

Annexure - III
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Dr. Yashwant Singh Parmar University of Horticulture and Forestry
Estate Organization
Solani PO Nauni- 173230


No. UHF/EO-31/III/99 2667-2717

Dated: 26/10/15

NOTIFICATION

On the recommendations of the House Allotment Committee, the Board of Management vide Item No. 07 of the proceedings of its 97th meeting held on 8th October 2015 is pleased to approve the House Allotment Rules of this University (as per Annexure-I).


This is in supersession of all the previous notifications issued on the matter.


Estate Officer
Dated: 26/10/15

Endst. No./- Even 2667-2717

Copy of the above along with a copy of the "Dr Yashwant Singh Parmar University of Horticulture and Forestry House Allotment Rules" forwarded to the following for information and further action:

1. All the Statutory Officers, UH&F, Nauni, Solan
2. The Dean, College of Horticulture and Forestry, Neri (Hamirpur), HP
3. All the Professor & Heads, COH/COF, Nauni, Solan
4. All the Associate Directors (R&E)/Programme Coordinators/Incharges, Outstations, UH&F
5. The Joint Controller, LAD, UH&F, Nauni, Solan
6. The General Secretary, UHFTA/Personal Staff Association/NTEWA/ Technical & Class IV Employees Union, UH&F, Nauni, Solan


Estate Officer
26/10/15

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ANNEXURE-I

DR YS PARMAR UNIVERSITY OF HORTICULTURE AND FORESTRY
SOLAN PO NAUNI-173 230

"HOUSE ALLOTMENT RULES "

1. SHORT TITLE AND APPLICATION

- (i) These rules shall be called "Dr. Yashwant Singh Parmar University of Horticulture and Forestry House Allotment Rules".
- (ii) These rules shall come into force **from the date of its notification.**
- (iii) All the residences at the University campus shall be under the control of Estate Officer. However, the residences at the RHR&TSs/Sub-Stations/KVKs shall be under the control of the concerned Associate Directors (Research & Training)/Programme Coordinators/Station Incharges. The Estate Officer shall be empowered for the proper enforcement of the rules.

2. DEFINITIONS

In these rules, unless the context otherwise requires:

- (a) 'Allotment' means the grant of licence to occupy a residence in accordance with provisions of these rules.
- (b) 'Date of Priority' of an officer/official in relation to type-III and above residences shall be the date from which he/she has been continuously drawing the Grade Pay or Basic Pay, whichever is applicable, to a particular type or a higher type in a post under the University or on foreign service/deputation;

Provided that the date of priority in respect of Type-I and Type-II residences shall be the date of joining in the University Service. If the date of joining is the same then the priority shall be determined as under:-

- i). The officer/official having higher grade pay shall be senior; and
- ii) if the grade pay is the same, the officer/official retiring earlier shall be accorded higher priority ;

Provided further that the inter-se-seniority for Type-III and above residences shall be considered on the basis of following factors, namely:-

- i). The Grade Pay of the officer/official;
- ii). The priority date of an applicant, within the same Grade Pay, shall be the date from which the applicant is continuously drawing his existing grade pay;
- iii) Where the priority date of two or more officers/officials is the same, the inter-se-seniority of the officers/officials shall be determined on the basis of the basic pay i.e. the officer/official who has a higher pay shall be senior in the waiting list;

Provided that where the priority date and basic pay of two or more officers/officials are the same, the earlier date of joining in the university service shall be next determining criteria of inter-se-seniority;

Provided further that where the priority date, basic pay and date of joining in the University service of two or more officers/officials are the same, the officers/officials retiring earlier may be accorded higher priority over the officers/officials retiring later;

Provided further that the Officers entitled for Type-V and above residences shall also be eligible to apply for accommodation below their entitlements subject to the condition that such accommodation shall not be below Type-IV.

Provided further that no junior batch officer of the same service shall be given priority over the senior batch officer of the same service.

Provided further that for the purpose of counting of broken periods of service for priority date for allotment of residential accommodation from the general pool, the past service shall be counted if they have been given any benefit of past service for any of the purposes of confirmation, quasi-permanency or pension. They shall, however, not be allowed to count their past service in case they are given any terminal benefits (like civil or military pension/gratuity) other than leave for their past service. If any officer/official had more than one break in his/her service, the above benefit will be admissible only in respect of continuous service rendered priority to the last break.

- (c) 'Incharge of Station/KVK' means any Scientist authorized to function as Incharge of the Station/KVK by the University authorities.
- (d) 'Estate Officer' means Estate Officer appointed by the University under Act and Statutes of the University.
- (e) 'Eligible Office' means Dr. Yashwant Singh Parmar University of Horticulture & Forestry office, the staff of which has been declared by the Dr. Yashwant Singh Parmar University of Horticulture & Forestry as eligible for accommodation under these rules.
- (f) 'Family' means the wife or husband, as the case may be, and children, step-children legally adopted children, parents, brothers or sisters as ordinarily reside with and are dependent on the officer/official.
- (g) 'House Allotment Committee' means a committee constituted by the Vice Chancellor, Dr. Yashwant Singh Parmar University of Horticulture & Forestry, Nauni, Solan from time to time to carry out the functions assigned to it in these rules.
- (h) 'Licence Fee' means the sum of money payable monthly in accordance with provisions of the relevant rules in respect of residence allotted under these rules.

- (j) 'Residence' means any house included for the time being in the general pool of houses earmarked by the University for the purpose of allotment.
- (j) 'Subletting' means sharing of accommodation by an allottee with another person with or without payment of rent by such other person provided he/she is a University servant eligible for allotment of University accommodation, provided that sharing will not entitle sharer to any right over the residence.

NOTE: Permitting the use of out-houses without payment of rent will not constitute subletting.

EXPLANATION: Any sharing of accommodation by an allottee with close relation shall not be deemed to be subletting.

- (k) 'Temporary Transfer' means a transfer which involves an absence for a period not exceeding six months.
- (l) 'Type' in relation to an officer/official means the type of relation to which he/she is eligible under Rule-5.

3. INELIGIBILITY OF OFFICERS/OFFICIALS OWN HOUSES FOR ALLOTMENT UNDER THESE RULES

The University employees who own houses at their place of posting shall not be eligible for allotment of house unless essentially required to stay at the campus/research stations. For this purpose, the Solan city and its surroundings shall be treated the same place and for other sides eight kilometers from the campus/Research & Training Station or Sub-Station/KVK.

The decision would apply equally whether the house is owned by the officer/official or his/her wife/husband or by his/her dependent children.

4. ALLOTMENT TO HUSBAND AND WIFE ELIGIBILITY IN CASE OF OFFICERS WHO ARE MARRIED TO EACH OTHER

(1). No officer/official shall be allotted a residence under these rules, if the wife or the husband, as the case may be, of the officer/official has already been allotted a residence unless such residence is surrendered provided that this sub-rule shall not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by a Court.

(2). Where two officers/officials in occupation of separate residence allotted under these rules marry each other, they shall within one month of marriage surrender one of the residences.

(3). If a residence is not surrendered as required by sub rule (2), 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 such one of them, as the University may decide shall be deemed to have been cancelled on the expiry of such period.

(4) Where both husband and wife are employed under the University, the title of each of them to allotment of a residence under these rules shall be considered independently.

5. CLASSIFICATION OF HOUSES

- (i) Save as otherwise provided by these rules, the officers/officials shall be eligible for allotment of different types of residences on the basis of Grade Pay/ Basic Pay or Post, whichever is applicable, shown in the table below :-

Type of Residences **Category of officer/official and monthly emoluments drawn by the Officer/Official (Grade Pay only) as on the date of application**

I	₹ 1300/- to ₹ 1650/-
II	₹ 1900/- to ₹ 3600/-
III	₹ 3800/- to ₹ 5000/- (i) For Non- Teaching Employees and (ii) for Teachers/Scientists from the initial date of their joining the University service irrespective of Grade Pay/ Basic Pay.
IV	₹ 5400/- to ₹ 8400/-
V	For Statutory Officers Only.* *(Out of present Four Type-V Houses, one is to be earmarked for the Registrar/other State Govt. Officers on deputation and remaining three for Deans/ Directors, to be allotted as per their inter-se- seniority as Statutory Officer)

Shelter accommodation

1. Teachers' Hostel

Shelter accommodation for all teachers.

2. Non- Teachers' Hostel

Shelter accommodation for non-teachers holding Class-III posts or above with a minimum Grade Pay ₹ 2400/-.

EXPLANATION: In the case of officer/official who is under suspension, the emoluments (Grade Pay only) drawn by him on the first day of the year in which he is placed under suspension or if he is placed under suspension on the first day of the year, the grade pay drawn by him immediately before that date shall be taken as emoluments. Allotment of residential accommodation to the officers/officials under suspension shall be made under rule-7 as if the suspension has not taken place.

- (ii) a). For Type-III accommodation, the allotment proportion would be 60:40 for teaching and non-teaching employees, respectively
- b). For Type-IV accommodation, the allotment proportion would be 75:25 for teaching and non-teaching employees, respectively.

6. APPLICATION FOR ALLOTMENT

An officer / official who seek an allotment of residence can apply in that behalf to the Estate Officer twice in a year from 1st January to 15th January and from 1st July to 15th July in the prescribed form. Anyone who has not availed the facility in the first instance will be eligible to apply in the prescribed proforma. The employees who apply once need not to apply again and their seniority will be maintained and house allotment will be made accordingly. The employees who join at the main campus by virtue of transfer or being new appointees can apply within fifteen days from the date of joining for the allotment of house and the list will be updated accordingly.

7. ALLOTMENT OF RESIDENCE

Save as otherwise provided in these rules, a residence, on falling vacant, will be allotted to an applicant desiring a change of accommodation in that type in genuine cases under the provision of rules 13 and if not required for that purpose, to an applicant without accommodation in that type having the earlier date of priority for that type of residence, subject to the following conditions, namely:-

- (i) The committee shall not allot a residence of a type higher than to what the applicant is eligible under rule-5;
- (ii) The committee shall not compel any applicant to accept a residence of a lower type than to what he is eligible under rule 5 and
- (iii) The committee, on request from an applicant for allotment of a lower category residence may allot to him a residence of one type below for which the applicant is eligible under rule 5 on the basis of his priority date for the same. However, when there is no claimant in that particular category, the same may be allowed to an employee belonging to one category above or below on provisional basis.
- (iv) The contract employees recruited by the University may be considered for allotment of accommodation alongwith regular employees, subject to the following terms and conditions: -
 - (a) A contract employees, by virtue of the corresponding post being held by him/her, shall be eligible for allotment of that type of accommodation for which a regular employee is entitled while posted initially on the same post which is being held by the contract employee, on payment of normal licence fee; and
 - (b) The priority for allotment of accommodation to the contract employees, irrespective of the type of accommodation, shall be the date of joining in the service.

8. PRIORITY ALLOTMENT

Notwithstanding the provisions of rule 7, allotment of residence may be made on priority basis to an officer/official on the grounds of the following types:

- (a) The first preference may be given to officers/officials who suffer from the following type of illness :
 1. Physically handicapped University employees in the following cases:
 - a). The blind i.e., those who suffer from either of the following conditions
 - i) Total absence of sight.
 - ii) Visual aquity not exceeding 6/60 or 20/200 (snell) in the better eye with correcting lenses ; and
 - iii) Impression of the field of the vision subtending an angle of 20 degrees or worse.
 - b) The Deaf- Those in whom the sense of hearing non-functional for ordinary purpose of life. They do not hear, understand sound at all even with amplified speech. The cases include in that category will be those having hearing loss more than 90 decibels in the better ear (profound impairment) or total loss of hearing in both ears.

- c)
- i) the orthopaedically handicapped that is those who as a result of their orthopaedic deformity find it very difficult to move freely; or
 - ii) heart ailment for self only (heart ailments having symptoms of Grade III and IV which includes serious disabilities like Angina Grade-III and IV or congested cardinal failure Grade III and IV or Malignant Hypertension with symptoms of Grade III and IV; or
 - iii). Tuberculosis (Pulmonary tuberculosis in active phase with risk to others) and Cancer of self, spouse and dependent children.

(b). The second preference may be given to the following officers/officials entitled for accommodation :

- 1. Medical Officer
- 2. Para-Medical Staff such as Pharmacists/Nurses
- 3. Driver of the Ambulance Van
- 4. Veterinary Surgeon
- 5. Veterinary Compounder
- 6. Security Supervisor
- 7. Hostel Wardens

While granting accommodation to the different categories of staff as indicated above generally the following points be taken into consideration:

- (i) That their counterparts (Both by designation and nature of duties) under State Government are entitled to accommodation.
- (ii) That the nature of duties of the employees is such which may require necessary presence in the campus before and after their duty hours in the interest of satisfactory performance thereof.
- (iii) That the entitlement of accommodation to an employee is subject to the availability of accommodation at the campus/station and this entitlement will not make the incumbent eligible for the grant of house rent allowance in lieu of accommodation.

(C) The third preference may be given to the officers/officials in the following cases in the type of houses which they are entitled:

- i) In the event of death or retirement of university servant, to the wife/husband regular, provided that that the retired or the deceased University servant was in occupation of university accommodation at the time of retirement or death, as the case may be. Such allotment shall not be made in a category higher than a category to which the spouse of the deceased or retired university servant is entitled.

Provided that such wife/husband was serving the University on regular or contract basis at the time of the retirement or death of the University employee and residing with him/her and was not claiming HRA for the last 3 years or since the date of appointment/transfer in the station, whichever is relevant;

Provided further that in case of death, the spouse may be allotted accommodation if he/she is appointed to University service within the permissible period of one year from the date of death of the allottee;

Provided further that the spouse of the retired/deceased allottee shall clear all the outstanding dues in respect of premises occupied by the retiree or deceased;

Provided further that the application in prescribed proforma for allotment of accommodation on out of turn basis shall be submitted alongwith the supporting documents;

Provided further that for ad-hoc allotment to the spouse in the event of death, retirement or transfer of university servant, an affidavit may be obtained in non-judicial paper to the effect that he/she does not own a house at or near the station of his/her positing.

ii). In the event of transfer, deputation on foreign services sponsored by the University/Government and study leave of more than six months of an allottee, to the spouse of such employee according of his/her entitlement in case the spouse is in University service on regular or contractual and posted at the same station.

iii). The Officers/officials who after completing of their full tenure of three years in the Lahaul & Spiti/Tribal Areas/ Hard Areas are transferred to Solan or other Research & Training Stations/Sub-Station/KVKs shall be given preference on priority basis in allotment of university residential accommodation.

(d) The fourth preference will be given to the following categories of employees in the type of houses to which they are entitled: -

Sr No	Category	Maximum number to be considered on priority	
		Solan	Research Station
1.	Junior Engineer (PH)	01	-
2.	Junior Engineer (Elect)	01	-
3.	Driver (Buses)	02	-
4.	Drivers (Other vehicles)	03	01
5.	Conductors	02	-
6.	Plumber	01	-
7.	Pump Operator	01	-
8.	Milk/Cattle Attendants/ Beldars employed to look after live stock	03	01
9.	Electrician	01	-
10.	Sub Station Attendants	02	-

11.	One member of Personal Staff attached to Statutory Officers at Nauni and with all the Associate Directors/ Programme Coordinators at Research and Training Stations/KVKs.		
12.	Staff attached to the Vice Chancellor subject to maximum four houses (Secretary to VC, PS/PA, Driver and Peon).		-
13.	Security Staff/ Chowkidars will also get priority in allotments.	-	-
14.	Hostel Attendant (Girls Hostel)	01	1

Note: All the above mentioned officials shall have to perform duties during off hours, failure/refusal/inability to do so may entail cancellation of allotment.

Provided that out of turn allotment under rule 8(a)(b)(c) &(d) shall not exceed 50% of the houses available in each category.

9. NON-ACCEPTANCE OF ALLOTMENT FAILURE TO OCCUPY THE ALLOTTED RESIDENCES AFTER ACCEPTANCE

- (i) If an officer/official fails to accept the allotment of residence within 10 days or fails to take the possession of the residence after allotment within 10 days from the date of receipt of the letter of allotment, he/she shall not be eligible for another allotment for a period of two years from the date of allotment letter provided the house is of the same category for which he/she has applied.
- (ii) If an officer/official occupying a residence of a category lower than the one to which he/she is entitled is allotted a residence of type for which he/she is eligible under rules, he/she may, on refusal of the said allotment or offer of allotment, be permitted to continue in the previously allotted residence on the condition that such an officer shall not be eligible for another allotment for a period of two years from the date of allotment letter for the higher class accommodation.
- (iii) An officer/official may at any time surrender an allotment by giving intimation so as to reach the Estate officer atleast 10 days before the date of vacation of residence. The allotment of the residence shall be deemed to be cancelled with effect from the eleventh day after the day on which the letter is received by the Estate officer or the date specified in the letter whichever is later. If he/she fails to give due notice, he/she shall be liable for payment of licence fee for ten days or the number of days by which the notice given by him/her falls short of ten days, provided that the Estate Officer may accept a notice for shorter period.

An officer/official who surrenders the residence under rule 9(iii) shall not be considered again for allotment of University accommodation at the same station for a period of two years from the date of such surrender.

A surrender notice is not necessary in the following type cases: -

- (a) When an officer/official in occupation of a lower type of residence than his entitlement is allotted a residence of that type to which he/she is entitled.
 - (b) When an officer/official on his re-employment is found to be entitled to a lower type of accommodation.
 - (c) When an officer/official is given change of residence to another in the same type.
 - (d) When the residence in occupation of an officer/official is required for a public purpose, repairs or for demolition.
 - (e) When the allotment of the residence in occupation is cancelled/deemed to be cancelled under the provisions of the allotment rules; and
 - (f) When the spouse of the deceased allottee get alternative accommodation.
- (iv) The University employee who refuses or leaves University accommodation with the prior approval of the competent authority and pays rent of the refusal/vacated University accommodation for the period it remains vacant may be allowed, if otherwise admissible, House Rent Allowance from the date when it is vacated by the concerned employee.

10. PERIOD FOR WHICH ALLOTMENT SUBSISTS AND THE CONCESSIONAL PERIOD FOR FURTHER RETENTION

(1) An allotment shall be effective from the date on which the house is occupied or tenth day from the date of allotment letter which is earlier and shall continue in force till:

- (a) The expiry of the concessional period permissible under sub clause (2) of this rule after the officer ceases to be on duty in an eligible office in the University.
- (b) It is cancelled by the University or it is deemed to have been cancelled under provisions of these rules.
- (c) It is surrendered by the Officer/official.

(2) A residence allotted to an officer/official may, subject to sub rule 3 be retained on the happening of one of the events specified in column 1 of the table below for the period specified in the corresponding entry in

column 1 thereof provided that the residence is required for the bonafide use of the officer or members of his/her family.

EVENT		PERMISSIBLE PERIOD FOR RETENTION OF THE RESIDENCE
i)	Resignation, dismissal, removal or termination of service or unauthorized absence without permission	Four Months
ii)	Retirement or terminal leave.	Four months—
iii)	Transfer outside the station	Two months or upto the date of allotment at new place of posting whichever is earlier or till the completion of ensuing academic year of children.
iv)	Death of the allottee	One year
v)	On proceeding on foreign service in India	Two months
vi)	Temporary transfer	Maximum Six months
vii)	Transfer of an officer occupying an earmarked house	One month from the date of relieving.
viii)	Leave (Other than leave preparatory to retirement, refused leave, terminal leave, medical leave)	For a period of leave not exceeding four months
ix)	Leave preparatory to retirement or refused leave	For the full period of leave to maximum of four months inclusive of the permissible at the time of retirement
x)	Deputation outside India	For the full period of deputation but not exceeding one year
xi)	Study leave in India or abroad	For the period of leave not exceeding six months
xii)	On proceeding on training	For the full period of training
xiii)	Maternity leave	For a period of maternity leave plus the leave granted in continuation subject to maximum of five months
xiv)	Leave on medical grounds requiring hospitalization beyond four months	Full period of leave

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Note: Extension in the permissible period may be allowed by the Vice Chancellor in the individual cases on merit.

EXPLANATION – 1: The period permissible on transfer mentioned against item (iii), (vi) and (vii) shall count from the date of relieving plus the period of leave, if any sanctioned to and availed by the officer/official before joining duty in new office.

EXPLANATION – 2: Where an officer/official is on medical leave without pay and allowances, he/she may retain his/her residence by virtue of the concession under item (xiv) of the table below sub rule (2), provided he/she remits the licence fee for such residence in cash every month and where he/she fails to remit such licence fee for more than two months, the allotment shall stand cancelled.

EXPLANATION – 3: Where a residence is retained under sub rule (2), the allotment shall be deemed to be cancelled on the expiry of the admissible concession periods.

EXPLANATION – 4: Provided further that the Secretary, House Allotment Committee [Estate Officer] may allow further retention in a special case beyond the permissible period under sub rule 2, for a period not exceeding three months on payment of four times of the pooled license fee.

Provided further that the Hon'ble Vice Chancellor may allow further retention on extreme compassionate grounds for a period not exceeding three months on payment of eight times of the pooled license fee. However, the Hon'ble Vice Chancellor may allow further retention for a period not exceeding six months on payment of rent as per following charts:

1.	Type-I	₹ 3,000.00 PM
2.	Type-II	₹ 6,000.00 PM
3.	Type-III	₹ 9,000.00 PM
4.	Type-IV	₹ 12,000.00 PM
5.	Type-V	₹ 15,000.00 PM
6.	Type-VI	₹ 18,000.00 PM
7.	Type-VII & above	₹ 30,000.00 PM

Amended

Provided further that the application for extension shall be given one month before the expiry of the authorized period.

Provided further that the extension letter shall be issued only after receipt of total rent in advance. In case of failure to deposit the total

rent, eviction proceedings shall be initiated immediately which shall be completed within three months.

Provided further that if any allottee is transferred or retires in the mid-academic session and his/her children are receiving education in School/College or University, as the case may be, at the place of his/her present posting, the allottee may be allowed by the Secretary, House Allotment Committee [Estate Officer] on the basis of merits of each case to retain the accommodation till that current academic year/semester is completed subject to production of certificate from the concerned institution to this effect. License fee chargeable in such case will be four times of the pooled standard license fee for the period beyond the concessional period permitted under the rules in cases of retirement or transfer, as the case may be.

Provided further that in case of officer/official who proceeds on foreign service abroad and on deputation outside India, study leave in India and abroad, the department concerned of any officer/official are required to make the provision in terms and conditions of such orders with prior approval of the University that he/she can retain the University residential accommodation, if any allotted only for the bonafide purpose of his/her family as per provisions of the rules

Provided further that officers/officials in the events mentioned above shall furnish an affidavit that the University accommodation allotted to him/her shall be used only for the bonafide purpose of his/her family and in case it is found at any time that the accommodation is not used for the bonafide purpose of his/her family, the University may without prejudice to any other disciplinary action that may be taken against him/her, cancel the allotment of residence.

- (3) If immediately after retirement the officer/official of the University has not availed the permissible period of retention, he/she may be allowed the concessional period of retention as provided in sub rule (2) after the completion of re-employment. In the case, the officer/official has been allowed part of the permissible period of retention before re-employment, he/she may be allowed the remaining part of the permissible period of retention after termination of the re-employment.

(4) The officer/official who are provided earmarked accommodation/ rent free accommodation and the tenure post appointees shall not be eligible for concession allowed under sub rule (2) and such allottees shall vacate the accommodation allotted to him within a period of 30 days after transfer or tenure of his/her post is over.

- (5) If an officer/official is transferred to tribal/hard area and the residence allotted to him/her under these rules is required by the family for bonafide

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use, he/she may be allowed to retain the residence on payment of normal licence fee.

11 ACCEPTANCE OF ALLOTMENT OF ACCOMMODATION

- (1) Where an allotment of accommodation or alternative accommodation has been accepted, the liability for rent shall commence from the date of occupation or the 10th day from the date of receipt of the allotment order, whichever is earlier.
- (2) An officer/official who fails to take possession of the allotted accommodation within ten days from the date of allotment order shall be charged rent from such date for a period of one month upto the date on which he/she declines to occupy the allotted accommodation, whichever is later. Need of certain minor repairs or white-washing shall not entitle an employee to exemption from rent.
- (3) Where an officer/official who is in occupation of residence is allotted another residence and he/she occupies the new residence, the allotment of the former residence shall deem to be cancelled from the date of occupation of the new residence. He/she may, however, retain the former residence without payment of rent for two days after occupation of the new house.

12. PAYMENT OF LICENCE/DAMAGE BEYOND FAIR WEAR AND TEAR

The officer/official to whom a residence has been allotted shall be personally liable for the payment of rent thereof and for any damage beyond fair wear and tear caused thereto or to the furniture fixtures or fittings or services provided therein by the University during the period for which the residence has remained under his occupation.

13. CHANGE OF RESIDENCE

(1) An officer/official, to whom a residence has been allotted under these rules, may apply for a change of residence within the same type. Not more than one change shall be allowed in respect of one type of a residence during stay at a station.

Provided that the requests of the applicants, who are allotted accommodation on out of turn basis for change of University accommodation will be considered after a period of three years from the date of their possession of the present accommodation.

Provided that no change of residence shall be allowed during a period of three months immediately preceding the date of superannuation / retirement.

(2) Changes shall be allowed on the basis of receipt of applications in the office of the Estate Officer and on the basis of merits/genuineness of each case.

Provided that if an officer/official submits a fresh application for change of residence, his previous application already registered in the Estate Office

shall stand cancelled and his seniority shall be counted from the date of receipt of his fresh application.

- (3) If an officer/official fails to accept a change of residence offered to him within five days of the receipt of such offer or allotment, he/she shall not be considered again for a change of allotment of that type.

14. CHANGE OF RESIDENCE IN THE EVENT OF DEATH OF MEMBER OF THE FAMILY

Notwithstanding anything contained in rule 13, an officer/official may be allowed a change of residence on the death of any member of the family, if he/she applies for a change within three months of such occurrence provided that the change will be given in the same type of residence already allotted to the officer/official.

15. SHARING OF ACCOMMODATION

No officer/official shall share the residence allotted to him including any of the out houses, garages and stables appurtenants thereto unless authorized to do so by the Estate Officer.

Any sharing of accommodation with close relatives shall not be treated subletting, the following relation will be treated as close relations viz. father, mother, brother, sister, grand-father, grand-mother, grand-son, grand-daughter, uncles, aunts, first cousins, nephews, nieces, directly related by blood to allottee, father-in-law, mother-in-law, son-in-law, daughter-in-law and any other relationship by legal adoption.

16. POWER TO CANCEL ALLOTMENT

- (1) If any employee to whom a residence has been allotted sublets the residence or erects an un-authorized structure in any part of the residence or uses the residence or any portion thereof for any purpose other than that for which it is meant or tempers with the electric or water connection or commits any other breach of rules or of the terms and conditions of the allotment, uses the residence or premises for any purpose which the University considers to be improper or conducts himself in a manner which in the opinion of the University is prejudicial to the maintenance of harmonious relations with the neighbors or has knowingly furnished incorrect information in any application or written statement with a view to securing allotment, the University may without prejudice to any other disciplinary action that may be taken against him/her, cancel the allotment of the residence.

EXPLANATION: In this sub rule, the expression "employee" includes, unless the context otherwise requires, a member of his/her family and any person claiming through the officer.

- (2) If the employee has failed to notify the information to the Estate officer as provided under rule or in any application or statement suppressed any material fact, Estate Officer may cancel the allotment.
- (3) If any officer/official sublets a residence allotted to him/her or any portion thereof in contravention of these rule, he/she may without prejudice to any other action that may be taken against him/her be charged rent at double the standard rent and the allotment of the principal allottee shall be cancelled.
- (4) Where the allotment of a residence is cancelled for conduct prejudicial to official at the discretion of the University may be allotted another residence.

17. OVERSTAY IN RESIDENCE AFTER CANCELLATION OF ALLOTMENT

Where after an allotment has been cancelled or is deemed to be cancelled under any provision contained in these rules, the residence remains, in occupation of the officer/official to whom it was allotted or a person claiming through him/her, such officer/official shall be liable to pay damages for use and occupation of the residence, services, furniture and garden charges calculated @ ₹18.00 (Rupees Eighteen) per sq. ft.

EXPLANATION: 'Service' includes conservancy, common light and common water facility.

a). In the case of retiring officers/officials, the leave encashment benefits will be released only if they have vacated the University accommodation allotted to them. The amount of leave salary shall be drawn by the Drawing & Disbursing Officer immediately on retirement and the same shall be put in FDR in the name of retiree pledged with the Drawing & Disbursing Officer for the period till he/she vacates the University accommodation, as a security for rent.

18. CONTINUANCE OF ALLOTMENT MADE PRIOR TO THE ISSUE OF THESE RULES.

Any valid allotment of a residence which is subsisting immediately before the commencement of these rules under the rules than in force shall be deemed to be allotment duly made, under these rules notwithstanding the fact that the official to whom it has been made is not entitled to a residence of that type under the relevant rules and all the preceding provisions of these rules shall apply in relation to that allotment and that officer accordingly.

19. INTERPRETATION OF RULES

If any question arises as to the interpretation of these rules, the decision of the Vice-Chancellor shall be final.

20. DELEGATION OF POWERS

The Vice Chancellor may delegate any or all the powers conferred upon him by these rules to any officer under its control, subject to such condition as it may deem fit to impose.

21. JURISDICTION

These rules will apply for allotment of accommodation at the main campus and all the Research & Training Stations/Sub Stations/ Krishi Vigyan Kendras under Dr. Yashwant Singh Parmar University of Horticulture and Forestry, Nauni, Solan.

22. 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 the public interest or in cases of extreme compassion.

23. REPEAL AND SAVINGS

- (1). The House Allotment Rules, 2000 with subsequent amendments made from time to time notified by the University are hereby repealed.
- (2). Notwithstanding any such repeal, may order or allotment made, any action taken or thing done shall be deemed to have been taken, made or done, under the corresponding provisions contained in these rules.


ESTATE OFFICER

Dr Yashwant Singh Parmar University of Horticulture and Forestry, Nauni, Solan
"Estate Organization"

No.UHF/EO/-31/11/99/-672-719

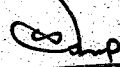
Dated:-21-06-2021

NOTIFICATION

On the recommendations of the House Allotment Committee, the Board of Management vide Item No.04 of the proceedings of its 109th meeting held on 11.06.2021 has approved the following amendment in Rule -10(2)(ii) Explanation-4 (Para 1 & 2) of House Allotment Rules of this University, notified vide Notification No. UHF/EO-31/11/99/-2667-2717 dated 26.10.2015 :-

Sr. No.	Existing Provision		Approved Amendment	
1.	Provided further that the Secretary, House Allotment Committee (Estate Officer) may allow further retention in a special case beyond the permissible period under sub rule 2, for a period not exceeding three months on payment of four times of the pooled license fee.		Provided further that the Secretary, House Allotment Committee (Estate Officer) may allow further retention in a special case beyond the permissible period under sub rule 2, for a period not exceeding three months on payment of <u>eight times</u> of the pooled license fee.	
2.	Provided further that the Hon'ble Vice Chancellor may allow further retention on extreme compassionate grounds for a period not exceeding three months on payment of eight times of the pooled license fee. However, the Hon'ble Vice Chancellor may allow further retention for a period not exceeding six months on payment of rent as per following Charts:		Provided further that the Hon'ble Vice Chancellor may allow further retention on extreme compassionate grounds for a period not exceeding three months on payment of <u>Sixteen times</u> of the pooled license fee. However, the Hon'ble Vice Chancellor may allow further retention for a period not exceeding six months on payment of rent as per following Charts:	
i)	Type-I	Rs.3000 PM	Type-I	Rs. 8000 PM
ii)	Type-II	Rs.6000 PM	Type-II	Rs.10000 PM
iii)	Type-III	Rs. 9000 PM	Type-III	Rs.15000 PM
iv)	Type-IV	Rs. 12000 PM	Type-IV	Rs.20000 PM
v)	Type-V	Rs. 15000 PM	Type-V	Rs.32000 PM
vi)	Type-VI	Rs. 18000 PM	Type-VI	Rs.60000 PM
Note: In case of the Teachers/Non-Teachers Hostel, rates are fixed to be Rs.9000/- Per month.				

The amendments/changes will come into force with immediate effect.

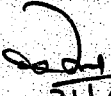

Estate Officer

Endst. No. Even/- 672-719

Dated: 21-06-2021

Copy of the above forwarded to the following for information and further action:-

1. All the Statutory Officers, UHF, Nauni, Solan.
2. The Dean, College of Horticulture and Forestry, Neri, Distt. Hamirpur, HP.
3. The Dean, College of Horticulture and Forestry, Thunag, Distt. Mandi, HP.
4. All the Professor & Heads, COH/COF, Nauni, Solan.
5. All the Associate Director (R&E)/Programme Coordinators/Incharges, Outstations, UHF, Nauni, Solan.
6. The Assistant Controller (Audit), UHF, Nauni, Solan.
7. The General Secretary, UHFTA/Personal Staff Association/NTEWA/Technical & Class IV Employees Union, UHF, Nauni, Solan.


21/6/2021
Estate Office

Dr. Y.S.Parmar University of Horticulture and Forestry, Nauni, Solan
"Estate Organization"

No. UHF/EO26/XXXVIII/2019/- 4723-48

Dated: 31-3-2022

NOTIFICATION

The Board of Management vide item No. 09 of the proceedings of 112th meeting held on 25.03.2022 has desired that in future University should provide earmarked accommodation to the category to which it belongs.

Therefore, it is emphasised upon all the concerned to comply with the above decision of the Board of Management and to consider the cases of the employees for allotment of residential accommodation accordingly.



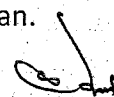
Estate Officer

Endst. No. Even/

Dated:

Copy of the above for information and further necessary action is forwarded to the following :

1. The Registrar, UHF, Nauni, Solan w.r.t. his letter No. UHF/Regr/GA/5-1 (112) / 2021/- 45320 dated 26.03.2022.
2. The Director of Research-cum-Chairman, House Allotment Committee, UHF, Nauni, Solan.
3. All the Statutory Officers, UHF, Nauni, Solan.
4. The Dean, College of Horticulture and Forestry, Neri, Distt. Hamirpur, H.P.
5. The Dean, College of Horticulture and Forestry, Thunag, Distt. Mandi, H.P.
6. All the Prof. & Heads/Heads of the Deptts./Offices, UHF, Nauni, Solan.
7. All the Associate Directors/Programme Co-ordinators, RHR&TS, Mashobra/ THRS, Kotkhai, Distt. Shimla, RHR&TS, Bajaura (Kullu), RHR&TS, Jachh (Nurpur)/Nagrota Bagwan, Distt. Kangra, H.P., THR&TS, Dhaulakuan, Distt. Sirmour, RHR&TS and KVK, Sharbo/Reckong Peo (Kinnaur), KVK, Rohru (Karalash), Distt. Shimla, RHR&TS and KVK, Kandaghat, Distt. Solan, KVK, Chamba at Saru, Distt. Chamba, RHR&TS and KVK, Tabo, Distt. Lahul Spiti, H.P.
8. The General Secretary, UHFTA, Non Teaching Employees Welfare Association, Personal Staff Association, Technical & Class-IV Employees Union, UHF, Nauni, Solan.
9. The Secretary to the Vice-Chancellor, UHF, Nauni, Solan.
10. File NO. EO-31 for record.



Estate Officer