

CHAPTER – 7

House Allotment Rules-2016

- Approved by the Syndicate in its meeting 42/2016 held on 25.04.2016

7.1 THE UNIVERSITY OF ENGINEERING AND TECHNOLOGY, TAXILA (TEACHERS AND OFFICERS) HOUSE ALLOTMENT RULES-2016

Clause	Description														
1.	<p>Short title and commencement:</p> <p>a) These Rules may be called the University of Engineering and Technology, Taxila (Teachers and Officers) House allotment Rules, 2016.</p> <p>b) They shall come into force at once and all previous house allotment rules will stand cancelled.</p>														
2.	<p>House Allotment Committee:</p> <p>a) There shall be a House Allotment Committee-I consisting of the following:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 40px;">i. One of the Deans</td> <td style="text-align: right;">(Chairman)</td> </tr> <tr> <td style="padding-left: 40px;">ii. Registrar</td> <td style="text-align: right;">(Member)</td> </tr> <tr> <td style="padding-left: 40px;">iii. Two representatives of the Teaching Staff Association</td> <td style="text-align: right;">(Members)</td> </tr> <tr> <td style="padding-left: 40px;">iv. One representative of the Administrative Staff Association</td> <td style="text-align: right;">(Member)</td> </tr> <tr> <td style="padding-left: 40px;">v. Project Director/XEN</td> <td style="text-align: right;">(Member)</td> </tr> <tr> <td style="padding-left: 40px;">vi. Resident Officer/Estate Officer</td> <td style="text-align: right;">(Non-voting member)</td> </tr> <tr> <td style="padding-left: 40px;">vii. Deputy Registrar (Estab.)</td> <td style="text-align: right;">(Secretary/Non-voting member)</td> </tr> </table> <p>Note: Members mentioned at clause 2(a)(iii)&(iv) shall hold the office for one year.</p> <p>b) The Resident Officer/Estate Officer will inform the Secretary, House Allotment Committee, immediately after an occupant loses his entitlement, a house falls vacant or the possession of a house has been handed over to him. The Secretary with the approval of Chairman HAC-I will call a meeting immediately after having received such information. If for any reason, meeting is not convened as per schedule, the merit list of the applicants will remain unchanged until the meeting is held.</p> <p>c) The Resident Officer/Estate Officer shall ensure the implementation of the decisions of the House Allotment Committee.</p>	i. One of the Deans	(Chairman)	ii. Registrar	(Member)	iii. Two representatives of the Teaching Staff Association	(Members)	iv. One representative of the Administrative Staff Association	(Member)	v. Project Director/XEN	(Member)	vi. Resident Officer/Estate Officer	(Non-voting member)	vii. Deputy Registrar (Estab.)	(Secretary/Non-voting member)
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3.	<p>Earmarked Houses:</p> <p>The following four houses shall be earmarked for the following officers:-</p> <ol style="list-style-type: none"> a) Vice-Chancellor. b) Registrar c) Chief Medical Officer/SMO/Lady Doctor. d) Executive Engineer <p>Provided that the above mentioned earmarked houses will not be counted towards calculation of the quota of both categories. 80% of the remaining houses/flats from each category shall be allotted to the teachers and 20% of the remaining houses/flats from each category</p>														

4.

Eligibility:

- (a) Teachers and Officers may apply for allotment of houses/flats available for their respective categories as prescribed in the following table.

Category/Type of houses	Entitlement
“A”	BPS 20 and above
“B”	BPS 18 to BPS-20
“C”	BPS-17 to BPS-19
Flats (Faculty & Officers)	BPS-17 to BPS-19

(b)

- i. One house will be allotted on **seniority basis in relevant cadre** and alternate on the basis of **length of service**.

Explanation for Length of Service:

Teaching Staff:

The seniority of teaching staff will be considered from the date of appointment as a Lecturer.

Administrative Staff:

The seniority for the purpose of allotment of houses shall be counted from the date of first appointment in the University in a grade carrying regular pay scale.

- ii. In such cases when allotment is made on cadre seniority, priority shall be given according to the seniority of appointment in a pay scale and in case of the same scale according to the date of joining in that scale, and in case of the same date of joining according to the date of joining in the scale next below.
- iii. In such cases when allotment is made on length of service the teacher/ officer may be allowed to apply one cadre below. In these cases seniority shall be determined amongst all applicants of higher and lower cadres.
- iv. The first allotment after the approval of these rules from Syndicate shall be made on the basis of length of service. Contract employees are not eligible for residence in the university colony.
- v. Teacher/Officer living in a residence of lower category than his entitlement may be allowed to stay herein if desired by him, provided that no request for additions and alterations in the residence shall be entertained.
- vi. Provided further that he shall have to shift to a house of the category he is actually entitled to whenever such a house is lying vacant and not applied by any teacher/officer.
- vii. Application on the prescribed form (**Annex-A**) for the allotment of a residence at the University Campus shall have to be addressed by the University employee to the Chairman of the House Allotment Committee-I.
- viii. No Teacher/Officer shall occupy a house unless he has signed the agreement on the prescribed form (**Annex-B**).

5.	<p>Priority for allotment:</p> <p>a) First vacant house of a category should be allotted to a teacher/officer of the same category on the basis of length of service, second vacant house be allotted to a teacher/officer senior in that cadre (according to the date of joining in the present pay scale). In case the date of joining in the pay scale is same, seniority will be determined by the date of joining in lower pay scale. This sequence will be followed for allotment of house falling vacant subsequently. However, the married employees should be given preference over the unmarried. Unmarried employee with at-least 10 years of service may be considered at par with the married employee for the purpose of allotment of a house.</p> <p>b) Allotment of a house to a teacher or officer will be decided based upon their allocated quota mentioned in clause (3) of these rules.</p> <p>c) An employee has been allotted a house and do not occupy it within two weeks of the receipt of orders shall be placed at the bottom of the list for two years from the date of allotment.</p>
6.	<p>Conditions for retention of house:</p> <p>(a) On transfer/ deputation to other department the employee may retain the house on the same terms and conditions during this period.</p> <p>(b) In case an employee proceeds on extra-ordinary leave without pay with permission to serve elsewhere can also retain the house on payment of the commercial rent for a maximum period of one year.</p> <p>(c) Teacher/ Officer who proceeds for higher studies or training abroad may be allowed to retain the houses in their possession provided the wife and dependent children under education or dependent parents are staying in the residence.</p> <p>(d) In case of retirement the employee may retain the house up to a period of 3 months from the date of retirement without any rent. If further extension is required, the Vice Chancellor will be the authority to allow the same house for a maximum period of six months on normal rent.</p> <p>(e) On dismissal, compulsory retirement removal from service or termination of service, the employee shall vacate the house within one month from the date of issue of the orders.</p> <p>(f) On the demise of an employee his wife, her husband and/ or dependent children may retain the house for a period of three years on normal rent.</p> <p>(g) On the expiry of the specified period in each case, the allotment shall stand cancelled automatically.</p> <p>(h) No occupant of a University residence shall be allowed to keep cattle, goat, sheep, etc.</p>
7.	<p>Commercial Rent:</p> <p>a) The commercial rent will be charged @ 50% of the Basic Pay.</p> <p>b) The TTS Faculty shall have to pay the house rent as per HEC policy.</p> <p>c) The Syndicate may revise the rates for commercial rent from time to time.</p>

<p>8.</p>	<p>Eviction:</p> <p>Notwithstanding anything to the contrary, a teacher/ officer occupying a University residence shall be required to vacate it within one month from the date of issue of a notice in writing, when:-</p> <ul style="list-style-type: none"> i. Allottee is found indulging in subversive activities; <li style="text-align: center;">OR ii. The house or a portion of it is sublet; <li style="text-align: center;">OR iii. The house is used for purposes other than residential; <li style="text-align: center;">OR iv. Any of these University Rules or the terms of Agreement are violated.
<p>9.</p>	<p>General:</p> <p>The decision of the Syndicate shall be final in all questions arising with regard to the interpretation of any provision of these rules.</p>

7.2 THE UNIVERSITY OF ENGINEERING AND TECHNOLOGY, TAXILA **HOUSE ALLOTMENT RULES FOR EMPLOYEES (BPS-1 TO BPS-16)**

Clause	Description								
1.	<p>Short title and commencement</p> <p>(a) These rules may be called the University of Engineering and Technology, Taxila House Allotment Rules for Employees (BPS-1 to 16).</p> <p>(b) They shall come into force at once and existing rules invoke will stand cancel automatically.</p>								
2.	<p>House Allotment Committee</p> <p>(a) There shall be a House Allotment Committee-II consisting of the following:-</p> <ul style="list-style-type: none"> i. One of the Deans (Chairman) ii. Registrar (Ex-officio Member) iii. Presidents of B & C Class Employees Associations OR their nominees (Ex-officio Members) iv. Project Director/XEN (Ex-officio Member) v. Resident Officer (Member/Secretary) <p>(b) The Resident/Estate Officer will inform the Chairman, House Allotment Committee-II immediately after an occupant loses his entitlement, a house falls vacant or the possession of a house has been handed over to him. The Secretary with the approval of the Chairman, HAC-II will call a meeting immediately after having received such an information. If for any reason a meeting is not held on, the merit list of the applicants will remain unchanged until the meeting is held, <i>no fresh application will be entertained</i>. The Estate officer shall ensure the implementation of the decision of the House Allotment Committee.</p> <p>(c) The House Allotment Committee shall make allotments of houses categorized as below:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Category</th> <th>Entitlement for Allotment</th> </tr> </thead> <tbody> <tr> <td>D-Type/ 02 bed rooms Flats.</td> <td>BPS 12 to 17*</td> </tr> <tr> <td>E-Type</td> <td>BPS 06 to 11</td> </tr> <tr> <td>F-Type</td> <td>BPS 01 to 05</td> </tr> </tbody> </table> <p>*Only non-gazetted employees working in BPS.17.</p>	Category	Entitlement for Allotment	D-Type/ 02 bed rooms Flats.	BPS 12 to 17*	E-Type	BPS 06 to 11	F-Type	BPS 01 to 05
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D-Type/ 02 bed rooms Flats.	BPS 12 to 17*								
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F-Type	BPS 01 to 05								

<p>3.</p>	<p>Eligibility/ Priority for allotment:</p> <p>(a) For allotment of D & E Type houses 50% will be allotted on total length of service basis and 50% on cadre seniority basis.</p> <p>(b) F-type houses will be allotted on the basis of total length of service.</p> <p>(c) The married employee shall be given preference on the unmarried.</p> <p>(d) Where an allottee having at least 10 years continuous service in the University has died during University service/retired from University service, and his son also being a University employee with at least 5 years service at his credit in the same cadre, he may be allotted the same category house occupied by his/her father out of turn on priority basis.</p> <p>(e) An occupant living in a residence of lower category than his entitlement may be allowed to stay therein, if desired by him, provided that no request for additions and alterations in the residence shall be entertained.</p> <p style="padding-left: 40px;">Provided further that he shall have to shift to a house of the category he is actually entitled to whenever such a house is lying vacant according to his relative seniority with the candidates for the same category of house.</p> <p>(f) The allotments shall be made strictly on the basis of seniority.</p> <p>(g) Applications on the prescribed form (Annex-A) for the allotment of a residence at the University Campus shall have to be addressed by the University employee to the Chairman of the House Allotment Committee.</p> <p>(h) No allottee shall occupy a house unless he has signed the agreement on the prescribed form (Annex-B)</p> <p>(i) An employee who has been allotted a house and does not occupy it within two weeks of the receipt of allotment orders shall be placed at the bottom of the list for a period of two years.</p>
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<p>4.</p>	<p>Conditions for retention of house:</p> <p>(a) On transfer/ deputation to other Government/semi Government/Autonomous departments, the employee may retain the house on the same terms and conditions.</p> <p>(b) In case an employee proceeds on extra-ordinary leave without pay with permission to serve elsewhere can also retain the house on payment of the commercial rent for a maximum period of one year.</p> <p>(c) Teacher/ Officer who proceeds for higher studies or training abroad may be allowed to retain the houses in their possession provided the wife and dependent children under education or dependent parents are staying in the residence.</p> <p>(d) In case of retirement the employee may retain the house up to a period of 3 months from the date of retirement without any rent. If further extension is required, the Vice Chancellor will be the authority to allow the same house for a maximum period of six months on normal rent.</p> <p>(e) On dismissal, compulsory retirement removal from service or termination of service, the employee shall vacate the house within one month from the date of issue of the orders.</p> <p>(f) On the demise of an employee his/her wife/ husband and/ or dependent children may retain the house for a period of three years on normal rent.</p> <p>(g) On the expiry of the specified period in each case, the allotment shall stand cancelled automatically.</p> <p>(h) No occupant of a University residence shall be allowed to keep cattle, goat, sheep, etc.</p>
<p>5.</p>	<p>Commercial Rent:</p> <p>(a) The commercial rent will be charged @ 50% of the Basic Pay.</p> <p>(b) The rates for commercial rent may be revised by the Syndicate from time to time.</p>
<p>6.</p>	<p>Eviction:</p> <p>Notwithstanding anything to the contrary, a teacher/ officer occupying a University residence shall be required to vacate it within one month from the date of issue of a notice in writing, when:-</p> <p>(i) Allottee is found indulging in subversive activities; OR</p> <p>(ii) The house or a portion of it is sublet; OR</p> <p>(iii) The house is used for purposes other than residential; OR</p> <p>(iv) Any of these University Rules or the terms of Agreement are violated.</p>
<p>7.</p>	<p>General:</p> <p>The decision of the Syndicate shall be final in all questions arising with regard to the interpretation of any provision of these rules.</p>

UNIVERSITY OF ENGINEERING AND TECHNOLOGY, TAXILA

Application Form for Allotment of Residence in the University

Name: _____ Designation: _____
Department: _____
Father's Name: _____

I wish to consider for allotment of residence of _____ category in the University. The statement of relevant facts is given below for consideration of the House Allotment Committee:-

1. Date of Joining of University Service. _____
2. Date of appointment in the present grade _____
3. Marital Status: _____
(*married applicant shall get preference over unmarried*)
4. Number of children with ages, who would be staying with the applicant:
5. Details of dependents who are likely to stay with the applicant: _____
6. Scale of pay of the applicant: _____
7. Present/ Permanent address of the applicant : _____
8. Amount of House Rent/ or House Rent subsidy being drawn every month:

9. Any other information that the applicant may like to give: _____
10. I solemnly declare that the above particulars are correct. I promise to abide by the House Allotment Rules.

Recommended by the
Chairman of the Department

Full Signature of applicant

Chairman of the Department

Signature of the Chairman
House Allotment Committee

Admitted/ not admitted

Certification by Secretary
Of the Committee

(***Secretary***)

Receipt No: _____
Dated: _____

UNIVERSITY OF ENGINEERING AND TECHNOLOGY, TAXILA

AGREEMENT FORM
FOR OCCUPATION OF A UNIVERSITY RESIDENCE

Dated: _____

I do hereby accept the allotment of Residence No. _____ Category _____
as a licensee in the University Campus on the following conditions:-

- (i) The house shall be used for my residence and that of my dependent family members as mentioned in my application and for no other purpose.
- (ii) The water supply, sanitary and electrical fittings as mentioned on the reverse and also those fixed during my tenancy shall not be tampered with or damaged. Any defects in these services and the fittings shall be brought to the notice of the Executive Engineer for maintenance and repairs. The water charges, Gas and Electricity charges and conservancy charges shall be paid by me regularly.
- (iii) Any damage to the Water supply, electricity or sanitary fittings occurring during tenancy of the house with me due to my negligence shall be repaired by the Executive Engineer at my costs.
- (iv) I shall maintain the house in a state of cleanliness so as not to create unhealthy atmosphere inside the house or around it.
- (v) I shall not keep any cattle in or around my residence.
- (vi) I have read the House Allotment Rules and shall abide by these Rules and the executing instructions in force.
- (vii) I shall vacate the house within the period as stipulated in the notice issued by the University.
- (viii) I shall clear all accounts in regard to the allotted house before delivering back its possession to the Estate Officer.

Signature: _____

Witness

Name: _____
(in block letters)

(1) _____

Designation: _____

Department: _____

(2) _____

Date: _____

Place: _____

Estate Officer
(Signature)