

**RAJIV GANDHI NATIONAL AVIATION UNIVERSITY
FURSATGANJ, AMETHI, UTTAR PRADESH**

OFFICE ORDER NO. RGNAU/ESTT/2025/91 DATED SEPTEMBER 29, 2025

The undersigned is to convey that the competent authority has approved the following policy/guidelines regarding charges for using the hostel rooms as transit accommodation/guest house by the new regular faculty/staff members as well as existing faculty/staff members/contractual/outsourced manpower etc. of the University with immediate effect :

- 1) Single room accommodation, preferably air-conditioned, with sharing of restroom may be provided to the newly joined regular faculty/staff members upto 15 days without any charges as transit accommodation. During the period of occupation of the transit accommodation at RGNAU hostel, House Rent Allowance (HRA) is not admissible.
- 2) In case, the employee stays beyond 15 days in the transit accommodation, the normal guest house charges (i.e. as per Office Order No. RGNAU/ESTT/2025/76 dated 08.09.2025) will be applicable and in this case, the employee will be eligible for House Rent Allowance (HRA) as per rules.
- 3) If the residential accommodation (i.e. quarter) is not allotted within 15 days of joining due to unavailability of the quarters, he/she has to pay the normal guest house charges (i.e. as per Office Order No. RGNAU/ESTT/2025/76 dated 08.09.2025) beyond 15 days and he/she will be eligible for House Rent Allowance (HRA) as per rules.
- 4) Single bedded non-airconditioned accommodation may be provided to the Teaching Faculty on payment of Rs. 1070.00 per month which includes Licence Fee, Electricity and Water charges, etc.
- 5) Existing faculty/staff members/contractual/outsourced manpower etc. who are presently staying in the RGNAU hostel should vacate the accommodation by 15th October 2025, failing which normal guest house charges will be applicable.


कुलसचिव / Registrar
29/9/25

To:

- 1) Dean of Students' Welfare
- 2) All Heads/Coordinators of the Departments/Centre/School/Unit – for circulation amongst the employee of their respective units.
- 3) Finance Officer
- 4) Controller of Examinations
- 5) Estate Officer – please ensure residential accommodation is allotted within 15 days to the employee, subject to availability.
- 6) Warden / All Assistant Wardens
- 7) System Analyst – please upload in the RGNAU website
- 8) Security Officer

Copy to :

- 1) PS to Vice Chancellor
- 2) PS to Registrar
- 3) Office Order file.