

CCS HARYANA AGRICULTURAL UNIVERSITY RESIDENCES (GENERAL POOL) ALLOTMENT RULES 1997 AMENDED UP TO DECEMBER, 2011

I. SHORT TITLE AND APPLICATION

- i) These rules may be called the CCS Haryana Agricultural University Residences (General Pool) Allotment Rules, 1997.
- ii) They shall come into force from the date of notification.

II. DEFINITIONS

In these rules, unless the context otherwise requires:

- a) Masculine includes feminine.
- b) "**Vice-Chancellor**" means the Vice-Chancellor of CCS Haryana Agricultural University, Hisar.
- c) "**Allotment**" means the grant of a licence to a University employee to occupy a house or a portion thereof owned, leased or requisitioned by the University, for use by him as residence.
- d) "**Chairman**" means the Chairman of the House allotment Committee.
- e) "**Committee**" means the House allotment Committee.
- f) "**Eligible Employee**" means an employee of the CCS Haryana Agricultural University on regular basis or on foreign service at CCS Haryana Agricultural University, as long as he retains lien on a post in parent Department/ University.
- g) "**Emolument**" means only **basic pay** and no allowances.

In case of an employee under suspension and in receipt of subsistence allowance, pay shall mean the amount of subsistence allowance, provided that if he is subsequently allowed to draw pay for the period of suspension, the difference between the licence fee recovered on the basis of subsistence allowance and the licence fee due on the basis of the pay ultimately drawn, shall be recovered. The pay of an employee on leave means the pay drawn by him in the last completed calendar month of duty performed by him prior to his departure.

- h) "**Family**" means an employee's wife or husband as the case may be residing with him and dependent legitimate children, step children, parents and other legal dependents legally residing with him.
- i) "**University**" means the CCS Haryana Agricultural University, Hisar.
- j) "**House/Residence**" means a building or part thereof used for residential purposes and situated within the University campus and its outstation.
- k) "**Licence Fee**" means the sum of money payable monthly in respect of a residence allotted under these rules. The same will be charged at the rates prescribed by competent authority.
- l) "**Penal Licence Fee**" means fee as prescribed under rule XXII.
- m) "**Eligible Office**" means the Office/Department of CCS Haryana Agricultural University, Hisar.

- n) **"Eligible Date"** means the date from which an employee, in relation to a particular type of residence, becomes eligible for allotment under the provisions of these rules, as per the slab prescribed for that particular type of house as per Rule V.

Provided that inter se seniority of the officers shall be determined on the basis of the date of their becoming eligible for a particular type of house.

Provided further that where the eligible date of two or more employees is the same, the seniority amongst them shall be determined on the basis of the emoluments drawn by them on the date of their becoming eligible for a particular type, the employee in receipt of higher emoluments taking precedence over the employee in receipt of lower emoluments, and where the emoluments are equal, on the basis of their length of service and where the service is also equal, the older person taking precedence over the younger.

- o) **"Secretary"** means Secretary, House Allotment Committee.
- p) **"Subletting"** means letting out and includes sharing of the whole or any part of the residence by an allottee with another person with or without payment of rent by such person and without permission of House Allotment Committee/Competent Authority.
- q) **"Temporary Transfer"** means a transfer which involves an absence from his place of posting for a period not exceeding six months.
- r) **"Type"** in relation to an employee means the type of residence for which he is eligible under Rule V.

III. ALLOTMENT TO HUSBAND AND WIFE, ELIGIBILITY IN CASE OF EMPLOYEES WHO ARE MARRIED TO EACH OTHER

- i) No University employee shall be allotted a residence under these rules unless the wife or the husband, as the case may be, of the University employee, who has already been allotted a residence, surrenders it.
- Provided that this rule shall not apply, where the husband and wife are residing separately in pursuance of an order for judicial separation made by any competent court.
- ii) Where two university employees in occupation of separate residences allotted under these rules, marry each other, they shall, within one month of the marriage, surrender one of the residences.
- iii) Where a residence is not surrendered as required by sub-rule (ii), the allotment of the residence of the lower type shall be deemed to have been cancelled on the expiry of such period and if the residences are of the same type, the allotment of either of them, shall be deemed to have been cancelled on the expiry of such period.
- iv) Where both husband and wife are employed in the University, the title of each of them to allotment of a residence under these rules shall be considered independently.
- v) Notwithstanding anything contained in sub-rules (i) to (iv) above.

- A. If a wife or husband, as the case may be, who is an allottee of a residence under these rules, is subsequently allotted a residential accommodation at the same station from a pool to which these rules do not apply, she or he, as the case may be, shall surrender any one of the residence within one month of such allotment.

Provided that this clause shall not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by any court.

- B. Where two officers, in occupation of separate residences at the same station, one allotted under these rules and another from a pool to which these rules do not apply, marry each other, they shall surrender any one of the residences within one month of such marriage.
- C. If a residence is not surrendered as required under clause (a) and (b) above, the allotment of the residence in the University General Pool shall be deemed to have been cancelled on the expiry of such period.

IV. ELIGIBILITY FOR ALLOTMENT TO EMPLOYEES OWING HOUSES

The University will follow rules of Haryana Govt. in this respect as amended from time to time.

V. ENTITLEMENT SLABS FOR DIFFERENT CATEGORIES OF HOUSES

Category of houses	Basic Pay (Rs.) on 1.1.1986	Basic Pay (Rs.) on 1.1.1996	Basic Pay (including GP) (Rs.) on 1.1.2006	Remarks
6 type, A1 & A4	5400 & above	17300 & above	52120 and above having GP of Rs. 10000/-	
8 type, A2 & A3	4500-5399	16400-17299	50890-52119 having GP of Rs. 9000/- and above	
9 type & B type	3700-4499	12000-16399	30320-50889 having GP of Rs. 7600/- and above	
10,10A & 10B	3000-3699	10000-11999	22000-30319 having GP of Rs. 6000/- and above	
Married Flats	2700-2999	8550-9999	20280-23999 having GP of Rs. 6000/- and above	For teachers only.
11,11A,11B & C Type	2000-2999	6500-9999	15290-21999 having GP of Rs. 3200/- and above	
12 Type & D-type	1200-1999	4000-6499	9840-15289 having GP of Rs. 1900/- and above	
14 Type, E, F & LC type	750-1199	2550-3999	Below 9840 having GP below Rs. 2400/-	
WWH	-	2550-3999	Below 9840 having GP below Rs. 2400/-	Preference will be given to female employees
RDS Houses	2200-2699	8000-8449	Upto 15089	As per decision taken by HAC on 22.11.04 official eligible for 12 and 14-type houses may also apply for RDS

Note :

- i) The above slabs shall be applicable w.e.f. 1.1.86 and fresh seniority will be drawn with effect from this date. This will not however change the entitlement already determined prior to this date and allotment will be made as per rules in force from time to time. The seniority list shall be approved by the Chairman, House Allotment Committee.
- ii) The National Fellows/Project Coordinators/Directors & Emeritus Scientists will be considered for allotment of house at par with other university employees on seniority.

VI. HOUSE ALLOTMENT COMMITTEE

- a) **Constitution:** There shall be separate House Allotment Committee one for Hisar Campus and the other for outstations to be constituted by the Vice-Chancellor from time to time.
- b) **Functions:**
 - i) To propose revision/amendment of House allotment Rules.
 - ii) To deal with policy matters concerning allotment of residences.
 - iii) To entertain such representations/complaints as are put up before the committee on the direction of the Vice-Chancellor/Chairman, House Allotment Committee.
 - iv) To prepare/print and circulate the House Allotment Rules as approved by competent authority.
 - v) To make recommendations to the Vice-Chancellor on various issues presented before the House Allotment Committee.

Function of Chairman, HAC

- vi) To issue allotment orders of houses to the employees on seniority basis.
- vii) To consider representations addressed to him for putting up before HAC except any representation which is marked by Vice-Chancellor for placing before the HAC.
- viii) To allow extension in time for occupation of house for 30 days in case house on relevant ground is not ready for occupation due to repair.

VII. CONTROLLING AUTHORITY

- i) The Vice-Chancellor, CCS Haryana Agricultural University shall be the coordinating and controlling authority in respect of residences belonging to the university. He may, from time to time, add any residence to the University General Pool, or withdraw from it for the purpose of allotment to any class or category of eligible university employees or change the classification of any residence on the recommendations of the House Allotment Committee.
- ii) The allotment of all university residences belonging to University falling in different pools shall be made strictly in accordance with the provisions of these rules.

VIII. PROCEDURE FOR INVITING APPLICATIONS FOR ALLOTMENT

- i) The Secretary, House Allotment Committee shall invite application for allotment of houses on the prescribed proforma as at Annexure-A. The interested persons may apply through proper channel. The dates for inviting application shall be determined by the Chairman, HAC.
- ii) It shall be obligatory on the part of HOD/Sectional Head to scrutinize all the applications and record certificate under his own signature that the details i.e. date of joining in the university, emoluments, date of eligibility of house etc. have been checked and only after checking the same the applications have been forwarded to the Secretary, House Allotment Committee.
- iii) It shall also be obligatory on the part of HOD to certify that the letter circulated by Secretary, HAC inviting applications for preparing seniority list for various categories of houses has been brought to the notice of all employees working in his department and as a token of it, signature of the individual have been taken and kept in safe custody.
- iv) The application received in piecemeal,, direct or without certificate as at (ii) and (iii) from the HOD will be rejected straightway, and sole responsibility for the same will rest with the HOD.
- v) Fresh application for preparation of revised seniority list may not be invited from all University employees instead the existing seniority list may be updated after issuing a circular every year in the month of January that those officials/employees whose name does not exist in the existing seniority list could apply for the same and thereafter their name may be added in the existing seniority list at appropriate place as per their entitlement and these additions may also be circulated. The name of the official who refuses the allotment of house will also be deleted from the seniority list for a period of one year.
- vi) The University employee joining the duty or his/her appointment or transfer from headquarter to outstation or outstations to outstation and vice versa may submit the application on prescribed proforma for inclusion of his/her name in the seniority list of University residence to the Secretary HAC within three months of his joining duty. The applications so received will be entered in the seniority list on the first day of the following months.
- vii) A tentative seniority list of different categories of houses shall be prepared by Secretary, HAC and shall be circulated for inviting claims and objections, if any. The claims and objections shall be filed through the HOD within 15 days from the date of circulation or tentative seniority list. No objections shall be entertained after the stipulated date. It shall also be obligatory on the part of the HOD to get the provisional seniority list noted from all those who have applied and obtain their signature.
- viii) After examining the objections, the final seniority list shall be approved by the Chairman, HAC. Thereafter, it shall be circulated.
- ix) In case any apparent/patent error is dug out in seniority list, it shall be rectified under the orders of VC and such orders shall be final.
- x) There shall be a combined seniority list of the teaching and non-teaching employees of the University except as otherwise expressly provided elsewhere in these rules.

- xi) In case the list of applicants for any category of house exhaust before the scheduled period of 3 years, the Secretary with the permission of Chairman may invite application for that particular category of houses and the list so finalized shall remain operative for the balance period of the time frame.

IX. ALLOTMENT OF RESIDENCES

The house will be considered for allotment on its actual vacation. Consent for houses which fall vacant during 1st to 15th will be invited on 20th and the houses which will fall vacant from 16th to the last day of the month, their consent will be invited on 5th. Four days will be allowed to the employees to submit their applications for shifting on the basis of information provided by the Secretary, HAC on the notice Board of the DEO office on 1st and 16th of the month. In case there is holiday on the day of consent to be invited, the next working days will be treated for the purpose. Consent for allotment of vacant house will be invited from 5 persons for 1 vacant house, 10 persons for 2 vacant houses and for more than 2 vacant houses, consent will be invited in multiple of 4 subject to maximum limit of 24 at a time. A copy of the vacation report will also be sent to the Computer Section for displaying the list on the internet.

1. In case a house remains unoccupied due to non acceptance for two months continuously, the Secretary, HAC will issue letter to 10 persons out of seniority list to obtain their consent for allotment of said house. However, if nobody come forward to accept the offer, the offer will be extended to next 10 persons and so on till the house is allotted. The senior most person out of offerees will be allotted the house. A person who has not accepted such offer will not be debarred and he will be allotted house on term as usual. In case the entire seniority list exhausts, the offer will be given to the next junior category of the applicants. It is not obligatory even for the employee of the lower category to accept the offer and in case he rejects the offer, he will not be debarred for allotment of houses of the category to which he has applied. However, if he accepts the offer and the house is allotted to him, he will have to pay the licence fee of the category of houses which has been allotted to him.
2. However, an applicant shall not be compelled to accept a residence of a type lower than that for which he/she is eligible under rule V.
3. For allotment of vacant houses at outstations, the following guidelines may be observed :
 - i) Preference will be given to University employees irrespective of their entitlement. An employee who is entitled to lower category of house, may be allotted a house of higher category (if the house of his eligible category is not vacant/available) on submission of affidavit that he will vacate the house so allotted in case another employee entitled to that higher category of house joins and request for allotment of house.
 - ii) In case the houses are still vacant, preference will be given to the State Agricultural/Animal Husbandry/or other departments' employees.
 - iii) The relative of University employees working at that outstation in autonomous bodies/banks, Insurance Companies, Central Govt. offices may also be allotted houses if available. However, allotment of houses to the (ii) and (iii) above is subject to :
 - a) The proposed allottee will submit affidavit that they will abide by the rules of CCSHAU as amended from time to time and also that they will vacate the house within the period of the notice in case the University wants to get the houses vacated from them.

- b) The HOD/DDO of the concerned allottee will undertake to remit the monthly licence fee after deducting from their salary.
- c) An undertaking from the regular university employee to serve as guarantee for realization of licence fee/clearance of electricity, water charges/vacation of house etc.

X. EARMARKING/RESERVATIONS OF RESIDENCES:

a) Earmarking of houses at the main campus:

The following houses shall be earmarked for incumbents of the post indicated against each:

Category of house	Post/Designation
Vice-Chancellor's Lodge	Vice-Chancellor
6-type	Registrar
8-type	E.O.-cum-S.E. not below the rank of S.E. (if the incumbent is on deputation)
House No. 9-H/1 and 9-H/2	Medical Officers
One 9-type	Joint Director Audit
One 10-type	Security Officer
One 9-type	Commandant Incharge, NCC
One 12-type	Asstt. Security Officer
One 10-type,	For RAO O/o J.D., Local Audit
Five 11-type and one 12-type	For Audit Staff
One 12-type	Supdt. Hospitality
Two 14-type	Washer men
One WWH	VC's Body Guard
Two 10-type	National Fellow/Emeritus Scientist
Directorate of Farms	
Two 11-type	One for Workshop Engineer One for Plant Engineer
Two 12-type	One for Field Supervisor One for Technical Assistant
One 14-type	For Beldar
Houses located in Hospital Complex	Reserved for para-medical staff and attendants
Houses located in Veterinary Clinical Complex	
One C-type Four 12-type Five 14-type	Reserved for staff of Vety. Clinics
College of Animal Sciences	
One 11-type	For M.D.O.
Five 14-type in Chambal Ghati	For Milkers
Engineering Unit	
One 11-type	For SDE I/c I.G. Auditorium-cum-Telephone Exchange
Two 12-type	One for ECM and one for Electrician
Nine 14-type	One each for Plumber, Helper Carpenter/Glazier, WPO, Electrician, Helper Telephone Line Man/Technician, Two for Sewerman (provided these are regular posts in these categories).
Two 12-type	Electrician for Bulk Supply

Two 14-type	Helper for Bulk Supply
Associate Director (Training)	
K-1, K-2 and K-3 of Kisan Ashram	One each for Cook, Chowkidar and Helper
Landscape Officer	
One 11-type	For Landscape Officer
Head, NSP Section	
One 12/14-type (as per entitlement of incumbent)	For Store-keeper/Technical Assistant
Public Relations Officer	
One 14-type	For Messenger

The houses which have been specifically constructed for use by the staff of particular department will be earmarked for their use.

Note: House No. 9-F/1 earlier earmarked for Director Farms converted into General Category for allotment on seniority after major repair.

b) Earmarking of houses at the outstations:

At each outstations following will be the pattern of earmarking:

1.	Station Incharge (*)	One
2.	DES (Home Science)	One
3.	Driver	One
4.	Cook-cum-Chowkidar	One
5.	Incharge Animal Farm	One
6.	Incharge Agri. Farm	One
7.	Water Pump Operator	One
8.	Warden House at Kaul	One

(*) The Station Incharge will have to occupy the earmarked house and stay at Campus failing which he will not be entitled for House Rent.

The category of each reserved house at an outstation will be decided by the Director of Research. Remaining houses will be divided in two groups according to the sanctioned strength of teachers and non-teachers. Teacher's quota will be counted from higher category side.

(c) In the beginning, earmarked houses will be made available to respective departments only as and when available.

The Director of Research will be the allotting authority of houses at outstations. He will also decide the exact number of houses in each category to be reserved for different categories (teachers and non-teachers).

Notes:

- House earmarked for incumbent of a particular post shall be vacated by him as soon as he ceases to hold the post for which house has been earmarked. In case he fails to do so, he shall be charged penal licence fee besides other action as may be decided by the HAC.
- Under the reservation quota, the houses reserved for various Units/Departments shall be placed at the disposal of the Heads of those units for allotment to members of the essential service working under them. However order of allotment shall be issued only by the Chairman, House Allotment Committee. Such employees shall have to vacate these houses as soon as they are transferred to other units for which no houses have been reserved.

3. An employee allotted a house under the earmarked or reservation quota shall have to submit an affidavit before occupying the house that in the event of his transfer/shifting, he shall vacate the house on the expiry of the permissible period failing which penal licence fee shall be charged. The responsibility of obtaining the above said affidavit will be that of the concerned controlling officer.
4. If an occupant of an earmarked house becomes entitled to that house on seniority basis and subsequently ceases to hold the concerned post, he shall be required to vacate the earmarked house only when allotted another house of same category.

XI. ALLOTMENT OF HOUSE TO THE DEPENDENTS OF DECEASE EMPLOYEES:

The dependent of the deceased employees who is taken into University service in the wake of demise of the employee shall be allotted house as per following procedure:

- a) The dependent introduced in University employment on the basis of ex-gratia scheme shall apply through his HOD to the Secretary for allotment of house.
- b) The ex-gratia appointee shall be categorized for allotment of house as per his own eligibility i.e. the emoluments of he/she is earning, however, he can claim the seniority from the date of his father/mother/husband would have been eligible had he not expired, for that category of house, the applicant (appointed under Ex-gratia scheme) is applying.

Thus the applicant under ex-gratia scheme will be eligible along with other employees and there will be no separate seniority list for them. This is elaborated as under:

Mr. "X" joined University on 1.1.82 and was eligible for 12-type house at the time of joining his service. He expired on 27.2.2002. He was residing in 10 Type house at the time of his death. After his death, his son Mr. "Y" was taken in University employment and as per eligibility he was entitled for 12 type house. Mr. "Y" is eligible for submission of application on the basis of his emoluments i.e. for 12 type house. However, he will be benefited by availing the seniority for 12 type house from the date of eligibility of his father i.e. 01.01.82.

The dependent of deceased employee who is taken into university service in the wake of demise of the employee shall be allotted house on ex-gratia basis as per his/her entitlement subject to the conditions that if the house allotted under the Ex-gratia scheme is not accepted/occupied by the allottee then he/she will forfeit their claim forever without any further appeal.

The officials who were allotted the house under Ex-gratia scheme and not accepted the same at that time may be given one more chance after one year from the date of earlier allotment of house. If the house allotted is not accepted/occupied by the allottee then he/she will forfeit their claim forever without any further appeal.

XI (a) THE SPOUSE OF RETIRING EMPLOYEE/EMPLOYEES GOING ON DEPUTATION

The spouse of retiring employee living in the University accommodation may be allotted house maximum of 11 type for teaching staff and 14 type house for non-teaching employees in addition to his/her entitlement of the spouse of such employees to avoid hardship to the family. However, in such a case, spouse should be living on the Campus and be a regular employee of the University. The amendment shall be effective from the date of 4.5.2004. The spouse of employees going on deputation and living in the University accommodation may be allotted house of his/her entitlement provided they stand in seniority of their own. They will be allotted houses on the basis of their

eligibility as a general candidate. The spouse may apply on prescribed proforma to the Secretary for inclusion of his/her name in the seniority list, i.e his/her name does not stand in the seniority list.

The same house may be allotted to the spouse if his/her name comes on seniority subject to the condition that the house be allotted before superannuation of the employee with the approval of the Vice-Chancellor.

XII. NON ACCEPTANCE OF OFFER OF ALLOTMENT OR FAILURE TO OCCUPY THE HOUSE BY AN ALLOTTEE:

The house will be considered for allotment on its actual vacation. In case the University employee after giving consent fails to occupy the house allotted within 30 days of issue of allotment letter, **he will be liable for penal licence fee** from the date of issue of allotment letter to the date of allotment order issued in favour of next employee. **He will also be debarred for allotment of that category of house for a period of one year.**

XIII. PERIOD FOR WHICH ALLOTMENT SUBSISTS AND CONCESSIONAL PERIOD FOR FURTHER RETENTION:

- (i) An allotment shall be effective from the date on which it is accepted by the university employee and shall remain in force until:
- a) The expiry of the permissible period mentioned in column 2 of the Table given in sub-rule (ii) below.
 - b) It is cancelled or is deemed to have been cancelled under these rules.
 - c) It is surrendered by the University employee.
 - d) The employee ceases to occupy the residence.
- (ii) A residence allotted to a university employee may subject to sub-rule (iii), be retained on the happening of any of the events specified in column 1 of the Table below for the period specified in corresponding entry in column 2 thereof:

Sr. No.	Event (1)	Permissible period for retaining a House (2)
1.	Resignation, dismissal, termination of service or unauthorized absence from duty	Two months
2.	Retirement or retrenchment	Four months (Blind employees can retain the accommodation for six months)
3.	Death of allottee	One year
4.	Transfer to outside place	For a maximum period of 3 years if the house had been originally allotted on seniority basis. However, in such cases the employee shall not be entitled to accommodation and house rent allowance at the new place of posting.

5.	Proceeding on foreign service/ deputation in India or abroad	One year
6.	Repatriation to the parent deptt. after the end of deputation/foreign service at HAU	Three months
7.	Study leave or other kind of leave for higher/further/advanced studies/post doctoral studies	Duration of authorized leave provided the family of the employee stays at the campus
8.	Leave on medical grounds	For the period of leave
9.	Any other leave not covered under Sr.No. 7 & 8	Duration of leave but not exceeding four months

iii)

- a) During the period permissible for retaining the house indicated under column 2 above, the employee shall pay normal licence fee only.
- b) The period permissible for retention shall count from the last date on which the employee was on duty in CCSHAU.
- c) On the expiry of the permissible period of retention, the allotment shall be deemed to have been cancelled unless the employee resumes duty immediately on the next working day.
- d) If any employee is re-employed on regular basis within the permissible period of retention under Sr.No. 1 or 2 of the table, he shall continue to occupy the residence and also be eligible for further allotment of residence.

Provided that if the emoluments of such employee on re-employment do not entitle him to the residence occupied by him, he shall be allotted another residence of the type to which he is entitled.

Note:

- i) For all events i.e. resignation/dismissal/termination of service for unauthorized absence, retirement or retrenchment, death of allottee, transfer to the outstation, proceeding on deputation, repatriation, study leave, leave on medical ground etc., the HOD, should inform the Deputy Estate Officer within one month of happening of event by mentioning house No. & category of house occupied by the affected university employee. In case of death of allottee, the HOD shall convey to the family member of the deceased employee that they can retain the house on normal licence fee for one year from the date of death of university employee. In case of failure of the HOD to inform the family of the allottees, the HOD, shall be responsible for recovery of penal licence fee or other penalty which may be imposed due to non vacation of house beyond the prescribed period. HOD should also bring to the notice of the university employee proceeding on foreign services/deputation or on other kind of leave about the period for retention of house on normal licence fee.
- ii) At least one payment out of retirement/pensionary benefits may be released subject to production of final No Dues certificate from the Deputy Estate Officer. Other retirement/pensionary benefits may be released after obtaining provisional NOC from DEO.

XIV. PROVISION RELATING TO LICENCE FEE

- i) Where an allotment of accommodation or alternative accommodation has been accepted, the liability for licence fee shall commence from the date of occupation or 31st day from the date of issue of the allotment order, whichever is earlier.
- ii) Where a University employee, after accepting the allotment fails to take possession of that accommodation within thirty days of the issue of the allotment order, he shall be liable for penal licence fee from the date of allotment date of issue of allotment letter to the date of allotment order issued in favour of next employee.
- iii) Where a university employee, who is already in occupation of a residence, is allotted another residence, and he occupies the new residence, the allotment of the former residence shall be deemed to have been cancelled from the date of occupation of the new residence. He may, however, retain the former residence on payment of normal licence fee up to 30 days for shifting. After 30 days, penal licence fee will be charged for such residence as per rules.
- iv) Where the appointment of an employee is on fixed salary without HRA, he will be charged licence fee for the University accommodation @ 10% of fixed salary plus normal licence fee of that category of house.

XV. PERSONAL LIABILITY OF UNIVERSITY EMPLOYEE FOR PAYMENT OF LICENCE FEE TILL THE VACATION OF RESIDENCE:

A University employee to whom a residence has been allotted shall be personally liable for the payment of the licence fee thereof and for any damages beyond usual wear and tear caused thereto, or to the furniture, fixture or fittings or services provided therein by the university during the period for which the residence has been and remains allotted to him, or where the allotment has been cancelled under any of the provisions of these rules, until the residence along with out-houses attached thereof have been vacated and full vacant possession thereof has been restored to the university.

- a) The allottee of the University accommodation will submit the latest receipt of the electricity bill paid by the employees indicating clearance of all arrears of electricity dues while obtaining No Dues Certificate from DEO on vacation of University accommodation/shop.

XVI. SURRENDER OF ALLOTMENT AND PERIOD OF NOTICE:

- i) A university employee may at any time surrender an allotment by giving intimation so as to reach the Secretary, House Allotment Committee at least thirty days before the date of vacation of the residence. The allotment of the residence shall be deemed to have been cancelled with effect from the 31st day after the day on which the letter is received by the Secretary on the date specified in the letter, whichever is later. If he fails to give due notice, he shall be responsible for payment of licence fee for 30 days or the number of days by which the notice given by him falls short of the period specified above.

Provided that the Vice-Chancellor may accept a notice for shorter period in exceptional circumstances.

- ii) A university employee, who surrenders the residence under sub-rule (i) shall not be considered again for allotment of university accommodation for a period of one year from the date of such surrender except for earmarked house.

XVII. CHANGE OF RESIDENCE

One shifting of house in the same category may be allowed on the following grounds:

- i) On the death of any member of an employee's family provided he applies for such change within six months of such occurrence.
- ii)
 - a) Shifting of house once in a life time may be allowed with the permission of Chairman, HAC after one year in the same category.
 - b) Shifting of house requested on medical grounds may be considered for houses located in Old Campus in the periphery of University Hospital. However in case of medical shifting requested from upper floor to lower floor in multi storey buildings, the same may be allowed in same building/cluster of building in the same category. Shifting will be allowed for medical disability as certified by the Medical Board comprising of CMO, Medical Officer (Male & Female). The first preference will be given to employee himself and second preference to his/her spouse and other dependants for shifting of house on medical ground.
 - c) Applications for shifting as well as allotment will be considered simultaneously and the senior person be allotted house keeping in view his eligibility.
- iii) Any other reason to the satisfaction of the Vice-Chancellor.
- iv) In case the allottee fails to take possession of the allotted house within 30 days from the date of issue of such shifting, penal licence fee shall be charged upto the actual date of allotment of said house to the next allottee.
- v) The employees seeking shifting on medical grounds or making request for house on earmarked basis should not mention the particular house in their request.

XVIII. MUTUAL EXCHANGE OF RESIDENCE:

Employees residing in same type of houses **may apply for permission to the Chairman, HAC after one year of the allotment in the same category.** Mutual exchange will not be allowed if any one of the employee is going to retire from university services within a period of **less than one year.** The permission for mutual exchange will be governed by the following conditions:

- i) Both the employees will be required to reside in the mutually exchanged houses for a **minimum period of one year from the date of permission.** During this period both the employees will not be considered for allotment of any other category of house.
- ii) Normal licence fee will continue to be charged from both such allottees for one year from the date of mutual exchange. In case any of the employee vacate the house at its own before one year, he will have to pay the normal licence fee and will also not be entitled for house rent allowance for the remaining period of one year.

XIX. MAINTENANCE OF RESIDENCE:

A university employee to whom a residence has been allotted, shall maintain the residence and premises to the satisfaction of the CCSHAU. Such university employee shall not grow any tree, shrubs or plants contrary of the instructions issued by the University nor cut or lop any existing trees or shrubs in any garden, courtyard or compound attached to the residence save with prior permission inwriting of the Estate Officer, CCSHAU, Hisar. Trees, plantation or vegetation grown in contravention of this rule may be caused to be removed by the Estate Officer, CCSHAU, Hisar at the risk and cost of the University employee concerned. No addition or alteration in the house shall be made by the university employee without any permission in writing of the Estate Officer, CCSHAU, Hisar. The house allotted to a university employee shall be used by the allottee as a bonafide residence and shall not be kept locked/closed/unoccupied for a period of more than two months continuously.

XX. SUBLETTING AND SHARING OF RESIDENCE:

- i) No university employee shall share the residence allotted to him or any of the outhouses, garaages and sheds appurtenant thereto, except with the members of his family and close relations. The servant quarters, outhouses, garages may be used only for the bonafide purpose including residence of the servants of the allottee or for such other purposes as may be permitted by the committee.

Provided that the committee may, for the reasons to be recorded in writing, allow a university employee to share the residence with another person in exceptional circumstances for a period not exceeding six months at a time but not exceeding one year in the aggregate

- ii) No university employee shall sublet the whole or any part of his residence but a university employee proceeding on leave or training as the case may be, may accommodate in the residence any other regular employee as a caretaker for the period specified in the corresponding entry in column 2 of the table under subrule (ii) of rule XIII with prior permission of the Chairman, House Allotment Committee. In the event of such arrangement, the licence fee shall be payable by the university employee to whom the residence is allotted.

XXI. CONSEQUENCES OF BREACH OF RULES AND CONDITIONS:

- i) Where a university employee to whom a residence has been allotted:
- a) sublets the residence; or
 - b) erect any unauthorized structure or makes any structural alterations in any part of the residence; or
 - c) uses the residence or any portion thereof for any purpose other than that for which it is meant; or
 - d) tampers with the electric or water connections, or
 - e) uses the residence or premises or permits or suffers the residences or premises to be used for any purpose which the Vice-Chancellor considers to be improper; or
 - f) has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment; or

- g) commits any other breach of the rules or the terms and conditions of the allotment letter,

The Vice-Chancellor, without prejudice to any other disciplinary action that may be taken against him, may cancel the allotment of the residence.

Explanation:

- i) In this sub-rule the word "university employee" includes a member of his family.
- ii) Where action to cancel the allotment is taken on account of subletting of the premises by the allottee a period of fifteen days shall be allowed to the allottee to vacate the premises. The allotment shall be cancelled with effect from the date of vacation of the premises or on the expiry of the period of fifteen days from the date of notice, whichever is earlier.
- iii) Where the allotment of a residence is cancelled or deemed to have been cancelled on account of sub-letting, the university employee shall be charged penal licence fee as per house allotment rules.
- iv) Where the allotment of a residence is cancelled or deemed to have been cancelled on account of subletting, the university employee shall be liable for the disciplinary action by his employer under the relevant Conduct Rules, in addition to the action under sub-rule (iii) above.
- v) Where the allotment of a residence is cancelled or deemed to have been cancelled on account of subletting, the university employee concerned shall not be entitled for another allotment of university residence during his entire service period.

XXII. OVERSTAY IN RESIDENCE AFTER CANCELLATION OF ALLOTMENT:

- a) Where after an allotment has been cancelled or is deemed to have been cancelled under any provision contained in these rules, the residence remains or has remained in occupation of the person, such person/persons shall be liable to pay to the University damages if any to these houses in addition to penal licence fee as per following rates per month till the accommodation is vacated by the employee concerned:

Category of house	Normal Licence Fee	Penal Licence Fee		
		3.	4.	5.
1.	2.	3.	4.	5.
14-type & equivalent	90	1000	1500	4000
12-type & equivalent	200	2000	3000	8000
11-type & equivalent	250	2000	3000	8000
10-type & equivalent	400	3000	4500	12000
9-type & equivalent	500	4000	6000	16000
8-type & equivalent	700	5000	7500	20000
6-type & equivalent	900	6000	9000	24000

The licence fee will be charged as under:-

1. Permissible period – Normal licence fee
2. Next three months – Penal licence fee as per Col. No. 3
3. Next three months – Penal licence fee as per Col. No. 4
4. Next three months – Penal licence fee as per Col. No. 5

The stay beyond this period will be treated as illegal and action will be taken as per rules.

- b) If the employee fails to vacate the house after the permissible retention period, he/she besides payment of penal licence fee as mentioned in subpara (a) above shall be liable for disciplinary action and house shall be got vacated by the Estate Officer by invoking the provisions of Public Premises Act.
- c) Person (s) who fail to deposit licence fee/penal licence fee on monthly basis shall be required to deposit interest on the arrear at the rate which is applicable on (CPF/GPF accumulations from time to time).

XXIII. CONTINUANCE OF ALLOTMENTS MADE PRIOR TO THE ISSUE OF THESE RULES:

Notwithstanding anything contained in these rules an allotment which subsists immediately before the commencement of these rules, shall be deemed to be an allotment duly made under these rules subject to the following conditions:

- i) The houses which have been placed at the disposal of other pool(s) shall be included in the CCSHAU General Pool again after their vacation by the present occupants.
- ii) Where the allotment of a residence has already been cancelled or deemed to have been cancelled, the University employee shall be charged penal licence fee as per above rules.

XXIV. INTERPRETATION OF RULES:

If any question arises as to the interpretation of these rules, it shall be decided by the House Allotment Committee whose decision shall be final and conclusive. House allotment Committee may, further issue instructions or frame any guidelines for the proper implementation of these rules as it may be deemed fit from time to time.

XXV. REPEAL/SAVINGS:

The House Allotment Rules of 1987 are hereby repealed. Notwithstanding such repeal, anything done or any action taken under or purported to have been done or taken under or in pursuance of the rules shall be deemed to have been done or taken under or in pursuance of these rules by the Vice-Chancellor or House Allotment Committee as the case may be.

APPLICATION FOR THE ALLOTMENT OF HOUSE IN THE CCSHAU, HISAR

(Separate for each category of house in duplicate)

1. Name of the applicant:
2. Designation:
3. Date of Birth:
4. Date of joining the university service:
5. Name of office presently working:
6. Type of house applied for:
7. Date of eligibility of the house applied for:
8. Basic pay on the date of eligibility of house applied for:
9. Last date of joining the present post at Hisar:
10. Whether living in University accommodation/own house
Rented accommodation at present (give House No.)

11. Only for Faculty Members

Position Held	Date of Joining	Basic pay at the time of joining
i) Lecturer/Equiv.		
ii) Asstt.Prof./Equiv.		
iii) Assoc.Prof./Equiv.		
iv) Professor /Equiv.		

(It is certified that I have not applied earlier for the above type of house and my name does not stand in the existing seniority list.)

(Signature of the applicant with date)

No.

Dated:

Forwarded to the Secretary, HAC duly recommended. It is certified that the particulars given above by the applicant are correct. Attested copy of Service Book of the applicant is enclosed herewith.

Head of Department

Application received and entered in the seniority list of _____type houses.

Secretary
House Allotment Committee