

JNEC RESIDENTIAL RULES AND REGULATION (JNEC RRR)

1.0 ELIGIBILITY

- 1.1 All categories of JNEC staff are eligible.
- 1.2 If both husband and wife are employees of the college, both are eligible to apply for the residence. However, if one of them is allotted a residence, the other needs to apply afresh if he/she wishes to move to a new residence.
- 1.3 If a staff is already allotted a residence, he/she shall not be eligible for any other residence for whatever reasons it may be. However, if a staff is already allotted residence during his/her service in the college, he/she is eligible to opt for higher category of residence (for example from B to A category) based on the position level of the staff and availability of residence.
- 1.4 If a staff whose service obligates him/her to stay in a designated residence, he/she shall not be eligible for residence other than the designated one.
- 1.5 A couple will be eligible to occupy only one residence (quarter).
- 1.6 Accommodation preference will be given to the following staff of the College subject to availability of vacant residence (quarter).

1. President
2. Dean Student Affairs
3. Residence Coordinators
4. Administrative Officer
5. Estate Manager
6. Store In-charge
7. Plumber
8. Cooks
9. Electrician
10. Security Guard (at least two)
11. One Account Personnel
12. Guest House In-charge
13. One Driver

2.0 RESIDENCE CATEGORY

- 2.1 All residences of the college shall be categorized as Class A, B, C, D and E including designated residence which will accordingly be allotted as per entitlement.



2.2 Categorization shall be according to the position level of the staff. The position level of the staff shall be based on RUBHR. The current categorization of residence and their entitlement is as given below:

Classification	Eligibility (Grade)	Specification	Remarks
A Type	1, 2, 3	1 DR, 3BR,1SR,1K,2T	
B Type	4, 5, 6, 7, 8	1DR,2BR,1K,2T	
C Type	9, 10, 11, 12, 13	1DR, 1BR,1K,1T	
D Type	14, 15, 16, 17	1DR 1BR 1K,1T	
E Type	GSS	1BR,1K,1T	

. DR-Dining Room, BR-Bed Room, SR- Study Room, K-Kitchen, T-Toilet

Note: This categorization is subject to revision based on the availability of additional units in the College. The revision will be made through CMC. The categorization/classification of the quarters/residences is carried out by the College for reference and it does not meet the specification/classification of NHDC.

2.3 The following officers/staff of the college are entitled residence that are purposely and specially built for the given position:

1. President
2. Residence Coordinators

Note: Residence Coordinators must stay in its designated quarter even if she/he is married to another staff of the college.

3.0 ALLOTMENT PROCEDURE

- 3.1 The staff intending to stay in the campus must apply in writing to the Head of the College in person, after joining the college for regular duties.
(Refer Annexure 1/2 - Application Form)
- 3.2 The application shall then be forwarded to Estate Manager who shall maintain a register and record it in chronological order of application date.
- 3.3 When a residence/quarter becomes vacant either because the previous occupant is relieved from the college or due to any other reasons, the Estate Manager and Administrative Officer shall take over the residence jointly.
- 3.4 The residence shall not be directly transferred from the previous occupant to the new occupant without following the prescribed procedures in this rule.
- 3.5 Among the eligible applicants, the residence shall be allotted on FIRST COME, FIRST SERVE BASIS. The first come, first serve basis shall be based on the date of application




for the residence. However, if the applicants are appointed on the same date (appointment order) then the allotment will be carried out through lucky dip.

- 3.6 In case of a tie, a lucky dip procedure shall be carried out by the applicants, which shall be coordinated by the Estate Manager and the Administrative Officer.
- 3.7 A staff member of the College cannot apply for the residence other than the one for which he/she is eligible for as per RUB, JNEC entitlement.
- 3.8 After the allotment of a residence, formal order of allotment signed by the Head of the College will be issued, with copies to Finance Officer and Estate Manager.

4.0 FORFEITURE OF RESIDENCE

- 4.1 Residence once allotted must be occupied in the condition as it is within 15 days from the date of receipt of the allotment order. Failure to do so within the stipulated time will result in automatic cancellation of the allotment and will be allotted to the next applicant.
- 4.2 If either the allotted residence is forfeited or a staff member does not want to occupy the allotted residence, his/her application will stand invalid and has to apply afresh.
- 4.3 If the staff leaves for long-term training, his/her application will become invalid and he/she will have to re-apply after he/she joins the College for regular duties.

5.0 RETENTION OF RESIDENCE

- 5.1 A staff shall be allowed to retain the residence upon full payment of the college house rent in advance for extraordinary leave period of six months or less.
- 5.2 Staff on long-term training shall be allowed to retain the quarter subject to the following conditions:
 - 5.2.1 His/her spouse is working in the same College
 - 5.2.2 His/her spouse shall be allowed to retain the residence provided he/she occupies the quarter in person.
 - 5.2.3 He/She has children enrolled in schools in the locality.
- 5.3 In the event of extenuating circumstances such as demise of a staff member, his/her family may be allowed to retain the residence for a maximum period of three months on rental payment. However, if there is/are school going children, he/she may be allowed to retain the residence till the end of school academic session. If he/she is working in the same college, he/she shall retain until next residence/quarter is allotted.
- 5.4 In case of a divorce, the staff of the College will be allowed to continue staying in the same quarter until a position specific residence is allotted or he/she remarries again.
- 5.5 After retirement/resignation/superannuation/transfer of staff member, he/she may be allowed to retain the residence for a maximum period of three months on rental payment.



6.0 TEMPORARY ALLOTMENT

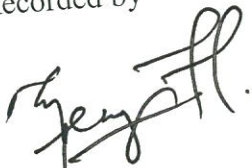
- 6.1 In special circumstances where there is availability of vacant residence due to lack of eligible staff for that particular residence or under specific extraordinary orders, allotment of residence on temporary basis, in contravention to this rule may be allowed under the discretion or order of the College Management Committee.
- 6.2 If the staff in accordance with article 6.1 of this rule intends to apply, application must be submitted to the Head of the College. The Estate Manager shall then convene College Management Committee meeting with the support of the Administrative Officer to merit his or her application. No temporary application in advance or before the order from the management shall be entertained/accepted.
- 6.3 If a staff is allotted residence in accordance with article 6.1 and 6.2 of this rule, the staff will have to sign a letter of undertaking. (Ref: Annexure 2/2)
- 6.4 If the temporary quarter is to be allocated to an eligible staff, the temporary resident of the quarter should surrender the residence within 15 days from the date of notification so that the management can allot the residence/quarter to the next eligible staff.
- 6.5 Staff only in one position level higher than the categorized quarter type shall be eligible to apply for the temporary residence/quarter.
- 6.6 For newly recruited staff, the College may provide a rental-free room in the College Guest House for the first 15 days subject to availability of the guest house. Thereafter, a rental charge of Nu. 150 per day shall be levied.

7.0 NON-COMPLAINE OF THE RULE

- 7.1 Any non-compliance of the rule shall be forwarded to the College Management Committee.

**Revised during the 77th & 78th CMC meeting and few clauses were amended during the 88th CMC meeting.*

Recorded by



(Choten Dorji)
Estate Manager

Confirmed by:



(Dr. Andu Dukpa)
President



Royal University of Bhutan

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Royal University of Bhutan

Jigme Namgyel Engineering College, Dewathang



Annexure 1/2

COLLEGE RESIDENCE APPLICATION FORM

Date of Application: Day Month..... Year..... (to be referred for allotment)

Applicant Detail:

Name

Designation

Position Level.....

Department.....

Residence Class Applied for...**A/B/C/D/E**..... (Please Circle/Tick one based on eligibility)

I, the applicant hereby apply for the College Residence Quarter and declare that the information provided herein above are true and correct to the best of my knowledge. I also confirm that I have submitted this application in accordance with the College residence Allotment Rule and agreed to follow accordingly.

Full Signature Applicant.....Date.....

Remarks/Comments if any.....

Date.....

Signature of President (College Head)

To be filled by College Estate Manager

Register entered Sl. No.....Dated.....

Signature of College Estate Manager

Application Acknowledgement Slip

Received from Mr/Ms.....the College Residence Application form dated.....,and entered into Allotment Register with Sl.No.....

Signature of Estate Manager



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Royal University of Bhutan
 Jigme Namgyel Engineering College, Dewathang

Annexure 2/2

Date:

UNDERTAKING

I, is aware that the quarter No. handed over to me is on temporary basis and will vacate/surrender this quarter as and when College Management notify to vacate. I will held responsible and accountable for any misplace and damages of items in this quarter

Undertaken By

**Affix Legal
 Stamp Here
 &
 Sign**