

**Dr. Yashwant Singh Parmar University of Horticulture and Forestry**  
**"Estate Organization"**  
**Nauni, Solan – 173230 (Himachal Pradesh)**

No. UHF/EO/6-14/II/2013/- 542-80

Dated:- 15-6-2020

**CIRCULAR**

Applications for the allotment of different types of University residential accommodation i.e. Type-I, II, III, IV & V as well as Shelter accommodation in the Teachers & Non-Teachers Hostels are hereby invited on the prescribed proforma, in accordance with House Allotment Rule- 6 of this University, from the employees working in different departments/offices at the main campus, **SO AS TO REACH THE UNDERSIGNED ON OR BEFORE 15<sup>TH</sup> JULY, 2020** positively to prepare and finalize the seniority list(s) for determining their eligibility for allotment of each category of accommodation. The **SEPARATE APPLICATION FOR EACH CATEGORY OF ACCOMMODATION** should be submitted through proper channel.

It is also impressed upon all the Controlling Officers/ Heads of the Deptts./ offices that the service particulars of the applicants may be verified from their Service Records before forwarding the applications to this office, as the seniority for allotment of houses is strictly to be prepared on the basis of supplied information. The incomplete application(s), received after due date and not received through proper channel shall be rejected.

All the Statutory Officers / Heads of Departments / Heads of Offices are requested to bring this circular to the notice of all concerned employees working under their control for information and compliance. The copy of prescribed application proforma is enclosed which may be multiplied at the Department/Office level for further supply to the interested employees. The existing House Allotment Rules notified vide this office Notification No. UHF/EO-3/II/99-2667-2717 dated 26.10.2015 may also be circulated to all the concerned employees under their control once again, **The employees who have already applied, need not to apply again. Their seniority will be maintained and house allotment will be made accordingly. The employee who join at the main campus by virtue of transfer or being new appointees can apply within fifteen days from the date of joining and the list will be updated accordingly.**

Encls: as above.

  
SE-cum-Estate Officer

Endst. No. Even:

Dated:

Copy forwarded for information and necessary action to the following:-

1. All the Statutory Officers, UHF, Nauni
2. All the Professors and Heads of Departments/Heads of Officers, UHF, Nauni
3. The Deputy Controller (Audit), UHF, Nauni.
4. The Incharge, Computer and Instrumentation Centre, UHF, Nauni with the request to kindly upload the circular alongwith application format on the University website.
5. The Secretary to the Vice Chancellor, UHF, Nauni.
6. The Secretary, UHFTA, UHF, Nauni.
7. The Secretary, Non-Teaching Employees Welfare Association, UHF, Nauni.
8. The Secretary, Personal Staff Association, UHF, Nauni.
9. The Secretary, Technical and Class-IV Employees Union, UHF, Nauni.
10. The Incharge, Pay Cell, office of the Comptroller, UHF, Nauni.
11. The Executive Engineer (Civil), Estate Organization, UHF, Nauni.
12. The Executive Engineer (Design), Estate Organization, UHF, Nauni.
13. The Public Relations Officer, UHF, Nauni.
14. The Assistant Engineer (Maintenance), Estate Organization, UHF, Nauni.
15. The Private Secretary, Estate Organization, UHF, Nauni
16. Notice Board.

  
SE-cum-Estate Officer

