

LETTER OF ALLOTMENT

Quarter/ House No. hereby allotted to Sri/Smt.
..... subject to the provision in the allotment of residence
Kendriya Vidyalaya Sangathan rules 1998.

The following terms and conditions are specially brought to notice.

1. The quarter shall be used for residential purpose only and for no other purpose.
2. The quarter shall not be subject under any circumstances, the residence shall not be shared with any other employees of the Vidyalaya or any outsider without the prior written permission of the authorities, communicated by the Principal.
3. The allottee shall kept the quarter and surroundings in a clean and hygienic and alternations to the quarter and shall not deface the glass panes, walls, floors, etc. No inflammable articles shall be stored in the quarter.
4. Licence fee shall be payable from the date of taking possession of the quarter. The allottee shall accept the allotment and take the possession of the residence within 8 days from the date of receipt of this letter of allotment failing which the allotment shall be treated as cancelled and he/she shall not be eligible for another allotment for a period of one year from the date of this allotment letter.
5. If the allottee is already in occupation of another quarter, he/she should hand over his/her present quarter by the date following the date of taking over the new quarter failing which rent (including penal rent) for both the quarters will be charged. The allottee shall be personally liable for payment of licence fee of the quarter and for any damage beyond fair wear and tear caused to the residence or to the fixtures, fittings or services provided therein during his/her occupation. The assessment of the cost of damage to the residence fixtures, fittings etc, as decided by the Principal (or by the Sangathan in doubtful cases) shall be considered as final.
6. The Principal reserves the right to withdraw or cancel the allotment in accordance with the provisions in the allotment of residences (Kendriya Vidyalaya Sangathan). As soon as the allotment is withdrawn or cancelled or as deemed to be cancelled the allottee shall hand over vacant possession of the quarter to the Principal.
7. At the time of vacating the quarter, the allottee shall give at least 10 days notice in writing to the Principal intimating the date and time of vacating the quarter. The period of notice will be reckoned from the date on which such notice is received by the Principal.
8. Water and electricity charge will be payable according of the meter reading wherever Motor is installed or accordingly to the authorities concerned recovery will be made from the emoluments payable to the occupant and deemed fit by the Principal.

9. The Principal or the staff authorized by his will have the right to view the quarter from inside and to carry out repairs, rectification etc, as deemed necessary.
10. The allotment does not create any demise or tenancy or any other right in the promised whatsoever, The Principal reserves the right to modify the conditions of the allotment as per decision the KVS from time to time in future and the modification are to be treated as condition of this letter of allotment and binding on the occupant.
11. That the allottees will have to pay the cost as assessed by the Sangathan if any fitting, fixtures of the allotted quarter are either broken or damaged or found mission during his/her occupance.
12. The allotted explicitly understands that he is licensee of the allotted quarter/ room and not a tenant here of and the exclusive possession of the said quarter/ room is retained by the KVS which is the licencer.
13. That the allottee who is the licensee also explicitly understand that the licensee will automatically cease to be enforce on the following events.
 - i) Retirement of the licensee.
 - ii) Transfer of the licensee to another KV
 - iii) Resignation of the licensee from the services of the Sangathan.
 - iv) Death of the licensee.

To be signed by the Principal

ACCEPTANCE OF THE ALLOTMENT

I have read the allotment of residences (KVS) rules 1998 and the terms and conditions of the allotment referred to above.

I hereby accept the allotment and will occupy the quarter in accordance with the terms and conditions of the allotment.

Signature of Witness

Full Name :

Designation :

Signature of allottee

Full Name :

Designation :