



# CUTN TRANSIT GUEST HOUSE CENTRAL UNIVERSITY OF TAMIL NADU

Nagakudi Campus, Thiruvarur - 610 005.

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## GUIDELINES FOR TRANSIT ACCOMMODATION:

CUTN Transit Accommodation is provided to freshly joining faculty members and non-teaching staff members of CUTN and KV in the guesthouse building. Two Steel Cots, one Writing Table with Chair, a Bucket with a Mug will be provided in the transit room which contains an attached bathroom/toilet. The Residents who are allotted the transit accommodation are requested to check the above items at the time of occupying the room. The residents shall be held responsible for loss or damage to the above mentioned items, defacing the room, damage to any electrical and plumbing fittings in their transit room. The individual residents will be responsible for proper use and upkeep of the materials/fixtures provided in the rooms and in the common area. They shall be liable to pay charges for any loss or damage caused during their stay.

### 1. Duration of stay

Upon the approval of the Registrar, Central University of TamilNadu the Regular / Contract Teaching and Non- Teaching staff of CUTN and Regular Teacher / Staff of Kendriya Vidyalaya shall be permitted to stay in the Transit accommodation as per their request, but not exceeding the maximum duration of stay, which is Six months.

Extension of duration will not be automatic. However, a separate permission may be obtained from the Competent Authority for further extension.

### 2. Booking

The Regular / Contract Teaching and Non- Teaching staff members of CUTN and Regular Teacher / Staff members of Kendriya Vidyalaya are requested to observe the following terms and conditions for stay in the transit accommodation:

- Request for Transit Accommodation in the prescribed form is to be forwarded along with the copy of the appointment order through the Head of the Department / Section to the Competent Authority for approval.
- The request may be forward well in advance to avoid unnecessary delay in approval and allotment.
- Transit Accommodation will be provided subject to the availability of rooms.
- The management of guest house may at its discretion, cancel the allotment or offer alternate accommodation in consultation with the Registrar.

### **3. General Rules**

- Accommodation shall not be claimed as a matter of right.
- Person declared as family/ dependents shall only be allowed to stay in the transit accommodation and No additional persons shall be allowed to stay in the rooms without prior approval.
- All visitor(s) shall make entries in the register available with the Guest House keeper/ security guard and no visitor is allowed to stay.
- Not more than two persons will be allowed in the each double bed room.
- The dining hall will be closed by 09.00 pm.
- Self – Cooking / cooking inside the room is strictly prohibited.
- Using of Home appliance like Television, Fridge, Washing Machine, and Induction Stove in the Transit Accommodation is prohibited for the time being.
- Periodic cleaning of the common area will be done by the guesthouse keepers. However, individual residents shall be responsible for cleaning of their respective rooms.
- Utility amenity (like Newspaper, Drinking Water, etc) has to be procured by the Residents, themselves.

### **4. Payments**

- For Regular Teaching and Non-Teaching Staff of CUTN HRA will be deducted from the Salary.
- For Teaching and Non-Teaching Staff members (On contract) of CUTN, consolidated amount of not less than Rs. 3,000/- per month will be deducted from the salary.
- For Teacher and Staff of Kendriya Vidyalaya a consolidated amount of not less than Rs. 3,000/- per month may be paid to the guesthouse as rent.
- The rent amount does not include dinning or any other charges.
- All payments must be cleared before 5<sup>th</sup> day of every month without fail.
- Bills shall be paid during office hours only i.e. 09.00 a.m. to 05.00 p.m. on working days.
- Payment is accepted only by cash/ bank challan. Credit/debit cards are not accepted.

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**REGISTRAR**