

## House Allotment Rules 1973

(Approved by the Director Technical Education, Haryana vide Endst.No.1766-68/Estt. dated 15.3.73.)

1. Title and Application:-

These rules shall be called the House Allotment Rules for the Government Polytechnics in the Haryana State.

These rules shall come into force from the date they are approved by the Director, Technical Education, Haryana and shall supersede all the previous rules being followed presently at different Govt. Polytechnics.

2. House Allotment Committee :-

The House Allotment Committee shall consist of the following in every Institution:-

- |                         |                      |
|-------------------------|----------------------|
| i) Principal            | -Chairman,           |
| ii) All Heads of Deptt. | -Members.            |
| iii) Head-Clerk         | -Member & Secretary. |

The Secretary will convene the meetings of the Committee and maintain all the records and minutes of the meetings held from time to time.

3. Allotment Committee Records :-

1. The House Allotment Committee shall maintain a register to record,

i) The seniority list of all the categories of staff members as per local stay, indicating the date of joining/promotion of the staff members at the Institution. The names of such staff members who resign or get transferred shall be struck off from the lists.

ii) The minutes of the meetings and proceedings.

iii) The detailed particulars of the type of houses for which employee of each category are eligible. Such details shall include classification/type, total areas, covered areas, fixture/fittings etc. and the standard rent.

2. The committee shall finalise the proformas for the allotment offer, caretaker's record etc. and these proformas may be changed according to the requirement from time to time. The same proforma shall be used at all the Institutions.

4. Allotment Procedure :-

Whenever a staff member assumes the charge of this post at a Polytechnic, he will submit an application to the House Allotment Committee for the allotment of Govt. House (if he needs one). The seniority of the applicants for a particular category of houses will be counted with effect from the dates of receipt of their applications for allotment of houses.

Note:1 :-If however, where there is no system of registration of applications in a Polytechnic, the applications will be invited by the principals and the seniority of the applicants will be decided according to the dates of their postings at the concerned stations.

Note:2 :-In case, a number of applications for a particular category of houses are received on the same date, the interse seniority will be decided from the dates of their assuming the charge at the concerned station. If date of joining of two or more

applicants at the concerned station happens to be the same, the length of service in technical Education Deptt. in the cadre entitled for the particular category of house will be the deciding factor.

If a staff member ( to whom the house is allotted ), does not accept the offer of house allotment, his name will be removed from the list of applicants for the particular category of houses.

2. The House shall be allotted to the senior most person as per rules and without making any distinction between married and unmarried persons.

3. The allotment offer shall be given in writing and the allottee shall be required to take possession of the house within seven days from the date of such offer, failing which, it may be allotted by the Committee to the next person on the waiting list.

4. The allottee will intimate to the Committee the actual date of taking possession of the house so that the house rent is charged accordingly.

5. If the allottee does not accept the offer or he fails to occupy the house within seven days as per para 3 above, he shall be liable to pay rent w.e.f. 8th day from the date of issue of offer till such time when another allottee becomes liable to pay the rent of that house.

6. At the time of taking the possession of a house, the allottee shall have to sign a statement of Electrical/Sanitary fittings in that house and these fittings shall be handed over by him in good condition at the time of vacating the house.

7. When the employee leaves the house, he shall also be required to give a clearance certificate that he has paid his electricity and water supply bills upto the date of leaving the house.

#### 5. FIXATION OF SENIORITY FOR HOUSE ALLOTMENT

Retention of Seniority for House Allotment.

1. Seniority of a staff member for fresh allotment will be retained, if the period of his absence from the particular station (due to transfer) is not more than six months. If on re-transfer, he comes back to the same station within six months, his earlier seniority for the allotment of Government house will not be disturbed.

2. A staff member who accepts the offer of a house of lower category shall retain his seniority in his own category for future allotment.

#### 6. PRIORITY IN ALLOTMENT

1. The house for the following categories of employees shall be made available on priority basis:-

i) One Lecturer type house shall be reserved for a Head of Department and the remaining houses shall be allotted as per joint seniority of Heads of Departments and Lecturers.

ii) One house out of these for Clerks shall be reserved for Head Clerk.

2. Not with standing the provision contained in the house allotment rules, the house allotment committee can allot a house to any officer/official in the Ist interest of the Institution, However, such allotments shall be made only in exceptional cases. When the presence of the Officer/Official in the campus is necessary in connection with Institution work.

7. INELIGIBILITY FOR ALLOTMENT

1. An employee possessing his own house or house in the name of any member of his family (wife or dependant children) locally (within a radius of 5 miles from the Polytechnic.) shall not be entitled for allotment of Government house.

2. In case, the said house is considered by the House Allotment Committee to be of much lower standard as compared to the house for which the employee is otherwise eligible for allotment and its rental value does not exceed 15% of employees pay, the above rule shall not be applied.

3. If an employee already occupying Government House procures a house of his own locally and thus becomes ineligible for Government house as per rules mentioned above, he will intimate the fact to the House Allotment Committee immediately, and will be required to vacate the Government house within one month from the date of procurement. In case the procured house happens to be rented before procurement all the necessary steps shall be taken by him to get it vacated under intimation to this House Allotment Committee and the Government House shall be vacated at the earliest. If the committee feels that since efforts are not being made by him to get the house vacated, his allotment shall be cancelled and he will be required to vacate the house accordingly.

8. ENTITLEMENT OF ADHOC EMPLOYEES.

1. An employee newly appointed on purely adhoc basis shall not be entitled for the allotment of Government house. However, the House Allotment Committee may allot a house to such employees temporarily under the following conditions:-

- i) He shall have to vacate the house within one month of a regular employee of that category becoming available for the allotment of that house.
- ii) He shall present a surety of any permanent employee who shall be responsible for his personal liabilities in the case he fails to clear the accounts in connection with Government house on leaving the job.

2. An employee promoted on adhoc basis from a lower post will be entitled for the allotment of a house of category he is eligible before such adhoc promotion. However, he will be entitled for the house of higher category when he becomes regular against that post and his seniority for the purpose of allotment of house will be counted from the date he becomes regular on the post.

9. HOUSE TO BE ALLOTTED TO DIFFERENT CATEGORIES.

1. The houses earmarked for a specific category shall be allotted to the employees belonging to that categories only.

2. When two or more categories are entitled for the allotment of houses of the same type, the allotment shall be based on the representation of all categories proportional to their total strength at that Institution.

3. The following types of accommodation will be allotted to the category/categories of staff members mentioned against each of them.

<u>Type of accomodation</u>	<u>Category/Categories eligible for allotment</u>
1. Principal	Principal
2. Head of Department	Head of Department
3. Lecturer	Head of Department, Lecturer, Workshop Supdt., Foreman(Auto).
4. Junior Lecturer	Junior Lecturer/Assistant Workshop Superintendent.
5. Demonstrations/Drg.Instr.	Demonstrator/Deg.Instructor, Science Instructors (in the scale of Rs.225/500) Head Clerk, P.T.I.
6. Workshop Instructor/Clerk	Clerks, Stenos, Workshop Instructors Instrument repairer, Store Keeper, Librarian, Draftsman, Lab.Assistant (in the scale of 110-225)Boiler Incharge.
7. Class IV Employees	All Class IV employees as per sub-categories vide para (4) below:-

4. In case of class IV employees, there are a large number of designation/categories and therefore, the following sub-categories will be formed and their representation in house allotment will be proportional to the total numbers of employees of each sub-category working at the Institution.

<u>SUB CATEGORY</u>	<u>CLASS IV EMPLOYEES INCLUDED</u>
A	Peons, Daftris, Lab.Attendant/Bears, Workshop Attendants/Coolies, Khalasi
B	Hammerman, Store Coolies, Library
C	Attendant/Boy, Sanitary Orderly,
D	Chowkidars, Malis, Beldar, Sports Coolies. Sweepers.

ALLOTMENT OF HOUSE OUTSIDE THE CATEGORY

The house of a particular category may be allotted Provisionally outside that category only when there is no eligible employee from that category. Such allotment shall be subject to the conditions that:-

- i) the allottee shall have to vacate the house within two months of an applicant from that category becoming available for allotment.
- ii) the rent charged shall not be less than 2/3 of the standard rent.

The condition (ii) may be waived off by the competent authority in special cases.

11. REFUSAL FOR ALLOTMENT

The staff members unwilling/refusing to occupy the house at their turn shall not be allowed House Rent Allowance, if any.

2. In case, none of the eligible employee is willing to occupy the house, it will be allotted by the committee to the senior most eligible employee of that category and the rent charged as per rules irrespective of the fact whether he actually occupies the house or not.

12. SUBLETING AND SHARE OF HOUSE

1. No person, who is allotted a Government house shall sublet it to any employee of the institution or any private individual. However, the allottee can share his house with any other employee of the Institution. Subject to the following Conditions:-

- a) Both the employees agree in writing to share the
- b) house, such sharing shall be done only after obtaining the written permission of House Allotment Committee.
- c) The rent charged from the allottee shall be 5 % of his pay and that from the sharer 5% of his pay or 5% of the pay of the allottee, whichever is higher.
- d) When the allottee agrees to share the house, he will do so for a minimum period of six months. If he desired the vacation of the portion by the sharer after this period, he shall be required to give at least two months time to the sharer for this purpose. In such cases, the allottee will submit an application to the House Allotment Committee, which shall serve the notice to the Sharer to vacate the house within two months.
- e) The sharer shall give in writing to the house allotment committee that he shall vacate the house alongwith the allottees where his (allottees) allotment is cancelled due to his transfer/ resignation etc.

2. Sharing of a house shall not be allowed when the accommodation is available for both the employees separately.

3. The house allotment committee deserves the right to refuse the sharing of the house.

13. LIABILITIES OF ALLOTTEE

1. The employee who is allotted the house shall be liable to pay house rent @ 10% of his pay as per Government rules. The rent for the electric fans, if provided, and charges for electricity.
2. He shall also be liable for any damage beyond fair wear and tear to the electrical & sanitary fittings in the house during the period it remains allotted to him.
3. He shall maintain the house and premises in a neat and clean conditions, so as not to cause any nuisance for his neighbours or in the Colony.
4. He shall not be allowed to keep cattle/poultry birds/pigs etc. in the Government House.

14. CANCELLATION OF ALLOTMENT

The house Allotment Committee may, without prejudice to any other disciplinary action that may be taken against an employee, cancel the allotment of house in the event of breach of rules and conditions by the employee such as:-

1. The employee sublet the house in full or any portion thereof.

2. He erects any unauthorised structure in any part of the home/premises or makes any alteration in the existing building.
3. He uses the house or any portion thereof for any purpose other than for which it is meant.
4. He tempers with the electric or water connections.
5. He uses or permits to be used the house or premises for any purpose which the House Allotment Committee consider to be prejudicial to the maintenance of harmonious relations with the neighbours.
6. He had knowingly furnished in correct information for securing the allotment.
7. He commits any other breach of rules or terms and conditions of allotment etc.

15. RETENTION OF GOVERNMENT HOUSE

The staff members on dismissal, termination of service, resignation, retrenchment, retirement, transfer within or outside the Department, study leave, training, death, etc. will be allowed to retain the Government accommodation according to the instructions of the Government in force at that time as applicable to the staff member concerned.

16. INTERPRETATION OF RULES

If any question arises as to the interpretation of any of these rules, the decision of the house allotment committee shall be final.

17. AMMENDMENTS OF RULES

The house Allotment Rules shall be subject to amendment/change by the Director, Technical Education, Haryana.