

HOUSE ALLOTMENT RULES(2019)

(including amendments up to 225th Meeting of B.O.M. Dated 18.06.2015)

The Board of Management of G.B. Pant University of Agriculture and Technology, Pantnagar has been **pleased to accord its approval to the Revised House Allotment Rules vide item No. 24 in its 2nd meeting held on 14.09.1981** as detailed here under. The B.O.M. further resolved that necessary changes in the House Allotment Rules be made by the Vice-chancellor on the basis of decision taken in meeting of the University's Deans/Directors and sectional heads as and when necessary from time to time.

GENERAL

1. The Rules shall be called **“The Allotment of Residences of G.B. Pant University of Agriculture & Technology, Pantnagar (including its farm) Rules - 1981”**.
2. These rules shall apply to the residential buildings for allotment as residences to the employees of the University and farm and shall be applicable with effect from the date of their circulation.
3. The conditions of the allotments made before the applicability of these rules shall remain intact (unchanged).
4. For purpose of administrative control and allotment of residences at outside main campus Zonal Estate Officers shall be appointed at Nagla, Beni and Haldi by the House Allotment Committee (Central). Normally,
 - a) the Joint Director/Associate Director/L.R.C. for Nagla;
 - b) Dy./Asstt. Director (Operations) Eastern Zone, Beni for Beni area; and
 - c) the Dy. Director (Operations) Central Zone, Haldi for Haldi, Matkota and Patherchatta Area, respectively shall be appointed as Zonal Estate Officers.
 - d) These Zonal Estate Officers shall exercise the powers of Estate Officer in their respective zones and shall send a copy of all order, etc. to the Estate Officer for record in Central Office.
5. There shall be Central House Allotment Committee. The Chairman of the Committee will be appointed by the Vice-Chancellor from amongst the Deans and Directors with Estate Officer and ADWP (Estate) as its Ex-Office Secretary and members, respectively.
6. The Chairman, with the approval of Vice-chancellor, shall constitute a House Allotment Committee of representative nature. For each Zone, as described above, a committee of representative nature shall be constituted by the Zonal Estate Officer with the approval of the Chairman, Central House Allotment Committee. The Zonal Estate Officer will act as Chairman of the Zonal House Allotment Committee. The term of all House Allotment Committee will be two years.
7. The House Allotment Committee would normally meet once a month and would decide cases of allotment not covered under these rules.

8. In these rules unless the context otherwise requires:
- a) **'Allotment'** means the grant of license to occupy a residence in accordance with the provision of these rules.
 - b) **'Allottee'** means the officer/employee or others in whose name allotment has been made and includes an occupant of a residence under a valid allotment order at the commencement of these rules.
 - c) **'Estate Officer'** means the Officer-in-charge of the Estate of the G.B. Pant University of Agriculture & Technology, Pantnagar.
 - d) **'Pay'** for the determination of rent only means the monthly amount drawn by an officer/employee as pay and includes substantive pay. Officiating pay, deputation pay, special pay, personal pay and additional pay, but does not include dearness allowance, compensating allowances or allowance of any other nature.
Explanations in case of an officer/employee under suspension the pay drawn by him/her immediately before the date of suspension shall be taken as pay.
 - e) **'Officer/employee'** means an officer/employee of the G.B. Pant University of Agriculture & Technology, Pantnagar including its farm.
 - f) **'Family'** means the wife and husband/husband and wife as the case may be, children step children. Legally adopted children, parents, brother or sisters, who reside with and are dependent on the Officer/employee.
 - g) **'University'** means G.B. Pant University of Agriculture & Technology, Pantnagar including its farm.
 - h) **'Rent'** means the sum of money payable monthly in accordance with the provisions of House Allotment Rules in respect of a residence allotted under these rules.
 - i) **'Residence'** means any residence structure at the university and Farm Campus under the administrative control of the Estate Department/ Comptroller of the University.
 - j) **'Temporary transfer'** means a transfer which involves an absence for a period not exceeding four months.
 - k) **'Category'** in relation to an officer/employee means the category of residence to which he/she is entitled under House Allotment Rule No.2.

RULES OF HOUSE ALLOTMENT

RULE – 1 : SENIORITY

1. All allotment shall be made as per seniority in each category. Normally no out of turn allotment shall be made. However, in very extra-ordinary cases, the Vice- Chancellor may on the recommendation of the House Allotment Committee approve out of turn allotment.

2. The seniority will be counted from the date of joining the University in case of new employee.
3. In case of an employee already in the University employment becoming eligible for a higher category quarter his/her seniority shall be counted from the date of joining in the higher pay scale.
4. Where the date of joining of two or more employees is same, the seniority amongst them will be determined by the basic pay i.e., the employee drawing a higher basic pay will be considered senior to the employee drawing a lower basic pay.
5. Where the date of joining and the basic pay of two or more employees are same, the seniority will be determined according to the date of birth.
6. In case of an employee who becomes eligible for a higher category of house by virtue of his/her appointment in the higher scale, his/her seniority in lower category cadre will also be maintained so long as he/she does not get a house of his/her own category due to the non-availability of houses.
7. In case of employees joining the University on deputation:
 - i). the seniority will be determined from their date of joining in their present pay scale in parent department.
 - ii). for the purpose of eligibility to a particular category their pay scale will be deemed to be the same as that prescribed for the post against which they are working in the University.
 - iii). the employee of concurrent audit will be considered on a par with the deputations. In case of employee who has a lien elsewhere but is not on deputation, the seniority shall be counted only from the date of joining this University.
8. The seniority of the employees, who are sent on Training/Fellowship/study leave or any other authorized leave including extra ordinary leave by the University will be maintained.
9. If an employee resigns from his/her service and joins again, his/her seniority for allotment in his/her entitled category or quarter will be considered from the fresh date of joining (*Revised in Deans/Directors Meeting on 31.07.1986*).

RULE – 2 : CLASSIFICATION OF RESIDENCES

1. Pay scale be only the criterion for eligibility in allotment, nature of duties may not be taken into account. In the event of revision of the pay scales the Central and Zonal House Allotment Committee may review the categories according to the general principal that revision of pay-scale should not change one's being entitled to particular category of house.

2. Save as otherwise provided in these rules, an employee shall be eligible for allotment of a residence of the type shown in the table below (*Approved in 216th Meeting of Board of Management held on 26.03.2012 vide item no. 216.12*):

Category of House	Pay-scale (with effect from 01.01.2006 – Grade Pay)
I	Professors of University in the grade pay of Rs.10000 & Rs.12000; Deans / Directors of the University; Comptroller and other Class I Govt. Officers on deputation in University
II	5400, 6000, 7000, 7600, 8700, 8900 and 9000
III	4200, 4600 and 4800
I V	1900, 2000, 2400 and 2800
V	1300, 1400, 1650 and 1800

3. The Vice-Chancellor may reserve a residence or a group of residences for Officers / employees of a particular office or department.
4. The University will determine the classification of residences made available after commencement of these rules and may re-determine category of any of the residence under the rule.

RULE – 3 : ALLOTMENT OF RESIDENCES

1. Any valid allotment of a residence which is existing immediately before the commencement of these rules under the rules in force at the relevant time shall be deemed to be an allotment duly made under these rules not withstanding that the official to whom it has been made is not entitled to a residence of that type and all the provisions of these rules shall apply in relation to that allotment and that officer accordingly. The allotment shall apply for house allotment on the form prescribed for this purpose.
2. Normally allotment will be done in the category to which an employee is entitled. If sufficient quarters are not available in a particular category, an employee may be given accommodation in any category on a sharing basis or in full. or accommodated in hostel subject to availability, as decided by the House Allotment Committee from time to time.
3. An allotment shall be effective from the date of its service through Department to the Officer/employee and shall commence to be in force until
- i.) it is cancelled by the Estate Officer or is deemed to have been cancelled under any of the provisions of these rules or

- ii.) it is surrendered by the officer/employee.
4. All allotment orders cancellations and modifications shall be issued by the secretary of the respective House Allotment Committees after the approval of the respective Chairman, However, all the allotment orders issued by Secretaries, House Allotment Committee concerned shall be put up before house allotment committee (Central) for ratification.
5. Such orders shall be sent directly to the employees concerned and a copy there of will also be sent to them through Dean/Directors/Sectional Heads.
6. If any employee fails to occupy the full quarter or his/her category allotted to him/her and continues to reside in lower category quarter, his/her name shall be deleted from the waiting list. *However, such employee whose name is deleted from the waiting list may get his/her seniority restored for the purpose of allotment of house of his/her category after paying 20% of his/her basic pay (non- refundable) (Revised vide Dean/ Director meeting dated 06.10.1993).*
- i) *As the recommendations of the 6th pay revision have been implemented in the university, the amount shall be 20% of total pay (basis of basic pay + grade pay) (216th meeting of BOM held on 26.03.2012).*
- ii) *A house, for which if there is request for change on the basis of 10%, can't be allotted to an employee who restore his/her seniority by paying 20% of basic pay + grade pay (216th meeting of BOM held on 26.03.2012).*
- iii) **कार्यालय आदेश इस्टेट/543 दिनांक 08.02.2018 के अनुसार** आवास आवंटन नियमानुसार मूल वेतन का 20 प्रतिशत धनराशि जमा कर अपनी वरिष्ठता पुर्नस्थापित कर आवास आवंटित किये जाने की वयवस्था में आंशिक संशोधन करते हुये सक्षम अधिकारी द्वारा निम्नानुसार स्वीकृति प्रदान की गयी है:
1. कार्मिकों द्वारा आवास आवंटन हेतु अपनी वरिष्ठता पुनः स्थापित करने हेतु अपने मूल वेतन का 20 प्रतिशत विश्वविद्यालय कोष में जमा करने के उपरान्त 20 प्रतिशत धनराशि जमा किये जाने की तिथि को रिक्त आवासों में से तीन आवासों का विकल्प प्रस्तुत किया जाना होगा जिसमें से एक आवास सम्बन्धित कर्मी को आवंटित किया जाएगा।
 2. एक से अधिक कर्मियों द्वारा मूल वेतन का 20 प्रतिशत धनराशि जमा कराते हुए एक ही आवास हेतु विकल्प दिए जाने की स्थिति में आवास वरिष्ठता के आधार पर आवंटित किया जाएगा।
 3. 20 प्रतिशत के आधार पर वरिष्ठता संरक्षित करते हुए आवास आवंटन के उपरान्त कम से कम तीन वर्ष तक आवास परिवर्तन का कोई अन्य अवसर सम्बन्धित कर्मी को उपलब्ध नहीं कराया जाएगा।
- उक्त आदेश तत्काल प्रभाव से लागू होंगे तथा अन्य आवास आवंटन नियम यथावत रहेंगे।[Refer to point 1 page no.19]
7. If an allottee is on leave, the allotment order shall be kept pending up to a maximum period of four weeks.

8. In case more than one quarter is vacant on a particular date, allotment shall be made as per choice of senior most employee for those particular quarters. This will not apply for newly constructed quarters, which will be allotted strictly on the basis of seniority.
9. For allotment of accommodation to the daily paid staff some houses may be allotted to the head of the department/Sections from time to time subject to availability for allotment to such staff on standard rent basis. Intimations regarding recovery of the rent for such house shall be sent to the secretary, House Allotment Committee by the Head of the Department/Sections. All the allotment however shall be ratified by the House Allotment Committee.

The quarters allotted to the sectional Heads of Department may withdraw if they are allotted in a manner other than that stipulated originally and then no fresh allotment to section/Head shall be made in future.

- i) *House of one category lower than the entitlement of the employee be allotted to the concerned department/section, if demanded by the head of department/section under Rule 3.9 (216th meeting of BOM held on 26.03.2012).*
- ii) *The house of Category-II, that are half occupied/half vacant, may be allotted to S.R.F./ P.D.F./ Teaching Personnel or equivalent for six months on his appointment with a condition that he/she may be required to vacate the house on a 15 days' notice, if the allotted house is required by the university. These houses shall be allotted to respective head of departments in case of teaching personnel and Project Investigators in case of S.R.F./P.D.F. For such allotments, the head of department/ Project Investigator shall be solely responsible for recovery of the rent, water and electric charges (216th meeting of BOM held on 26.03.2012). [Refer to point 2 page no.19]*

10. A specified number of houses will be earmarked from time to time with the approval of the Vice-Chancellor for allotment on rent which will be approved by the Vice-Chancellor/Board of Management to such Department/Institutions /Agencies as are working in the campus in the interest of the University such as Banks. Post Offices, N.C.C. and such other office, which may be established in future. Internal allotment to the employees will be made by their local heads of the officers on the basis of University House Allotment Rule. In case there is any deviation from the rules in the allotment, the Vice-Chancellor may withdraw the house from the Department/Institutions/ Agencies. However, all allotment orders issued by such agencies mentioned above should be got approved from the chairman, House Allotment Committee prior to their issue. The Secretary, House Allotment Committee will put up such allotment for ratification in the House Allotment Committee (Central).
11. Category V quarters constructed near the hostel be normally allotted to the Wardens for accommodating the cafeteria employees after vacation by present occupants.
12. Normally allotment of quarter shall be made in the same zone in which normal place of work of the employee is located. The zones are Nagla, Beni Campus, Haldi, Patherchatta and Matkota.
13. In case of an employee who comes back from study/extra ordinary leave and who by virtue of his seniority is entitled to a full quarter he will be allotted the same, if available. As both the categories of quarters of Asstt. Professors and Associate professors have been merged, hence the only criteria for considering the seniority for allotment of quarter will be the date of their joining and no allotment will be made on the basis of designation subject to the availability. (*Revised vide Dean/Director meeting dt. 31.07.1986*).
14. In case of husband and wife, if both are in the employment in the university and both have become entitled for allotment of half quarter of the same category on the basis of seniority. One full house of their entitled category shall be allotted, subject to availability of the quarter. Allotment in such cases shall be done by a roaster in which after allotment of four quarters by seniority one quarter to husband and wife shall be allotted (*Revised vide House Allotment Committee meeting dt. 31.08.1990*).
15. When two officers staying in separate residence marry they will have to surrender one residence within one month from the date of marriage.
16. In case real son or unmarried daughter of an employee retiring from the university service is in the regular service of the university prior to retirement of the employee

(father/mother) the quarter of the entitled category to the son/daughter shall be allotted on priority subject to availability after the retirement of the father/mother as the case may be (*deleted vide 169th meeting of Board of Management held on 09.09.1997*) (*New para added as per decision of House Allotment Committee on dt. 10.08.1989 & 05.09.1989*).

i) *The rule 3.16 restored in 216th meeting of BOM held on 26.03.2012 with a condition that the facility will only be extended to either the son or the unmarried daughter, in university service. [Refer to point 3 page no.19]*

17. The person appointed on compassionate ground due to untimely death of his/her father/mother during service of the University, shall be allotted quarter of his/her entitled category on priority, subject to availability.
18. *The allotment of category-II houses shall be made on 1:2 basis among the directly recruited /promoted Associate Professors /S.R.O.(s) in pay scale of 37400-69000 + AGP 9000 and the other employees in the seniority list-II of category-II houses (216th meeting of BOM held on 26.03.2012). [Refer to point 4 page no.19]*

RULE – 4 : PROVISION REGARDING RENT

1. Normally rent shall be charged as follows from the employees of the University.
 - i.) (a) Flat rent or 10% of the pay whichever is less for full quarter of any category.
 - (b) 50% or 33,3% or 25% of the flat rent of the full quarter in case the residences allotted in sharing to two, three or four employees.
 - ii.) All buildings occupied by others such as contractors, shop keepers, Bank and Post Office, rent shall be charged as determined by the Vice-Chancellor from time to time. These provisions shall not apply in case of buildings/ residences under occupation without valid allotment orders.
2. The rent shall be realized by the Sectional Heads while preparing the pay bills of the Officer/employee and copy of the scroll shall be sent to Estate Office for entry in records.
3. The official to whom residence has been allotted shall be personally liable for payment of the rent there of and for any damage beyond fair wear and tear caused there to until the residence along with the out houses, if there by any, has been vacated and full vacant possession thereof has been handed over to the Estate Department together with vacation form duly filled in with fittings and fixtures intact as per inventory of the house. Any willful loss or damage shall be recoverable from him.
4. If the officer or department to which a residence has been allotted is neither a permanent nor temporary servant of the University, the officer or the department as the case may be shall execute a surety bond on prescribed form with a surety who shall be an employee of the G.B. Pant University or a guarantee by a

nationalized bank for due payment of rent and other charges due from him in respect of such residences and services.

RULE – 5 : OCCUPATION AND VACATION OF RESIDENCE

1. Allotted residence shall be occupied within seven days from the issue of the allotment order. A copy of the allotment order shall also be sent to Head of Department/Sectional Head for delivery.
2. In case, the employee is unable to occupy the quarter within seven days on account of valid reasons he/she may apply for extension of time for a further period not exceeding fifteen days. However, the rent of the allotted house shall be payable by the allottee after seven days from the date of issue of allotment order in addition to the rent of occupied house provided the extension is granted. Written request for such extension should be sent to the secretary House Allotment Committee.
3. The old house shall be vacated normally by the allottee simultaneously on occupation of the new house. However, a shifting period up to a maximum of three calendar days may be availed. During this period, the allottee may retain both the house simultaneously. If the allottee does not vacate the old house within three calendar days on occupation of the new house, the old house shall be treated to be under unauthorized occupation and rent will be charged at the rate mentioned under house allotment rule no. 13 for both the houses.
 - i) *After allotment of house to an employee, the minor repair/maintenance work like change of door mesh, glass panels, water taps and electrical points shall be completed within a month by the Directorate of Works and Plants to make the house worth living. The major maintenance/repair works of floor and ceiling could be taken up after possession of house by the allottee (216th meeting of B.O.M., held on 26.03.2012). [Refer to point 5 page no.19]*
 - ii) *If any repair/maintenance work is required in the allotted house, the Director (Works & Plants) shall complete it within one month so as to make the house worth living. After that the allottee shall vacate the earlier house within one month failing which the rent as mentioned below will be charged (216th meeting of B.O.M., held on 26.03.2012):*

<i>First month</i>	<i>Rent of both the houses at normal rate.</i>
<i>Next two months</i>	<i>8 times of normal rent</i>
<i>thereafter next two months</i>	<i>16 times of normal rent</i>
<i>thereafter next two months</i>	<i>32 times of normal rent..... and so on..</i>

This will be without prejudice to any other action that may be taken against the allottee.

If any employee is allotted a house and is unable to occupy it within the period as specified in 2 above on justified grounds such as illness, absence due to university work etc., the house in question may be allotted to the next person in seniority list but the seniority of employee concerned will be maintained.

RULE – 6 : CHANGE OF RESIDENCE

1. Normally one change in the same category of house shall be allowed on payment of 10% of the basic pay according to seniority. The amount shall be deposited in the office of the Comptroller/Deputy Director Works & Plants (General) by the employee. The application for change of residence shall be entertained and registered in the Estate Section after the deposit of the money. The deposit of money shall be accepted up to the date mentioned by the Junior Engineer (Estate) /Foreman (Estate) of vacation on vacation report of the specific quarter.
 - i) *After the implementation of the 6th pay revision the amount to be paid shall be 10 % of total pay (basic pay + grade pay) (216th meeting of BOM held on 26.03.2012)*
2. The applicant may mention not more than three choices of quarters at one time in order of preference in his/her application for registration.
3. The allotment shall be done in order of the preference(s) of the quarters given by the applicant as and when they fall vacant. In case, the applicant refuses to occupy the quarter of his/her choice after allotment the money deposited by him/her shall be forfeited.
4. In case, an employee gets a quarter of his/her choice on 10% payment basis and after occupying it, leaves the university on authorized leave and vacates the residence and on return again wants a house of his/her choice, he/she will have to deposit 10% for registration of his/her name in the Estate Section again.
5. No mutual change shall be allowed to any allottee. However, in case of genuine hardship, mutual change can be considered by the House Allotment Committee and decision be taken on the merit of the case.
6. If a person is appointed in a higher scale on regular basis while continuing in the university Services he/she may be permitted to change residence on 10% payment basis once after each all such advancements, in his own category. However, his/her seniority for the purpose will be counted only from the date of appointment in higher scale.
7. A person relieved from Wardenship shall be given one choice of house without depositing 10%. If a house of his/her category and if a house of his/her choice is not available at the time of his/her relief from Wardenship the claim of warden will be preferred over others who have deposited 10%. If more than one warden opts for the same house on this basis the seniority will be decided on the basis of date of relief from the Wardenship. This facility will be available only up to a period of two years from the date of relief from Wardenship.

The following clause is added for Wardens as per decision taken in the meeting of Dean/ Directors held on 07.04.1995 and 01.02.1997.

“It was decided that those who were living in half quarter before joining as Warden they will continue to get a full quarter after successful completion of the Wardenship but will not have choice of quarter and those who were living in full quarter before joining as warden will continue to have one choice of house”.

This clause shall be applicable on Warden(s) those who are appointed as Warden after 07.04.1995 and all those who were already Wardens before the decision of the Deans/ Directors committee held on 07.04.1995 will be entitled for the facilities with respect of choice of the house at the time of their appointment as Warden(s). **(Revised in Order No.ESTATE/1086 Dt.22.01.2019)**

विश्वविद्यालय प्रबन्ध समिति की सम्पन्न बैठक दिनांक 04.01.2019 को आइटम सं० 02 Reorganization of Administration के अन्तर्गत छात्रावास अभिरक्षक एवं सहायक छात्रावास अभिरक्षकों की नियुक्ति एवं अन्य नये नियमों के सम्बन्ध में सर्वसम्मति से लिए गए निर्णयानुसार कुलपति जी द्वारा निम्नवत स्वीकृति प्रदान की गयी है :-

1. किसी भी शिक्षक को यदि किसी भी छात्रावास में अभिरक्षक की जिम्मेदारी दी जाती है, तो पूर्व में आवंटित आवास को रिक्त करने की आवश्यकता नहीं होगी।
 2. यदि सम्बन्धित छात्रावास में अभिरक्षक आवास हो तो उसे अभिरक्षक के कार्यालय/निवास के रूप में प्रयोग किया जायेगा। ऐसे परिवार को सपरिवार शिफ्ट करने की बाध्यता नहीं होगी।
 3. आवास किराया, बिजली व जल शुल्क का भुगतान मूल आवास का नियमानुसार लिया जायेगा। छात्रावास के आवास का बिजली व जल शुल्क का भुगतान विश्वविद्यालय द्वारा वहन किया जायेगा।
 4. किसी भी छात्रावास का अभिरक्षक बनाये जाने पर आवास आवंटन में किसी प्रकार की वरीयता नहीं दी जायेगी। समस्त आवासों को आवंटन केवल उनकी वरिष्ठता सूची के अनुसार किया जायेगा।
 5. अभिरक्षक/सहायक अभिरक्षक के पद पर सहा० प्राध्यापक/सह प्राध्यापक एवं प्राध्यापक को वरिष्ठता के अनुसार/सहमति के अनुसार नियुक्त किया जायेगा। अन्यथा की दशा में कुलपति महोदय द्वारा नामित किया जायेगा।
 6. भविष्य में किसी भी सहा० प्राध्यापक, सह प्राध्यापक एवं प्राध्यापक को अभिरक्षक/सहायक अभिरक्षक के कार्य एवं दायित्वों के निर्वहन की दशा में आवास आवंटन हेतु कोई वरीयता नहीं दी जायेगी।
 7. पूर्व का कोई भी प्रकरण यदि लम्बित होगा तो उस पर कुलपति महोदय द्वारा स्वविवेक से निर्णय लिया जायेगा।
8. An allottee, employed as “mritak-ashrit”, shall avail the benefits of 10% rule of change of house only after one year of allotment of house. (Revised vide B.O.M. meeting held on 26.03.2012)

9^ण इस कार्यालय द्वारा पूर्व में निर्गत कार्यालय आदेश संख्या पीएमए/सी-3/2701 दिनांक

12.11.2018, जो कि डा० सुरेन्द्र सिंह, प्राध्यापक, आनुवंशिकी एवं पादप प्रजनन विभाग के सम्बन्ध में आंशिक संशोधन करते हुए, आवास किराये की वसूली परिसम्पत्ति अधिकारी के कार्यालय आदेश संख्या: इस्टेट/416 दिनांक 18.03.2010 के स्थान पर परिसम्पत्ति अधिकारी के पत्र संख्या: इस्टेट/805 दिनांक 04 अगस्त, 2010 के

आधार पर सत्र लाभ के दौरान 30 जून तक सामान्य दरों से तथा 30 जून के पश्चात तीन माह तक सामान्य किराया तत्पश्चात पैनल दर से वसूलने की कार्यवाही सुनिश्चित किये जाने की कुलपति जी ने सहर्ष स्वीकृति प्रदान की है।

RULE – 7 : MAINTENANCE OF RESIDENCE

1. The occupant shall be responsible for any loss or damage (other than the routine wear and tear or caused by circumstances beyond his control) in any part or whole of the building or in any fitting and fixture (including all sanitary, civil and electrical fittings). No occupant shall tamper with the electric and water connection or other fixtures. Disciplinary action may be taken against him/her for failure to observe this and the cost of repairs/replacement shall be recovered from him/her.
2. No allottee shall alter or add any permanent structure brick works etc, in a residence occupied by him/her. He/She will be liable to pay the cost of restoration of the building and may be awarded other punishment.

RULE – 8 : SUBLETTING OF RESIDENCE AND NOT MAINTAINING HARMONIOUS RELATIONS WITH NEIGHBOURS

1. No employee shall sublet the whole or part of his/her residence or any of his/her out house/garage etc. For non-compliance of these rules he/she will be liable for disciplinary action besides forfeiture of residential facility.
2. Allotment of a residence may be cancelled if the allottee fails to maintain harmonious relations with neighbours. Where the allotment of a residence is cancelled for conduct prejudicial to the maintenance of harmonious relations with neighbours the officer may, at the discretion of the Estate Officer, be allotted another residence of their same type at any other place after giving an assurance in writing not to repeat such conduct in future.

3. If an allottee goes on leave not exceeding 04 months and leaves the residence to the care of a person, it shall not be deemed to be subletting.
4. If an allottee sublets a residence allotted to him/her or any portion thereof or any of the out houses garage or apartment there to in contravention of these rules, without prejudice to any other action that may be taken against him/her, the allotment of the house may be cancelled forth with, enhanced rent may be charged from him/her under F.R.45(a) or double the market rent to be determined by the Estate Officer whichever is more. The question of rent to be recovered and the periods for which the same may be recovered in each case shall be decided by the Estate Officer on merits.
5. When action to cancel, the allotment is taken on account of unauthorized sub-letting of the premises by the allottee, a period of 30 days shall be allowed to the allottee, and any other person residing along with him/her therein to vacate the premises. The allotment will be canceled with effect from the date of vacation of the premises or expiry of the period of 30 day from the date of orders of cancellation of the allotment, whichever is earlier.

RULE – 9 : RETENTION OF RESIDENCE

1. The employee shall be allowed a further leave license to occupy the residence as a special case strictly in accordance with the following table as described in column No. 2 and 3, whose rent would be required to be paid to the university in advance for each month for obtaining such leave and license. Beyond this period of license, unless specifically the license is further extended by the Vice- Chancellor, his license shall automatically stand revoked without any notice in this respect. Any person retaining the house beyond the said license period as allowed against events in column no. 2 would be deemed to a trespasser and an un-authorized occupant liable not only for his immediate ejection from the premises under his unauthorized occupancy but without prejudice to any legal or departmental action to be taken against him, would also be liable to pay to the university Comptroller the damages for his such use & occupancy at the rates as mentioned against the period of the such un-authorized occupancy as in column no. 4 of the following table.

S. No.	Events	Period of further license at normal monthly rent or the monthly rent as prescribed in this column	Rate of occupancy charges per months as damage in case of un-authorized occupancy beyond the license period.	Remarks/Reference
1.	Dismissal / termination of services. Absconding from duty or cancellation of allotment under HAR-12	One month at normal rent	i) first two months - 8 times market rent ii) Next two months 16 times the market rent. iii) beyond four months 32 times the market rent	Revised vide B.O.M. in its 188 meeting held on 10.04.2003
2.	Retirement	Three months from date of retirement (superannuation) (D.O.S.) at normal rent may be permitted for rest of academic session at double of flat rent provided his wards (sons and daughters) are studying in local school / college	i) Three months beyond first three months of D.O.S. - 2 times of normal rent ii) Two months beyond six months of D.O.S. - 32 times of normal rent (8 times of market rent) iii) Two months beyond eight months of D.O.S. - 84 times of normal rent (16 times of market rent) iv) Beyond ten months of D.O.S. till the vacation of house 128 times the normal rent (32 times of market rent)	Revised vide Deans/ Director meeting held on 15.01.1990, BOM 188 Meeting 10.04.2003 and BOM 225 meeting 18.06.2015
3.	Resignation	Three months from date of resignation (D.O.R.) at normal rent may be permitted for rest of academic session at double of flat rent provided his wards (sons and daughters) are studying in local school / college	i) Two months beyond first three months of D.O.R. - 32 times of normal rent (8 times of market rent) ii) Two months beyond five months of D.O.R. - 64 times of normal rent (16 times of market rent) iii) Beyond seven months of D.O.R. - till the vacation of house 128 times the normal rent (32 times of market rent)	Revised vide Deans/ Director meeting held on 15.01.1990, BOM 188 Meeting 10.04.2003

S. No.	Events	Period of further license at normal monthly rent or the monthly rent as prescribed in this column	Rate of occupancy charges per months as damage in case of un-authorized occupancy beyond the license period.	Remarks/Reference
4.	Death of an allottee	<p>i) Four months or balance period of academic session whichever is more at normal rent</p> <p>ii) Up to the employment of the ward of deceased employee & to provide accommodation of his/her entitled category at normal rent being recovered from the deceased.</p> <p>Note :- In case possession of allotted quarter of entitled category is refused by the incumbent the above relaxation shown in sub para-2 will not be allowed and the penal rent at the rates shown in column-4 will be charged.</p>	<p>i) first two months - 8 times market rent</p> <p>ii) Next two months 16 times the market rent.</p> <p>iii) beyond four months 32 times the market rent</p>	Revised vide B.O.M. meeting 23.07.1988
5.	Reversion to parent deptt. of deputations or transfer to out station campus of university	balance period of academic session or two months whichever is more	<p>i) first two months - 8 times market rent</p> <p>ii) Next two months 16 times the market rent.</p> <p>iii) beyond four months 32 times the market rent</p>	
6.	Deputations / lien / Extra Ordinary leave in the campus	First 3 months on normal rent and next nine months on market rates (04 times of normal rent) after that the panel rent as per column 4	<p>i) first two months - 8 times market rent</p> <p>ii) Next two months 16 times the market rent.</p> <p>iii) beyond four months 32 times the market rent</p>	Revised by B.O.M. 01.11.1987/ 29.09.1988/ 19.06.1991 and 216 th meeting on 26.03.2012

S. No.	Events	Period of further license at normal monthly rent or the monthly rent as prescribed in this column	Rate of occupancy charges per months as damage in case of un-authorized occupancy beyond the license period.	Remarks/Reference
7.	Study leave/ training	i) For one year on normal rent ii) for sanctioned leave period after executing bond if his/her family stay in the campus iii) if the family is not staying in the house one room may be provided by the Estate Office for stocking the house hold items on normal rent for the period of study leave. iv) If it is found that the family is not staying in the house even after execution of the bond, the study leave of the employee shall be cancelled and the University may initiate disciplinary action against the employee along with a panel rent shall be imposed on the employee		H.A.C. vide order no. 5170, dated 17.06.2015

Note: For the purpose of the above table

- i) Monthly normal rent means the flat rate rent of the quarter.
- ii) Monthly market rent means four times the flat rate rent of the quarter.
- iii) The family shall comprise as defined under clause general 6 (f).
- iv) In case of dismissal/termination of series or absconding from duty, person holding any residence would be liable for immediate ejection as in that event the license would stand automatically revoked without any notice in this respect and would also be liable to pay damages at the rates mentioned in the above table irrespective of any appeal or case pending before chancellor/Board of management or any court of law unless there is any stay granted in this behalf by any competent authority or court. *(Revised w.e.f. 01.01.1984)*

RULE – 10

The Secretary, House Allotment Committee and the Asstt. Director Works & Plants (Estate) shall take care of University by Estate affairs and shall be the authorized officers for allotting canceling the allotment/ licenses/orders eviction of unauthorized employees/ licensee/ leasee and for other management of university Estate relating to and arising out as a result of litigation which shall be done by them as per rules and legal procedures under the overall control of the Director, Works & Plants who shall be responsible for the proper use, care and maintenance of the University properly and for the strict enforcement of these rules and after obtaining the administrative approval of the Vice-Chancellor.

RULE – 11

The House Allotment Committee may change/modify/relax these rules from time to time for reasons to be recorded after obtaining the Vice-Chancellor approval).

RULE – 12

The Vice-Chancellor shall be the sole authority and his decisions shall be final in all types of disputes. The Vice-Chancellor shall be authorized to cancel the allotment order of any quarter without assigning any reason, whatsoever, and can acquire forcible eviction through University Chief Security Officer/Security officer or eviction through the court of law through the Estate Officer or Asstt. Director Works & Plants (Estate) in case of non- compliance of his orders directives to vacate the house by the person concerned.

RULE – 13 : OVER STAY IN RESIDENCE AFTER CANCELLATION OF ALLOTMENT ORDER

Where after an allotment has been cancelled or is deemed to be cancelled under any of the provisions contained in these rules, the residence remains or has remained in occupation of the officer to whom it was allotted or of any person claiming through him/her such officer without prejudice to any other action that may be taken earlier against him/her shall be liable to pay damages for the use and occupation of the residence, services, furniture's and garden charges, as may be determined by the Vice- chancellor from time to time.

The following steps may be taken serially or serviceably as deemed proper provided that para above shall in variably apply (*Revised w.e.f. 01.01.1984*).

- a) The electric and water supply to the house be disconnected by the competent authority of the University.
- b) Departmental action to be taken against him/her for disobedience of orders.
- c) The Estate Officer shall get the premises vacated using such force as may be necessary.

RULE – 14 : RELAXATION OF RULES

The Vice-chancellor may, for reasons to be recorded in writing relax all or any of the provisions of these rules in case of any of the Officers/employee or occupants of residents of any type of residence.

RULE – 15

The Vice-Chancellor may delegate any or all of the powers under these rules to any officer under his control subject to such conditions as he may deem fit to impose.