in the affirmative, indicate –

i) Location of the house, house number and street etc ------

ii) Relationship with the owner ----------

iii) Whether the owner is residing with is wholly dependent upon the applicant --------

DECLARATION

I hereby declare that I shall abide by the rules governing the allotment of residential quarters of the University and state that the particulars given by me above are correct and that allotment to be made to me or already made shall be subject to these rules and subsequent amendments, if any.

If subsequent to the allotment of the University accommodation I/ my wife/ husband or any dependent child (including step child and legally adopted child) or father, mother, brother or sister residing with and wholly dependent on me constructs a house or otherwise becomes owner in full or in part of a house located within 5 km. of the place of my duty, I shall notify the fact to the Registrar within a period of four weeks from the date on which I myself or such family member becomes owner the house.

Signature of the applicant with date

NB: If there is any break in service indicate the date of commencement of the existing continuous service. Not more that one change is allowed in respect of one type of residence allotted to the employee.