

UNIVERSITY OF LAGOS
INTERNAL MEMORANDUM

Ref: AD/HUC/A/10.A

From: *Chairman, Housing Unit*

To: *All Academic/Non Teaching – (Medical, Paramedical and Technologists - Senior Staff from CONTISS 9, CONUASS 3 and above*

Date: 12th June, 2018

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ALLOCATION OF CAMPUS QUARTERS: 2018 EXERCISE

This is to invite all interested and qualified members of staff to participate in the allocation of campus quarters exercise for the year 2018.

1. Accordingly, beginning from **Wednesday, 13th June, 2018** and ending on **Thursday, 12th July, 2018**, all interested members of staff should visit the University website to download the application form.
2. The form must be duly **COMPLETED** and **CERTIFIED** where necessary and then returned by the staff concerned to the Housing Unit **NOT LATER THAN Friday, 13th July, 2018**. Forms that are submitted late will NOT be processed.
3. For the avoidance of doubt **only** those who participate in the coming exercise by completing application forms and submitting them promptly will be considered for campus housing during the year.
4. A member of staff will only be considered for that category of quarters he or she chose during any one year.
5. We attach great importance to veracity in the filling of the forms and wish to state that any false information will attract appropriate sanction. Any claim without supporting evidence will be ignored.
6. Members of staff who hope to be on leave of absence during the coming session will not be considered in the exercise. Those that will retire in about 2 years also need not apply.
7. Members of staff are advised to make sure that clear photocopies of all necessary documentary evidence are attached to their forms when they are submitted.

Thank you.

Prof. G. T. Nubi
Chairman, Housing Unit



UNIVERSITY OF LAGOS
HOUSING UNIT
APPLICATION FORM FOR CAMPUS QUARTERS
2018 SESSION

1. **NAME:**-----
(Surname first, other names in full)

2. **DATE OF BIRTH:**-----
(Support with evidence)

3. **FACULTY:**----- **DEPARTMENT:** ----- **Tel:**----- **GSM:**-----

4. **PRESENT OFFICIAL STATUS:**-----
(Please attach document evidence otherwise no score)
 - (a) Designation: -----
 - (b) Date:-----
 - (c) Basic Salary CONTISS/CONUASS Level: ----- Step: -----
 - (d) Marital Status:-----
(Please attach document evidence otherwise no score)

5. **RECORD OF APPOINTMENT OR PROMOTION TO CONTISS 9 & ABOVE OR CONUASS 3 & ABOVE**
 - (a) Date you first attained CONUASS 3/CONTISS 9 above at UNILAG ONLY:

(Please attach document evidence otherwise no score)

 - (b) Date of your appointment or promotion to CONUASS 7 at UNILAG only

(Please attach document evidence otherwise no score)

 - (c) Date of 1st Appointment: -----

6. **SPOUSE**
 - (a) Is your spouse a UNILAG staff? -----
 - (b) If YES State:
 - (i) Name of Spouse:-----

- (ii) Department: ----- Tel. No -----
- (iii) Official Status:-----
(Please attach document evidence otherwise no score)

7. OFF CAMPUS RESIDENCE

- (a) Have you lived off Campus in Lagos as a UNILAG employee on CONUASS 3 and above or CONTISS 9 and above?
 - (i) University rented accommodation YES/NO []
 - (ii) Self rented accommodation YES/NO []
 - (b) If YES give date of actual address of residence -----

 - (c) State date(s) of leave of absence or leave abroad-----

 - (d) Address of actual residence -----

8. CHILDREN *(Must be supported by Birth Certificates otherwise no score)*

- (a) Number of Children: -----
- (b) Ages-----
- (c) Gender and Names: -----

9. CAMPUS RESIDENCE:

- (a) When did you moved to Campus? -----
- (b) If already on campus; when did you move to present campus quarters?

----- Tel. No: ----- GSM -----
- (b) Particulars of people living in your boys-quarters (if any)
 (You can use separate sheets if necessary)
 - Number:-----
 - Relationship to you:-----
 - Their Names:-----
 - Their occupations (give addresses and names of employers or department and faculties (if students): -----

10. SERVICE TO UNILAG COMMUNITY

- (a) Have you ever served as Hall Master/Mistress/ Assistant/Chaplain/Warden/ Assistant or elected executive of a staff Union or the Staff club /cooperative society? YES/NO []
If YES give dates and offices held -----

- (b) Have you been a Dean or Sub-Dean of a Faculty or Head of Academic or Administration Department or Unit? YES/NO []
If YES give Dates and capacity -----

- (c) State date(s) when you served as your Faculty Examinations Officer: -----

- (d) Have you served in any of Council/Senate/ Congregation/Standing Committees?
Give document evidence for all categories.

11. **DISTRIBUTION OF POINTS**

(a) **Seniority:**

CONTISS	09	CONUASS	3	10 Point
CONTISS	10	CONUASS	-	15 Point
CONTISS	11	CONUASS	4	20 Point
CONTISS	12	CONUASS	-	25 Point
CONTISS	13	CONUASS	5	30 Point
CONTISS	14	CONUASS	6	35 Point
CONTISS	15	CONUASS	7	40 Point

(b) **Service:**

1 point for each year of service on CONTISS 09 and above/CONUASS 3 at the University of Lagos only.

(c) **Off Campus Residence in Lagos:**

2 points per year of service at the University of Lagos on CONTISS 09 / CONUASS 3 and above.

(d) **On Campus Residence at UNILAG:**

Have you been allocated a campus accommodation and lived in it for at least ten years? YES/NO []

If YES when did you first moved in -----

(e) **Spouse:**

(i) 5 points for spouse in employment of University of Lagos

(ii) 2 points for spouse not in the employment of University

(f) **Children:** (Supported by Birth Certificates)

No of Children	Points
1	2
2	3
3	4
4	5

(g) Service to UNILAG Community: 1 point for EACH YEAR

12. PREFERENCE

Types of accommodation on campus are listed below:

Quarters listed in category 1 are professorial/Directorate cadres (CONTISS 14 & 15, CONUASS 6 & 7) as in 11(a) (iii) above only while any staff on CONTISS 09/CONUASS 3 and above can choose from category 2. Please indicate ONE choice only by description and letter code. You will only be considered for the one indicated during any particular allocation year. Below are types of accommodation available for allocation this year:

<u>Category 1:</u>		
Description		Letter Code
Bungalow	2 Bedroom	1B
Triplex	3 Bedroom	3A

<u>Category 2:</u>		
Description		Letter Code
Flat	1 Bedroom	5A
“	2 Bedroom	5B
“	3 Bedroom	5C
Terrace	2 Bedroom / Study	6A

Please indicate below your one preference, by description and letter code:

In words: -----

Applicant's Signature: ----- Date: -----

13. **VERIFICATION BY HEAD OF DEPARTMENT** -----

Signature of Head of Department----- Date -----

Official Stamp-----

14. **VERIFICATION OF INFORMATION SUPPLIED BY DEPUTY REGISTRAR (Personnel)**

Official Stamp----- Date -----

15. **VERIFICATION BY SECRETARY (Housing Unit)**

Signature:----- Date:-----

Official Stamp -----

Self Score: _____

Scoreable positions - for service to the community

- Spouse
- Head of Department
- Dean/Sub-Dean
- Faculty Examinations Officer and not Departmental Examination Officer
- Senate Standing Committees
- Congregation Standing Committees
- Chaplain/Imam/Staff Club President/Secretary Cooperatives Societies/Staff Unions
- Council Member
- Unilag Women Society/Staff School/ISL Board Membership
- Directors

**CAMPUS QUARTERS SCORING FORMAT
2017/2018 SESSION**

Name:.....

Department:.....

		SCORE
A	Current Scoring 2018 Basic Salary	
B	(a) CONTISS 09 (at Unilag) (b) CONUASS 15 (at Unilag)	
C	Off-Campus/Campus	
D	Spouse	
E	Children	
F	Service to Unilag Community	
	Total Scoring	

.....
Signature & Date of Housing Committee Member

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Signature & Date of Chairman, Housing Committee

Date: 31st May, 2018

NOTICE TO ALL STAFF RESIDING IN THE UNIVERSITY'S STAFF QUARTERS

This is to bring to the notice of all staff residing on campus important updates on the conditions governing their residency. Management at its meeting held on Monday 5th February, 2018 has reversed the period of stay in the quarters after retirement from six months to **three months** effective from **5th February, 2018**.

This notification supersedes the six months grace period given to retiring staff as contained in the regulations governing the condition of service of staff chapter VI, Section 10, subsection (a) page 47.

However, occupation of units by the family after the demise of a University staff is still valid for a period of 12 months.

All housing units must be kept in a good state of repair by the allottee. No waste of any form (including domestic waste, old/broken furniture, clothes etc.), is allowed within and outside the premises.

In a situation where the University has to remove such wastes, the occupants or allottee of the unit or block will pay the cost of such removal.

No modification, improvement, alteration or attachment should be carried out on any unit without the express approval of the University Housing Committee.

Yours sincerely,

Prof. T. G. Nubi
Chairman, Housing Unit