

# Stewart Schools

## Residential Quarters Allotment Rules and Regulations

### 1 Short title and application.

1.1 These rules may be called the Stewart School Residential Quarters Allotment Rules and Regulations.

1.2 These rules shall come into force with effect from 01.04.2024.

### 2 Definitions – In these regulations, unless the context otherwise requires

2.1 ‘Stewart Schools’ means all the Stewart Schools and New Stewart School under the management of Diocese of Cuttack, CNI. Situated at Cuttack, Bhubaneswar, Sukinda and at Mohana.

2.2 ‘Secretary’ means the Chief Administrator of the Stewart School and Stewart Science Higher Secondary School who will be having power to allot Residential Quarter being authorized by the respective trust on which the building /quarter is situated.

2.3 ‘Regulations’ means Residential Accommodation Allotment and Vacation of Quarter Regulations for Stewart Schools Employees.

2.4 ‘Accommodation’ means the Residential Accommodation under the control of the concerned Stewart School.

2.5 ‘Allottee’ means an employee of Stewart School or Diocesan Institution to whom the Quarter is allotted by the Secretary Cum Competent Authority.

2.6 ‘Committee’ Managing Committee (MC).

2.7 ‘Quarters’ means the Residential Accommodation of the Stewart Schools.

2.8 ‘Regular Employee’ means a permanent employee on the Rolls of the Stewart Schools.

2.9 ‘Contractual Employee’ means an employee who is not a permanent employee of the Stewart School.

2.10 ‘License Fee’ means a fee payable monthly in respect to the Quarter allotted under these regulations

2.11 ‘Family’ means the spouse of the allottee/employee, children and dependent parents as defined in Stewart School Employees Service Rules.

2.12 HRA- House Rest Allowance

2.13 'Subletting' means letting out of a residential accommodation partly or wholly by an allottee to any person.

2.14 'Competent Authority' means the Secretary' of the Stewart School or any other person who will be having power to allot Residential Quarter being authorized by the respective trust on which the building /quarter is situated.

2.15 'Vacation of Quarter means vacation of Quarter by the allottee on his/her own volition during the allotment period or vacation of accommodation by the allottee against an appropriate notice issued by Competent Authority-Cum-Secretary or by way of retirement, termination, resignation, removal, discharge from Service and death.

### **3 Excerpts of rules and regulations**

3.1 Quarters will be allotted and vacated as per the Stewart School Residential Quarters Allotment Rules & Regulations.

3.2 Employees should read the rules before applying or occupying the quarters, if allotted and sign on the hard copy of this Rules as read and understood.

3.3 Rules are to be made available on the institute website with clear visibility.

3.4 After allotment of Quarter to an employee of Stewart School he/she will have to obtain fresh electricity connection in his/her name from the electricity supply agency within a period of 30 days. She/he shall submit the Electricity bill every month and submit an attested copy of the electricity payment receipt to the accounts section every month. She/he cannot share electricity connection to any other person other than self use.

The quarter allotment letter issued to the occupant/employee can be produced to the concerned electricity department to procure the electricity connection in his/her name as a proof to use the same for residential purpose. That apart the allotment letter shall include that in the event of transfer, retirement, termination, resignation and discharge of an employee from his/her services or death, he/she or the Legal heir shall surrender the electricity connection within three months time and make the electricity connection disconnected from the quarter and submit the proof of the same to the accounts section of the School.

The allotment letter should clearly stipulate that in the event an employee of the Stewart School transferred, retired, terminated, resigned and discharged from services and death and do not disconnect the electricity in stipulated time, the Competent Authority-Cum-Secretary shall have full power to write the electricity department to get the electricity connection disconnected giving one month notice and the employee/allottee/consumer shall clear the pending electricity dues before vacation of quarter.

An employee of Stewart School, who will be the consumer of Electricity Department on the strength of quarter allotment letter shall have no right to continue the Electricity connection after his/her transfer, retirement, termination, resignation and discharge from services and death.

3.5 The quarters cannot be subject to use for any other purpose other than living by the allottees and members of his/ her family as mentioned in the Stewart School Employees Service Rules.

3.6 Subletting of the allotted quarters is strictly prohibited.

3.7 No alteration/additions will be made in the quarters by the allottees without the prior approval and permission of the Competent Authority-Cum-Secretary.

3.8 Allottee are responsible for their possessions of all valuables. Stewart School will not be liable for any loss or damage to any property or goods that belong to the occupants or their dependents due to any cause whatsoever.

3.9 The Allottee must vacate the accommodation without fail within the admissible period as mentioned in Clause-7 in the event of transfer, retirement, termination, resignation and discharge from services. In exceptional cases, the Allottee can continue to stay as per rules with prior approval of the Competent Authority-Cum-Secretary.

3.10 The Managing Committee / Secretary-Cum- Competent Authority as per Stewart School Employees Service Rules reserves the right to terminate the occupancy for any willful disobedience or defiance of authority, non-observance or violation of Stewart School Employees Service Rules and instructions, causing damage to person or property, or indulging in undesirable activities and on account of misconduct and/or violation of rules and regulations.

3.11 If an Allottee breaches any of the rules or the terms and conditions of allotment, or uses premises for any purposes other than allotted residential accommodation, the authority without prejudices to any other disciplinary action may cancel his / her allotment and may debar from allotment of quarters . Disciplinary action shall be taken against violating the rules and regulations by the Allottee or their family members or guests.

3.12 At least 3 months' notice before vacating the quarters shall be given to the allotting authority failing which license fee will be charged for a further period as per the rule.

3.13 The Managing Committee can terminate the allotment and direct for vacation during three months' notice period if for any purpose the said quarter is required by the School / Institution / Management.

3.14 It is the sole discretion of the Managing Committee to allot any quarter to any person on rent/licensee and any employee has no authority to challenge any decision of the Managing Committee with respect to the allotment.

#### **4 Eligibility criteria**

4.1 All the regular employees of Stewart School, who are on essential duties and other employees whose services are required after the School hour are generally eligible to apply for accommodation inside the Stewart School campus. However, if the number of applications is more than the number of vacant units, then preference will be given priority to the nature of most essential service.

4.2 Contractual employees are also eligible to apply for accommodation inside the campus based on the availability of units and the nature of their duties.

4.3 Husband and wife, both working at Stewart School, are not eligible for separate accommodations.

4.4 For the essential service quarters, only those employees whose service is necessary for the Stewart School after the School hour will be eligible to apply for the same. As such, the following services are considered to be essential service as considered by the Managing Committee as long as they discharge their dual service.

4.4.1 Principal

4.4.2 Driver /Office Attendant

4.4.3 Peon –Cum-Electrician

4.4.4 Supervisor

4.4.5 Hostel caretaker /Warden

4.4.6 Nurse (If providing Nursing Assistance inside the Campus to Staffs, beyond School hour)

4.4.7 Peon-Cum-Ayha Cum Pantry in charge

4.4.8 Asst. Manager/ Manager Finance & Administration

4.4.9 Digital Class Lab. Operator,

4.4.10 E-class Coordinator,

4.4.11 Child Right Protection Officer,

4.4.12 Aya-cum-Safaiwala, Sweeper

4.4.13 Watchman-cum-Gardener

4.4.14 Chaplin/ Hon Chaplin

4.4.15 Asst.Finance Manager Cum Public Relation Officer

4.5 Employees who are allotted with quarters must also be available on-call beyond office hours. Prior information/permission is necessary for night stay outside the campus. Their allotment may be forfeited on non-compliance of this rule.

The employee, who are not on essential duty will have to deposit license fees.

## **5 Allotment procedure and occupation**

5.1 An interested employee will have to apply in prescribed format (Annexure-1) to the Secretary Stewart School through the Principal, if there is any Vacant Quarter.

5.2 All applications received will be considered in the meeting of the Managing Committee (MC).

5.3 The committee will prepare a list of selected applications. The selected list will be placed by the Secretary- Cum- Competent Authority for the approval of the Managing Committee and with intimation to the Trust.

5.4 After approval, allotment order will be issued from the office of the Secretary Stewart School. The Allottee has to accept the allotment within 15 days of issuance of the order. However, for any valid reason, if they cannot accept it within the stipulated time period, special permission has to be obtained from the Competent Authority-Cum-Secretary. But under any circumstances, it cannot go beyond 45 days.

5.5 The Allottee has to take occupation of the quarters within 30 days of issuance of the allotment order. However, under any exigency conditions, they may be given additional time, if the Competent Authority-Cum-Secretary is satisfied with the cited reason(s).

## **6 License Fee**

6.1 In case an employee of Stewart School who is receiving house rent from the School, will cease to receive the house rent allowance after the quarter is allotted to him.

6.2 In case of essential staff no license fee will be levied for the accommodation provided to them.

6.3 For Allottee drawing HRA in their salary, the HRA will be deducted at the source (monthly salary) if they are not on most essential duty.

6.4 Any employee occupying accommodation inside the Stewart School premises will have to pay the license fee as fixed by the Managing Committee (MC) if their name is not on the most essential duty.

6.5 In the event of an employee is delisted by the Managing Committee (MC) of the Stewart School, ..... then such employee has to pay the licensee fees as per rules.

***Note:- The Managing Committee of Stewart School, will decide case to case basis, whether an employee is on essential duty or not. The list of employees are on essential duty have to be approved by the Managing Committee and sent to the accounts section.***

## 7 Retention of accommodation

Subject to the happening of any of the events as tabulated below, an Allottee may be permitted to retain the accommodation for a period as specified in the table on submission of the request to staff quarters allotment and managing committee

Sl. No.	Events	Permissible period
1	Termination / Transfer / Resignation / Discharge of the service due to resignation or removal under any disciplinary action.	01 month
2	Retirement	03 months
3	Death- In case of death the Legal Heirs can hold	3 Months

7.1 Post retirement dues, gratuities etc. only be released only on vacation of quarter and submission of No Dues certificates from all departments.

## 8. Vacation of accommodation

8.1 At least 3 months' notice shall be given by the Allottee before vacating the quarters to the Secretary cum Competent Authority

8.2 The Managing Committee/ Secretary-Cum-Competent Authority can terminate the Quarter allotment and direct the Allottee for vacation of quarter giving three months' notice in advance if for any purpose the said quarter is required by the Institution or the Management, failing which compensation in lieu of the quarter will be recovered from his / her monthly Salary or other the service benefit @ Rs.500/- per day.

8.3 Any Allottee considered unauthorized by the Competent Authority-Cum-Secretary needs to vacate the accommodation immediately after issuance of a notice. Two subsequent reminders will follow the vacation notice at an interval of 15 days. If the concerned Allottee fails to vacate the quarters, Competent Authority-Cum-Secretary will take appropriate disciplinary action against the occupant.

8.4 Any administrative or punitive measures needed for the forceful vacation of the accommodations are to be initiated by the office of the Secretary.

8.5 The monthly license fee per Month will be fixed for the quarter allotted to the employee by the Secretary Cum Competent Authority. The said amount shall be deducted by the Account Section from your salary if the name of such employee does not find place in the list of Staff on most essential duty published by the Competent Authority.

8.6 That in the event the Allottee /employee fails to vacate the quarter after the final vacation notice issued by the Competent Authority-Cum-Secretary, the Allottee /employee shall be liable to pay compensation in lieu of quarter at the rate of Rs.500/- (Rupees Five hundred Only) per day till handing over of the Quarter to the School Authority in good condition as it was at the time of allotment along with the License Fee.

### **9. Other rules and regulations**

9.1 The Allottee /employee will not alter the interiors of the premises or modify any permanent structure without the consent of the Secretary-Cum-Competent Authority-Cum-Secretary in writing and to maintain all fittings and fixtures without any damage caused to them.

9.2 The Allottee /employee will not use the premise for any illegal purposes, which may cause nuisance or annoyance or create disturbance in and around the premises.

9.3 The Allottee will not use the premise for any illegal purposes, which may cause nuisance or annoyance or create disturbance in and around the quarter premises. Either you or any of your family member will not consume liquor/alcohol, ganja, Opium, drugs or any other substance which causes intoxication and shall not deal with any such substances banned by any law.

9.4 In the event of any damage caused to the electric meter, damage or alteration to the existing house structure without written permission of the Secretary-Cum-Competent Authority, you will be liable for penalty for the same as per law.

9.5 The Allottee will allow the representative/ agent or servants of the Secretary-Cum-Competent Authority for inspection of the quarter within 24 hours verbal notice and for any eventual maintenance.

9.6 The Allottee will not hold any kind of meeting, function, and worship service inside the quarter/premises without written permission from the Secretary-Cum-Competent Authority.

### **9.1 Inventory and consumption of electricity and water:**

9.1.1 A complete inventory of the various items including lighting and fixture will be signed by the Allottee both at the times of occupation and vacation of the quarter.

9.1.2 All furniture and fixtures in the rooms allotted to the staff shall be cared for properly. The employee shall be required to pay double the original cost of any item found missing from their Quarter. They shall also be required to pay the charges of repair to items that are found to have been damaged on account of misuse or unfair wear and tear.

9.1.3 The Allottee shall not interchange any furniture/fixture from one room/point/location in the quarters to another quarters or elsewhere.

9.1.4 All the occupants of the quarters shall take care of the property placed in common places of the building and inside the compound.

9.1.5 The electric charges as per the meter reading will be paid by the Allottee to the Concerned Stewart School. An employee will be eligible to get Rs. 500/- as special electricity allowance as long as he/she hold the quarter and remains in most essential duty. In the event he /she vacates the quarter and moves out of the quarter due to transfer, retired, termination, resignation and discharge from services he/she will not be eligible for special electricity allowance and the accounts section shall stop the release of special electricity allowance.

9.1.6 The School will supply free Water Supply. In the event the allottee requires more water supply, then the Allottee/employee can avail water supply from the concerned government department on his or her name. The entire cost of installation/piping and charges for the same shall be borne by the Allottee/employee. In the event of taking water connection, Allottee/employee shall have to take written permission from the Competent Authority-Cum-Secretary before applying for the same. The entire installation shall be supervised by the person duly engaged by the authority of the School. In such a case the Bill of water supply shall not be reimbursed by the School.

## **9.2 Campus discipline:**

9.2.1 No gambling of any kind shall be allowed on the premises of the quarters or in the campus.

9.2.2 No occupants shall bring or store any firearm, ammunition, explosive and inflammable goods on the premises of the quarters.

9.2.3 Occupants of the quarters shall not bring, take and/or drink alcohol/intoxicating drink, drug or substance of any kind whatsoever in the room and/or not smoke in any part of premises / non-smoking zones. The same shall apply to visitors also. An occurrence of such behaviour shall invite strict disciplinary action leading to cancellation of allotment of the quarters.

9.2.4 Occupants shall not drive any pegs or nails into walls or stick undesirable posters on walls, windows and doors.



**9.3 Cleanliness:**

9.3.1 Allottee shall keep their allotted premises, room, veranda and surrounding areas neat and clean at all times and shall not throw anything including rubbish, garbage in such places inside the school quarters.

9.3.2 The Allottee shall dispose off the household waste to the Municipality Garbage Bin or Vehicle collecting garbage

9.3.3 Any cleanliness matter is to be brought to the notice of Supervisor of Stewart School.

**9.4 Keeping of pets:**

Occupants shall not keep any pets without the written permission of the Competent Authority-Cum-Secretary. If permitted, the pets must be vaccinated against various diseases and the Allottee shall take adequate precaution to keep the atmosphere safe so that other occupants / neighbors shall not raise any complain of barking, biting or any sort of disturbances due to the said pet.

The allottee shall inform any case of violation of Child Right / POCSO immediately to the Stewart School Child Protection Officer for necessary action. Allottee must inform commission of any kind of domestic violence and any kind of sexual harassment to any female employee or to any spouse of staff to the knowledge of the Internal Complaint Committee.

**9.5 Breach of rules:**

If an Allottee or family members or immediate relations of the Allottee breaches any of the rules or the terms and conditions of allotment, or uses premises for any purposes other than his accommodation, the Competent Authority-Cum-Secretary without prejudices to any other disciplinary action may cancel his / her allotment and may debar from allotment of quarters.

**9.6 Interpretation of rule:**

If any question arises as on the interpretation of rules, the decisions of the Management shall be final.

9.7 Any deed/ agreement regarding allotment of official staff quarter earlier executed shall stand cancelled w.e.f 31.03.2024 and the respective employees/Allottees has to surrender the same to the accounts section on or before the 31.03.2024.

If any free electricity connection has been provided by the School to any Quarter, it shall be disconnected on or before 30.04.2024.

**9.8 The Appellate Authority, Diocese of Cuttack, CNI having office at Bishop House, Mission Road, Cuttack will be the final authority to decide any dispute concerning quarter allotment and vacation. The decision of the Diocese of Cuttack, CNI shall be final and binding. You are prohibited to approach any Court of Law without exhausting your claim before the Appellate Authority. However, you can always go to the Civil Court to challenge the order of the Appellate Authority.**

**An Allottee will be bound by the Stewart School Service Rules, Stewart School Residential Quarters Allotment Rules and Regulations and Office Orders enforced by the Secretary-Cum-Competent Authority from time to time In case the above terms and conditions are acceptable, the applicant can sign the duplicate of this letter as a token of having understood and accepted.**

S/d  
Secretary  
Diocese of Cuttack

S/d  
Bishop  
Diocese of Cuttack

## **Annexure-I**

### **APPLICATION FORM FOR ALLOTMENT OF STEWART SCHOOL QUARTER**

1. Name of the employee:
2. Post held and Department:
3. Date of joining in the Present Post:
4. Date of joining in Stewart School:
5. Date of entry in Stewart School:
6. Present pay scale:
7. Total present emoluments:
8. Date from which continuously holding the post:
9. Whether the applicant owns a house in Bhubaneswar/Cuttack/Mohana/Sukinda either in his own name or in the name of family members. :
10. Certified that I do not have any residence in my name or in the name of my family members within the local limits of the Stewart School, Cuttack/Bhubaneswar/Sukinda/ Mohana.
11. Certified that I shall vacate the quarter by way of transfer, retirement, termination, resignation and discharge from duty or on the instruction of the Competent Authority-Cum-Secretary
12. I shall not claim any alternative accommodation if the Competent Authority-Cum-Secretary of the Stewart School, Cuttack/Bhubaneswar/Sukinda/ Mohana direct me to vacate the quarter in the interest of School.

13. I have read and understood the Stewart Schools Residential Quarters Allotment Rules and Regulations properly and I undertake to abide by the same.

12. Type of quarter applied for :

13. Date of Birth of the applicant :

14. Date of entry in Grade-..... post (if applicable) :

15. Date from which continuously holding the Quarter No.....:

I have surrendered the Quarter no..... allotted to me by virtue of the Licensee Deed dt..... in view of the Stewart School Residential Quarters Allotment Rules & Regulation and I have requested to allotte me the same quarter No..... as I am employee performing dual charge under the category of essential service.

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Signature of the Applicant

**Annexure-2**

**SURRENDER OF STEWART SCHOOL QUARTER**

I .....Working  
as..... in Stewart School,  
Cuttack/Bhubaneswar/Sukinda/ Mohana do hereby surrender the Quarter  
allotted to me by virtue of the Licensee Deed Agreement  
dt..... in Stewart School, Cuttack/Bhubaneswar/Sukinda/  
Mohana pursuant to application of the Stewart School Residential Quarters  
Allotment Rules & Regulations. I further request your good office to allotte  
me the same quarter No..... as I am employee performing dual charge  
under the category of essential service.

Signature of the Applicant