



UNION TERRITORY OF JAMMU & KASHMIR

GOVERNMENT MEDICAL COLLEGE & ASSOCIATED HOSPITALS, KATHUA

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NOTIFICATION

Sub.:- Draft for Allotment of Government Quarters in the premises of Govt. Medical College, Kathua and Associated Hospital, GMC Kathua.

Whereas, the office of Government Medical College, Kathua, vide Notice No.: GMCK/Admn-I/2024-25/1522-29 dated 08.01.2025, invited applications from regular Non-Gazetted staff of the Associated Hospital and Govt. Medical College, Kathua, on or before 22.01.2025, in anticipation of the handover of newly constructed quarters, which were at an advanced stage of completion and likely to be handed over to the Institution;

And whereas, various categories of staff such as Heterogeneous, Storekeeper-cum-Clerk-cum-Computer Operators/Record Keepers/Storekeepers, Hostel Managers, Telephone Supervisors, Drivers, Assistant Matron/Nursing Sup., Junior Staff Nurses, Radiographic Technicians/X-Ray Tech./ECG, Technical Assistant/Technicians, Technician/Nursing & Para Medical Staff/Pharmacist, Technical Assistant/Technician (Anesthesia), Theatre Assistant/Technicians, Clinical Staff for Casualty Beds/Lab. Tech., Medical Social Worker/Social Worker/Medico Social Workers, Dental Technician, Ophthalmic Technician and Class-IV/Multitasking Staff (MTS) have applied for allotment of Govt. accommodation;

Applications were received from 154 employees, comprising:

- 118 Non-Gazetted staff, and
- 36 Class-IV/Multitasking Staff (MTS)

These include categories such as:

- Heterogeneous (8 including 1 under SO-364 and 1 under NHM)
- Storekeeper-cum-Clerk-cum-Computer Operators/Record Keepers (9 incl. 1 on Reciprocal Mutual Deputation)
- Hostel Managers (2), Telephone Supervisors (2), Drivers (6), Junior Staff Nurses (47 incl. 1 under SO-364),
- Radiographic/X-Ray/ECG Technicians (5), Technical Assistants/Technicians/Nursing/Pharmacy Staff (12 incl. 2 under SO-364),
- Anesthesia Technicians (5 incl. 1 under RMD), Theatre Technicians (3), Casualty/Lab Technicians (7 incl. 04 under SO 364, 01 NHM & 01 RMD),
- Social Workers (7), Dental Technician (4), Ophthalmic Technician (1), and
- Class-IV/MTS (36 incl. 2 under RMD).

And whereas the Quarter buildings have been recently handed over to this Institution by the concerned agency;

And whereas, the committee already constituted vide this office order No.: GMCK/Admn-I/2023-24/5249-53 dated 12.03.2024 for purpose of allotment of Quarters, convened on 10.09.2025.

And whereas, after detailed deliberations, it was informed to the committee that a total of 48 quarters are now currently available for allotment to Non-Gazetted staff:

- 36 quarters (in three buildings comprising twelve quarters each) located in the GMC Kathua campus
- 12 quarters (in two buildings comprising six quarters each) located in the premises of Associated Hospital, GMC Kathua,

And Whereas, after observing all the facts put before during the discussion, the following decisions were taken by the Committee after observing all the facts put before :-

A. Terms and Conditions for Allotment of all types of (Faculty/Gazetted, Non-Gazetted) Government Quarters:

1. The allotted accommodation is the property of the Jammu & Kashmir Government under the Department of Medical Education and is meant exclusively for the employees of Government Medical College, Kathua or whenever required by the Government in case of any exigency.
2. **Period of Allotment**
Due to the limited number of quarters available, the allotment shall be valid for a period of three (03) years from the date of allotment or until the date of retirement, resignation, or termination of service, whichever occurs earlier.

The allottee must furnish an affidavit, attested by a First-Class Magistrate, stating that:

- He/she will abide by all the terms and conditions stated herein;
- He/she shall be personally responsible for any damage caused to Government property during occupancy;
- He/she will maintain the premises properly and shall be liable for recovery of any losses from salary or dues, as determined by the Quarter Allotment Committee;
- Neither the allottee nor any member of their family (as defined under the J&K Employees Conduct Rules, 1971) owns a house in the city or in the vicinity of the duty station.

Additionally, the employee must submit an undertaking affirming that the address mentioned in the application is their actual place of residence and corresponds with the details provided in the selection list.

3. As the Government quarters are newly constructed, occupants may initially experience some difficulties related to water supply and other amenities. These issues are expected to be resolved progressively
4. **Electricity Charges:**
 - Year 1: ₹700/month
 - Year 2: ₹800/month
 - Year 3: ₹900/month
 - Use of AC: ₹5,000 (1st year), ₹6,000 (2nd year), ₹7,000 (3rd year)

These charges are in addition to the monthly deduction of House Rent Allowance (HRA) from respective allottee's salary, and the total amount shall be deposited in the Accounts Section of this office under proper receipt before the close of each financial year. The salary for the next/subsequent year shall be drawn only upon production of a Nothing Outstanding Certificate (NOC) from the Accounts Section, in respect of the Electricity charges.

5. Upon allotment, the employee must take possession of the accommodation within seven (07) days, failing which the allotment shall be cancelled, and the employee shall be barred from applying for another allotment for a period of three (03) years.
6. The allottee shall not lease, sublet, mortgage, sell, or transfer the allotted accommodation, which shall remain the property of the Government at all times.
7. The allottee and/or their spouse must not be in possession of any other Government accommodation. If it is discovered at any stage that the allottee or spouse owns or occupies another Government quarter, the current allotment shall be cancelled ab initio. The employee will be liable to pay rent along with a penalty/interest, and both the allottee and spouse shall be blacklisted/debarred from future allotments.

8. No alterations or additions shall be made to the allotted flat by the allottee.
9. The allottee shall abide by all rules, regulations, and instructions issued by the Government from time to time. The Government reserves the right to terminate occupancy in the event of:
 - Disobedience or defiance of authority,
 - Violation of rules or instructions,
 - Causing damage to property or indulging in undesirable activities,
 - Misconduct or breach of allotment terms.

Any misuse of the premises will lead to immediate cancellation of the allotment and disciplinary action.

10. The allotment shall stand cancelled ab initio if, at any stage, it is found that the employee has concealed information, misrepresented facts, or submitted false documents. In such cases, the employee shall be liable to pay rent with penalty/interest, and both the employee and spouse shall be blacklisted and debarred from future allotments. Criminal or disciplinary proceedings may also be initiated under applicable rules/law.
11. Possession of the allotted quarter shall be handed over only after submission of an affidavit by the allottee, affirming compliance with all terms and conditions and stating that no false information has been provided.

B. Present Criteria for Allotment of Govt. Quarters:

Regarding criteria for allotment of Quarter priority will be based on:

1. Nature of duties (Emergency services)
2. Residential distance
3. Marital status
4. Seniority

It was unanimously decided that, at this juncture, a total of 43 Govt. Quarters will be allotted to Regular Non-Gazetted Staff (excluding Class-IV/Multitasking Staff(MTS)). The remaining 05 Quarter will be utilized as follows:-

1. 02 Govt. Quarters for Gazetted Officers (other than Faculty members)
2. 02 quarters for exceptional cases among Regular Non-Gazetted employees, and
3. 01 Govt.Quarter shall remain at the disposal of Worthy Principal, GMC Kathua

All the committee member agreed to the below mentioned percentage based on the in-position employees for the allotted quarters which are as under:-

S.No.	Designation	Percentage
1.	Junior Staff Nurses	44.17%
2.	Technician/Nursing & Para Medical Staff/Pharmacist	16.28%
3.	Technical Assistant/Technician (Anaesthesia)	9.30%
5.	Driver	9.30%
6.	Radiographic Technicians/X-Ray Tech./ECG	6.98%
7.	Theatre Assistant/Technician	6.98%
8.	Asstt. Matron/Nursing Supervisor/SSN/SN/PHN	2.33%
9.	Heterogeneous	2.33%
10.	Library Section	2.33%

Note: -Certain cadres were excluded from the above distribution due to limited availability of quarters.

C. Regarding the allotment of Govt. Quarters to Class-IV/Multitasking Staff (MTS):-

The 12 quarters (in two old building comprising one-room sets) located in the premises of the Associated Hospital, GMC Kathua, and currently under renovation, shall be reserved for the MTS employees presently working in the pay scale of SL-1. These shall be allotted as & when the quarter become ready for occupation.

D. Regarding unauthorized occupied Govt. Quarter/s:-

If any employee(s), whether appointed on a Regular Basis, Contractual Basis under Academic Arrangement, or under the National Health Mission- has/have unauthorisedly occupied any government quarter, all such employees are hereby directed to treat this as a final notice and vacate the Quarter(s) within a period of seven days from the date of issuance of this notice. Failing which appropriate disciplinary and legal action shall be initiated in accordance with the applicable rules.

Hence, the draft for the allotment of Government Quarters located within the premises of the Associated Hospital and Government Medical College, Kathua, is being notified for all employees who have applied for Government accommodation. Such employees are hereby informed of the terms and conditions and the criteria mentioned above for the allotment of Government Quarters.

The concerned employees are requested to submit their consent/acceptance or may withdraw their application(s) if they are not satisfied with the stated terms. Furthermore, any employee who fails to submit their consent within the stipulated time shall be deemed to have withdrawn their application.

Consent(s), withdrawal(s) or objections/suggestion, if any, must reach the office of the Principal, Government Medical College, Kathua, within seven (07) days from the date of issuance of this notification. No representations in this regard shall be entertained after the expiry of the said period.


(Dr. Surinder K. Atri),

Principal,

Govt. Medical College, Kathua

No:- GMCK/Admn-I/Accommodation/2025-26/863-69

Dated:- 16/09/25

Copy to the:-

1. Secretary to the Government, Health & Medical Education Department, Civil Secretariat, Jammu for information.
 2. Deputy Commissioner, Kathua for information.
 3. Deputy Director Planning, Govt. Medical College, Kathua for information.
 4. All Heads of the Department, Govt. Medical College, Kathua for information.
 5. Medical Superintendent, Associated Hospital, Govt. Medical College, Kathua for information.
 6. Chief Accounts Officer, Govt. Medical College, Kathua for information and necessary action. The House Rent Allowance (HRA) of the concerned employees be deducted as per rules.
 7. Telephone Supervisor, Govt. Medical College, Kathua for information and necessary action. she shall ensure that the abovenotification is communicated to all the concerned through electronic media and is also uploaded on the Official website of GMC Kathua.
 8. Notice Board/s.
 9. Office file.
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