Estd. – 2009
A Government Engineering College
E-mail: pmecbam@gmail.com
Website: www.pmec.ac.in

PARALA MAHARAJA ENGINEERING COLLEGE

(An Autonomous College affiliated to Biju Patnaik University of Technology, Odisha, Rourkela)
SITALAPALLI, BERHAMPUR, DIST.: GANJAM, PIN – 761 003

No. PMEC/Estt./ 4769 **Date:**03 / 11 /**2026**

NOTICE

Applications in the enclosed format are invited from the eligible and interested employees of Parala Maharaja Engineering College for temporary allotment of transit F-type quarters, so as to reach the Maintenance Engineer I/C (Estate) on or before 20/11/2026.

The Rules and Regulations for the temporary allotment of Transit F-Type Quarters, application format, and undertaking format are attached herewith.

03.11.2026

Chairman& PIC (House allotment)

PMEC, Brahmapur

Estd. – 2009
A Government Engineering College
E-mail: pmecbam@gmail.com
Website: www.pmec.ac.in

PARALA MAHARAJA ENGINEERING COLLEGE

(An Autonomous College affiliated to Biju Patnaik University of Technology, Odisha, Rourkela)
SITALAPALLI, BERHAMPUR, DIST.: GANJAM, PIN – 761 003

No. PMEC/Estt./ 4768 Date: 03/ 11 /2026

NOTIFICATION

Rules and regulations for the temporary allotment of Transit F-Type Quarters at PMEC

1. These Rules and Regulations for the temporary allotment of Transit F-Type Quarters shall come into force with immediate effect.
2. To ensure the optimum utilization of Transit F-Type Quarters and provide temporary residential support to Guest Faculty members and staff facing genuine and exceptional residential difficulties, the College proposes to consider the temporary allotment of vacant F-Type Single-Bedroom Quarters on a special-case basis for a maximum period of 15 days, subject to availability and approval by the competent authority.
3. The applicable tariff may be revised from time to time depending on institutional requirements and the decision of the competent authority.
4. Temporary accommodation may be considered under the following circumstances:

   - Guest Faculty members or staff who have joined the College from distant places and are facing difficulties in arranging immediate accommodation.
   - Newly appointed Guest Faculty members or staff who require temporary accommodation while arranging private or regular residential accommodation.
   - Guest Faculty members or staff facing other genuine and exceptional residential difficulties.
   - Any other case that, in the opinion of the competent authority, merits consideration on humanitarian or special grounds.

5. Allotment shall be considered strictly based on genuine need, availability of accommodation, and institutional requirements. Submission of an application shall not confer any right or guarantee of allotment.
6. The proposed allotment shall be subject to the following conditions:

   - The allotment shall be temporary and made purely on special grounds.
   - Allotment shall be subject to the availability of vacant F-Type Transit Quarters.
   - Such allotment shall not be construed as regular or permanent Government quarter allotment or as an entitlement to residential accommodation.
   - The allottee shall abide by all terms and conditions prescribed by the College from time to time.
   - The allottee shall vacate the accommodation whenever directed by the competent authority, particularly when the accommodation is required for its intended purpose as transit accommodation or for any other institutional requirement.

7. As per Notice No. PMEC/Estt./3659 dated 10.07.2026, the following financial provisions shall apply:

   - **Regular employees:** Employees whose salary includes an HRA component shall cease to receive HRA upon availing the accommodation, as applicable under the said notice. A license fee of ₹200 shall be deducted from their salary.
   - **Contractual/outsourced staff:** Such occupants shall pay ₹800 per tariff, which may be deducted at source by the third-party service provider on behalf of the College.
   - Since the F-Type Quarters are intended to serve as transit accommodation, the domestic electricity tariff of TPSODL shall not apply to the occupants.
   - The electricity charges shall be based on the bills generated through the two three-phase meters installed for the North Block and South Block quarters. Each block comprises 16 quarters, along with common facilities such as an elevator, water-lifting pump, and surrounding lights. The electricity charges shall be apportioned among the occupants of the respective block in proportion to their individual sub-meter readings, subject to the applicable billing and adjustment procedures.

8. The occupants shall be responsible for the routine civil and electrical maintenance of the accommodation during their period of occupation, as per the prescribed rules. At the time of vacating the quarter, all provided equipment and fittings shall be handed over in proper working condition, subject to normal wear and tear.
9. A separate application format for seeking temporary allotment of Transit F-Type Quarters shall be prepared and prescribed by the College.
10. A separate undertaking format shall be prescribed for the allottee. The allottee must submit the duly completed undertaking to the College authorities before taking possession of the quarter.
11. The undertaking shall be executed on non-judicial stamp paper of ₹10 and submitted to the College authorities before possession of the accommodation.
12. The competent authority shall reserve the right to approve or reject any application and to withdraw the temporary allotment at any time in the interest of the College or due to institutional requirements. The decision of the competent authority shall be binding on the allottee, subject to applicable rules and regulations.

03.11.2026

Principal
PMEC, Berhampur

PRINCIPAL
Parala Maharaja Engineering College
Berhampur

Application Format

PARALA MAHARAJA ENGINEERING COLLEGE, BERHAMPUR, ODISHA

APPLICATION FORM FOR TEMPORARY ALLOTMENT OF F-TYPE TRANSIT QUARTER ON SPECIAL GROUNDS

1. Name of Applicant: _____

2. Designation: _____

3. Department/Section: _____

4. Date of Joining PMEC: _____

5. Present Place of Residence: _____

6. Distance from College: _____

7. Contact Number:
_____

8. Marital Status:
_____

9. Details of the Special Circumstances/Reason for Seeking Temporary Accommodation:

_____

_____

_____

10. Whether any Government/College quarter is presently allotted to the applicant: Yes / No

If yes, details: _____

11. Whether the applicant/spouse/ children owns occupies any residential accommodation at Berhampur: Yes / No

If yes, details: _____

12. Is there any Court case/Criminal Proceeding pending against you or disposed of: Yes / No

If yes, details: _____

13. Period for which temporary accommodation is required:
From _____ to _____

I hereby declare that the information furnished above is true and correct. I understand that the allotment, if made, shall be purely temporary and on special grounds and shall not confer any right to permanent allotment of the quarter.

I further agree to abide by all terms and conditions prescribed by the College and to vacate the accommodation whenever directed by the competent authority.

Date: _____ **Signature of Applicant**
Place: _____ Name: _____

Recommendation of Head of Department/Section

The application may be considered / may not be considered on the grounds stated above.

Signature: _____

Name & Designation: _____
Date: _____

For Office Use

Application received on: _____

Recommendation of Quarter/Accommodation Committee:

Decision of Competent Authority:

Principal
PMEC, Berhampur

UNDERTAKING

I, _____, working as _____ in the Department/Section of _____, Parala Maharaja Engineering College, Berhampur, hereby undertake that I have been permitted to occupy F-Type Single-Bed Room Quarter No. _____ on a temporary and special-case basis.

I hereby agree to the following terms and conditions:

1. I understand that the accommodation allotted to me is F-Type Transit Accommodation and that the present permission is purely temporary and has been granted only on special grounds.
2. I understand that this temporary allotment does not create any right, title, claim or entitlement for permanent allotment of the said Government quarter.
3. I shall use the accommodation only for the purpose for which it has been allotted and shall not sublet, transfer, share or permit any other person to occupy the accommodation without prior written permission of the competent authority.
4. I shall maintain the quarter, furniture, fixtures and other Government/College property provided therein in good condition and shall be responsible for any damage caused due to my negligence or misuse.
5. I shall comply with all rules, instructions and conditions prescribed by the College/Government regarding occupation and use of the accommodation.
6. I undertake to vacate the quarter immediately, or within the period specified by the competent authority, whenever the College requires the accommodation for transit purposes, institutional requirements, or for any other reason considered necessary by the competent authority.
7. I shall not claim any extension of the temporary allotment as a matter of right.
8. On expiry or withdrawal of the temporary allotment, I shall hand over peaceful and vacant possession of the quarter, along with all furniture, fixtures, keys and other College property, to the authorized officer.
9. I understand that failure to vacate the accommodation after being directed to do so may attract action as per the applicable Government/College rules, including recovery of applicable charges/damages, as determined by the competent authority.
10. I shall pay the applicable license fee, electricity/water charges and other charges, if any, as prescribed by the College from time to time.
11. I understand that the temporary allotment is subject to the availability of accommodation and overriding institutional requirements, and the competent authority reserves the right to withdraw the allotment whenever necessary.
12. If I am found involved in any criminal activity, I shall vacate the allotted quarter immediately.

I have read and understood all the above conditions and voluntarily agree to abide by them.

Name of Allottee: _____

Designation: _____

Department: _____

Quarter No.: _____

Date of Occupation: _____

Mobile No.: _____

Signature of Allottee: _____

Date: _____

Witness

Name: _____

Designation: _____

Signature: _____

Date: _____

Accepted/Approved

Principal
Parala Maharaja Engineering College
Berhampur

Date: _____