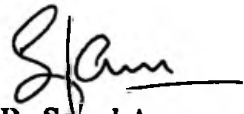


House Allotment Rules

Minute – 1

- a. The Committee constituted vide Hazara University Notification No.4(1)-HU/Reg/2011/1633 dated 27 Jun 2011 for the purpose of framing Rules for "House Allotment", the committee after convening three meetings framed the desired rules titled "Hazara University Employees Residence & Allotment Rules – 2011". The rules have been framed in short time, keeping the directives of the Hon. Vice Chancellor, however great care has been taken to cover all relevant problems/points related to the accommodation & to cover its resovelment.
- b. The main problem for the committee was classification of houses, since Hazara University is not having houses according to the status of relevant grade officers. The difficulty was resolved by categorizing the houses in relation to the grades in 05 classes.
- c. All the Sections/clauses were reviewed and discussed thread barely in the last (4th held on 15 Aug 2011) meeting of the committee to avoid, irrelevancy &, any duplication. The committee also evaluated the seniority procedure for preparation of 'roster' & allotment to have uniform oppoturnity for deserving employees. The same is kept as ready reference in the file at flag B.
- d. The rules are placed opposite at Flag – A for perusal and approval of the Competent Authority.
- e. Submitted.


Prof Dr Saeed Anwar
Dean Faculty of Arts
(Convener of the Committee)

Dated. 15 / 8 / 2011

through Registrar

For approval please
to be put = the Syndicate
gender.

Vice Chancellor Sh. 18/8/11 he
19/8

HAZARA UNIVERSITY EMPLOYEES RESIDENCE & ALLOTMENT RULES 2011

1. Title and Commencement

- a. These Rules shall be called the "Hazara University Employees Residence & Allotment Rules 2011" and are framed under Section 30(2) of the Hazara University Act 1997.
- b. These rules shall come into force with immediate effect.

2. Definitions

In these Rules, unless the context otherwise requires the following terms shall have the meaning hereby assigned to them:

- a. "Vice Chancellor means the Vice Chancellor Hazara University.
- b. "Employees" means all employee of Hazara University.
- c. "House" means any type of residential accommodation (excluding Bachelor accommodation) including its, annexe, servant quarters, if any, and its premises on the University Campus and as classified in clause 3.
- d. "Bachelor Accommodation" means any type of accommodation other than as specified in clause 3.
- e. "Allotment Committee" means the Committee as constituted under *clause 6(a)(i-xi) of the rules.*
- f. "Allottee" means a permanent employee to whom the house is allotted.

3. Classification of Houses and Entitlement

The houses shall be allotted to various categories of employees in accordance with the following entitlement:-

Category of House	Basic Pay Scale of Allottees
'A'	BPS 19-22
'B'	BPS 17-18
'C'	BPS 11-16
'D'	BPS 5-10
'E'	BPS 1-4

4. Application(s)

4.1 An employee who needs a house shall apply on prescribed form obtainable from Registrar Office/the University Enquiry Office and shall hand it over to the Deputy Registrar/Assistant Registrar(Estt.) Hazara University who shall enter the application in a specified Register of House and will include the name in the 'House Allotment Roster'.

Signature

REGISTRAR	2259	Date	18-07-2011
For Action			
Additional Registrar	Registrar		
Deputy Registrar (Acad)	Deputy Registrar		
Deputy Registrar (Estab)	Director Admin		
Deputy Registrar (M)	Director H & P		
Deputy Registrar (Admin)	Director Works		
Deputy Registrar (Sports)	Director Sports		
Deputy Registrar	Director Hostel		

4.2 Application on the prescribed form for the allotment of a house at the University Campus shall be addressed to the Registrar through the Chairman/Heads of the Department. The application will be considered by the House Allotment Committee whenever houses are available for allotment.

5. **Merit Roster (Merit List)**

- 5.1 The Deputy Registrar (Admin/Estab) shall maintain in the Establishment Section of the Hazara University, the Register of Houses in respect of each type of houses along with the merit roster for each category which shall be kept updated all the time. The Register of Houses shall contain all information of the allotted houses and its residents, their addresses and dependents. The occupation dates and similarly all information about vacation of a house.
- 5.2 The Deputy Registrar shall maintain the merit roster (seniority list) which shall be available in his office open to all employees and a soft copy be kept on the University website for easy approach of the employees.
- 5.3 The merit list (roster) shall be prepared in crystal clear manner and shall be updated each month or whenever required.
- 5.4 Seniority for the purpose of allotment shall be determined strictly by the length of service as calculated from the date of original appointment(joining)/promotion in the relevant grade in relation to the type of house to which he/she is entitled and the application made (received in the Establishment Section). The Seniority will be maintained according to the following points calculation:

Seniority in Roster;	Points	Remarks
For each complete year in Service	02	i. 01 point for each completed six months or ii. 0.5 point for each completed 03 months. iii. For incomplete quarter of the year (from date of appointment) the points will not be counted). iv. Length of total service in the Hazara University will only be considered and period(s) spent in employment elsewhere or period on leave without pay will be excluded.
For each month after application is made	0.5	For incomplete month point will not be countable
For two children	04	02 points against 01 child (Maximum 4 points).

- 5.5 Based on total of the above point system the seniority roster (merit list) will be prepared.
- 5.6 Length of total service in the University excluding the period/s spent in employment elsewhere.
- 5.7 The period of leave without pay shall not be countable towards roster.

Glam

5.8 Bachelor employees will not be eligible for inclusion in the above merit roster.

Explanation: Teaching/Admin Staff starting from the date of appointment in the Lecturer's grade (18) or in an equivalent grade i.e. 17 for admin/Mgt staff, all service rendered in Hazara University in lower grade/s as regular employee (permanent) shall count for calculating the total length of service for the purpose of this rule. However, only half portion of such service (in grade 16 blow) will be countable towards roster calculation.

6. House Allotment Committee

6.1 The houses at the Hazara University Campus shall be allotted to eligible applicants by a House Allotment Committee consisting of:

- a. One Dean to be nominated by the Vice Chancellor who will also act as convener.
- b. One member of the Syndicate to be nominated by the Syndicate for 02 years.
- c. The Registrar
- d. One Professor, One Associate Professor, one Assistant Professor & One Lecturer each to be nominated by the concerned category of Faculty/Teaching Staff by their own mutual consensus. The tenure will be for 01 year (from 1 Jan to 31 Dec each year). The Names should be submitted to Registrar each year by 15 Dec;
- e. The Senior most Director (who is by appointment a Director and not a faculty member or on additional assignment as Director)
- f. Resident Officer (if exists)
- g. Treasurer
- h. Director Works
- i. Deputy Registrar (Admin/Estab) will act as Secretary.

6.2 The quorum for a meeting shall be one half of the total number of members.

6.3 The decision of the Committee shall in all cases be subject to confirmation by the Vice Chancellor.

6.4 Category-wise priority lists be maintained for the allotment of houses by the Secretary, House Allotment Committee.

6.5 The Allotment Committee shall ordinarily decide all questions arising in regard to the interpretation of any provisions of these rules.

6.6 An appeal or complaint regarding improper placement on seniority roster or flawed calculation could be made to 'Chairman Allotment Committee', which should be decided before of next meeting of the committee in view of the record available with the Secretary of the Committee.

6.7 An appeal against the decisions of the Allotment Committee in all matters shall be made to the Vice Chancellor, whose decision shall be final.



7. Allotment of House

- 7.1 The houses on the University Campus shall be allotted to the eligible employees by the House Allotment Committee to be appointed by the Vice Chancellor from time to time.
- 7.2 Houses will be allotted strictly in order of Seniority according to the roster (except the tag houses/key administrative staff) from, amongst the applicants for each type of house.
- 7.3 Houses will be allotted to the employees including those on deputation with the University. Other things being equal, except that preference will be given to the permanent employees of the University.

8. "Subject to Rule 7, allotment shall be made with due regard to the following considerations:

- 8.1 An applicant who does not own a house within the limits of Hazara University shall be given preference to one who owns a house within the said limits.
- 8.2 A person shall be deemed to own a house if he owns it in his own name or in that of his spouse or dependent children.
- 8.3 If a person residing in the University accommodation builds/buys a house within the limits of Hazara University shall vacate the University accommodation within a period of one month of the completion of the house.
- 8.4 Permanent/Regular employees shall have preference over employees on deputation.
- 8.5 Unmarried employees (as mentioned at para 8.6 below) shall be considered for allotment of a house on extreme compassionate grounds only & only if. Married employees/eligible employees are not available and house/houses remains vacant.
- 8.6 Unmarried employees who are not on the roster shall be considered provided that the Allotment Committee may, if it is satisfied that dependent parents, real brothers or sisters are living with an unmarried female employee of the University, treat him/her at par with the married employees.
- 8.7 An employee whose wife/husband/children are not living with him/her shall be treated at par with bachelor employees, if a house already allotted to such employee, he/she will be required to vacate it immediately on notice by the Registrar.
- 8.8. Notwithstanding any thing contained in the above Rules, the Vice Chancellor may make such allotment and pass such orders as he deems fit ~~when an appeal is made to him and such appeal stands valid.~~



9. For purposes of allotment of house at the Hazara University the following Staff be regarded as Academic/Administrative:

9.1 Academic	9.2 Administrative
Professors, Associate Professors	Registrar, Controller of Examination, Treasurer, Directors, Provost, Additional Registrar, Additional Controller
Assistant Professors	Senior Medical Officer, Deputy Registrars, Deputy Controller Exam, Deputy Treasurer, Deputy Provost, Deputy Directors, Librarian
Lecturers	Assistant Registrars, Assistant Controller Examinations, Assistant Treasurer, Assistant Provost, Assistant Directors, Assistant Medical Officers
9.3 Administrative / Ministerial Staff: a. In case of houses reserved for administrative/ministerial Staff, the seniority for the purposes of allotment of houses shall be counted from the date of first appointment in the University in a grade carrying a regular pay scale. Temporary, Officiating or Permanent service shall not be counted. b. Married employees shall be given preference over the unmarried persons, in the same category irrespective of their length of service. Provided the allotment Committee may, if it is satisfied that dependents, parents, real brothers and sisters are living with an employee, recommended the allotment of a house to him/her when he/she becomes eligible under rule 5 above. c. An employee whose wife /husband/children are living with him/her shall be preferred to one whose wife/husband/children are not residing with him/her. d. Between employees whose claims on the above consideration are equal, preference shall be given to the employees whose emoluments are lowest.	

10. **Key/Tag Post allotment**

The following officers/officials shall be entitled for tag houses in accordance to their status/grade without tallied to the accommodation roster. In case an equivalent status house is not available and round the clock availability of the officer/staff among the following is deemed necessary on campus, then any available house can be allocated/ allotted on discretion of the Vice Chancellor:

- Registrar, Additional Registrar, Deputy Registrar
- Controller of Examinations, Add. CE/Deputy CE
- Director Administration
- Provost, Deputy Provost
- Treasurer
- P.S/P.A to Vice Chancellor, P.A to Registrar



11. Rates of Rent

- 11.1 Employees, except in grad 1 & 2, shall pay rent of the residence at the rate prescribed by the University from time to time as determined by the Syndicate.
- 11.2 Warden and Assistant Warden will be allowed free accommodation in the hostel and will be entitled for the house rent allowance along with warden allowance, however if warden/Asstt. warden occupies a house then house rent will be charged as per rule 11(a) above and the Warden allowance may be stopped.
- 11.3 If an employee who occupies a house without a valid allotment order or overstays without permission of the Vice Chancellor, shall be liable to disciplinary action to be determined by the Syndicate. Till such decision he shall be liable to pay punitive rent at such rate, not exceeding double the standard rent, as the Vice Chancellor may determine
- 11.4 The Syndicate shall have the authority to alter the 'rent rates' as and when deemed necessary, but it shall not be enhanced without prior notice to the allottee.
- 11.5 The rent and other charges payable by the allottees shall be recovered from their salaries.

12. Occupation of House

- 12.1 After a house has been allotted and allotment order received by an employee, he she, after necessary repairs /white washing have been carried out, shall occupy the house within 30 days. *(The 30 days will be counted from the issuance of the allotment letter).*
- 12.2 In case the allottee fails to occupy the house within specified period, the allotment orders shall stand cancelled.
- 12.3 The Director of Works shall hand over possession of the house to the allottee and record the fittings, installations etc, and their condition in a statement to be called "Delivery of Possession Report" which shall be signed by the allottee. A copy of the report shall be supplied to the allottee according to rule 15.1 below.
- 12.4 No addition in or alteration to the house shall be effected without prior permission of the Vice Chancellor, which could be only carried out by the Directorate of Work.
- 12.5 The allottee shall be responsible for the safety of the property of the house and shall make good the losses if any, at any time during his/her residence.

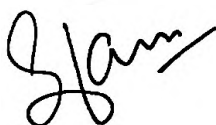
13. Vacation of House

- 13.1 On vacation of a house its possession shall be given to the Director of Works of the University. The Director of Works will be responsible to arrange for his representative not below the Superintendent for handing/taking over of the house and its inventory.
- 13.2 The Director Works will be required to issue 'vacation certificate' to the vacating employee the same day after proper taking over the house . He will be further



responsible to inform the Registrar of the University for keeping the house on allotment roster to other employee as per rules.

- 13.3 A retiring employee would be allowed to retain University accommodation for a period of three months after the payment of pension to him or six months after retirement, whichever is earlier.
- 13.4 A University employee, on retirement, shall in no case be permitted to retain the official residence for more than six months. The Registrar shall ensure that one month's notice for vacating the residence was served on such an employee before the expiry of the period of six months.
- 13.5 Retired University employee, who had not yet vacated the official residence even after the expiry of six months, shall be served with one month's notice to vacate the residence. In case he/she failed to do so necessary action shall be taken against him/her.
- 13.6 In the event of the demise of an employee occupying a University residence, his widow, children, parents and other dependents, who were residing with him prior to his demise, may be allowed to retain the residence for a period not exceeding 12 months.
- 13.7 In the event of dismissal, removal, resignation, transfer or retirement, other than voluntary retirement, the allottee shall be entitled to retain the accommodation, for a period not exceeding two months (from the date on which orders are passed) on payment of normal rent.
- 13.8 If an employee on deputation is expatriated to his parent department or he/she leaves the job at the University on any pretext, will be required to vacate the house within a month.
- 13.9 If an unmarried employee, who has been allotted a house, proceeds abroad on study leave or otherwise he/she shall have to vacate the house immediately and shall deliver its possession to as per rules to the Registrar/Resident Officer through Director Works before he proceeds abroad.
- 13.10 An employee whose wife/husband/children are not living with him/her shall be treated at par with bachelor employees. If a house already allotted to such employee, he/she shall be served one month warning notice by the Registrar to bring his/her family. If fails to do so, such an employee will be required to vacate the house immediately without any further notice.
- 13.11 An allottee serving any outside agency on deputation or is in employment etc. shall be required to vacate the house within six months of the transfer of his/her service.
- 13.12 A University employee who chooses to serve outside the University in Pakistan or abroad on getting leave without pay from the University upto a period of six months may not be required to give vacant possession of the official residence.
- 13.13 If, however, a University employee, who chooses to serve outside the University within or outside the country, on getting leave without pay from the University, shall not be relieved unless he gives the vacant possession of the official residences in his possession to the Resident Officer in case the period of leave without pay exceeds six months. If the period of leave without pay does not exceed six months an employee may be allowed to retain the official residence for



six months according to rule (13.12) above, if it is occupied by the wife, children and widow mother.

14. Retention of House (by Employees on deputation/appointment/study leave /Training Abroad etc.)

- 14.1 An allottee serving any outside agency on deputation will not be allowed for retention of the University house (refer para 13.8).
- 14.2 Families of married University employees living in the allotted houses who proceed abroad for training or higher studies (on duty leave), Sabbatical Leave or leave without pay (*para 12(l-m) is exception*) or EOL shall be allowed to retain the house subject to payment of all rents /allied charges regularly on the terms as may be fixed by the Syndicate.
- 14.3 Family of an allottee can reside in a house till the period of his/her study leave /training provided the utility dues are paid regularly, and subject to annual verification/ progress of his /her study /training by the Dean of Faculty/Director R & P/ concerned quarter.
- 14.4 Notwithstanding any provision to the contrary contained in the Rules, University employees, who in the past chose to serve outside the University within or outside the country, and had not yet vacated the official residences, shall be served with two months notice to vacate the official residences. In case they failed to do so within the stipulated period, (standard rent including the cost of site be charged from the employee concerned) at the prescribed rates and shall also render themselves liable for disciplinary action.

15. Loss or Damage of Property

- 15.1 An inventory of lights/sanitary fittings, joinery fittings, fixtures and other moveable property in a house shall be prepared in *duplicate* by the Director Works. The employee to whom the house is allotted shall sign both the copies in token of receipt of these articles. One copy shall be retained by the allottee and the other shall be kept in the office of the Registrar office/Resident Officer. The allottee shall be responsible for the proper care and preservation of the University property under his charge, and shall be responsible for making good any damage done to it. At the time of termination of the allottee, the allottee shall have to hand over all moveable and immovable property in the same good condition in which it was given under his charge.
- 15.2 While taking possession of the house, as aforesaid, if the Director Works reports loss or damage of any kind of property therein, the loss or damage shall be made good by the allottee or as the case may be, by his/her dependents.



16. Maintenance/Utility Bills etc

16.1 The University shall be responsible for keeping the houses in good condition and repairs (if any) and white washing shall be carried after 2 years by the Director Works who shall keep a proper record in this record in maintenance cell of Directorate of Works.

16.2 All gardens, trees, shrubs, hedges and grassy plots, within and outside the residence shall be maintained and be the property of the University and shall not be cut and removed without the written permission of the Resident Officer. The allottees of 'Grade 17-22' i.e. A, B Category houses shall pay the following charges for the upkeep of the lawns:-

A type	Rs. 50/- p.m
B type	Rs. 40/-p/m
C type	Rs.30/- p.m

16.3 The University shall provide sweepers for the residential estate scavenging/cleaning.

17. The allottees shall pay the meter rent and electricity charges to the WAPDA as long as direct supply made by the University out of its bulk supply. The rates of electricity as much as prescribed by the Syndicate from time to time but shall not exceed the charged by WAPDA for domestic consumption be deducted accordingly.

18. Resident Officer

The Resident Officer, to be nominated by the Vice Chancellor, shall be entitled to free residential accommodation but he will have to pay (a) water charges (b) charges for upkeep of lawns and (c) electricity charges and such fee for other services as may be levied from time to time.

19. Bars

19.1 Employee residing at the Campus shall not be allowed for keeping milk cattle, goat or any other type animals including horse donkeys and pets like dogs, cats etc.

19.2 The Resident Officer may require any employee in possession of vicious pet, which is source of trouble for the residents, to remove it from the Estate within 24 hours. Failure to comply with it will result in cancellation of allotment.

19.3 An allottee will not keep in his possession or by his dependents any type of illegal weapons and ammunition except the one duly licensed by the Government as per rules. Any type of weapon they keep will be mandatory brought into the knowledge of the Registrar. In this regard, the Registrar Officer shall maintain a separate register for record of such weaponry and ammunition.

19.4 In case of possession of such weapon as recorded with the Registrar's office, the allottee will be required that the weapons are only for their own security



- and should not be brought out of the house. For any type of mis-use by him/his dependents he/she will be responsible for consequences.
- 19.5 All the allottee/residents and their dependents will not bring on premises of the campus (es) any type of contraband items/drugs. If proved such a case, allottee will be required to vacate the house immediately or as per directives of the Vice Chancellor but not later than 15 days of the action observed.
- 19.6 All allottees & their dependents shall avoid involving themselves in any type of scams of fighting, theft/dacoity etc. The allotment of any quarter/house to any employee of the University shall be cancelled in case any allottee or his/her ward is found to have been involved in activities of indiscipline, unruly, anti-social, immoral, uncivic, firing/display of arms, theft/dacoity, narcotics use /deal and damage /loss to the property of the University.
- 19.7 Infringement of the above Rules shall entail the cancellation of allotment and evacuation from the estate.
- 19.8 Any allottee who keeps illegal possession of the premises and fails to vacate within one month's notice shall be liable to pay punitive rent at such rate, not exceeding double the standard rent, as the Vice Chancellor may determine. Such charges shall be recovered from him in cash or will be adjusted against his superannuary benefits. Orders of the Vice Chancellor in this respect shall be final and binding.

20. **Prohibition of Mutual Exchange of Houses**

- 20.1 Mutual exchange of houses is not permitted without the prior approval of the Vice Chancellor.
- 20.2 Employees desiring re-allotment/shifting in the same category of accommodation will be permitted to do so purely on the basis of seniority.

21. **Prohibition of Sub-Letting House**

- 21.1 The house allotted to an employee shall be solely for his/her and his/her dependents residence.
- 21.2 The allottee shall not allow any other employee (other than dependents) to reside with him/her in his/her house without the permission of the Vice Chancellor. If the permission of the Vice Chancellor is granted then each employee shall be charged rent separately as provided herein before.
- 21.3 No allottee shall sublet the house or any part thereof. If any one does so, his/her allotment of the house shall stand cancelled and he/she will also be charged such extra rent as may be fixed by the Syndicate for the period during which it was Subletted.

Double House Rent Allowance



Husband & Wife being both employees of the Hazara University, the house rent shall be deducted from the allottee only.

23. Arbitration

Any dispute arising out of allotment or use of the allotted house, or any loss or damage of property of any kind which in the house during the period of its occupation by an allottee, shall be referred to an agreed upon sole arbitrator or a nominee of each of the parties concerned who shall nominate a third person as sole arbitrator. The arbitrator's decision shall be final.

GENERAL

24. The Vice Chancellor shall have the power to amend and modify these Rules as and when deemed necessary.
25. No one will be allowed to hire a house till such time any house lying vacant at the University Residential Colony is allotted/occupied by the eligible employee.
26. The Vice Chancellor, on recommendations of the Allotment Committee may cancel the allotment of any employee for the reasons to be recorded in writing.

Dr Mohsin Nawaz
Assistant Professor, Chemistry

(Member)

M Nawaz

Lt Cdr (Retd) Mahmood Khan
Additional Registrar

(Member)

M Mahmood Khan 15/11/2011

Prof Syed Shoukat Shah
HOD Deptt of Comm. & Mass Studies

(Member)

S Syed Shoukat Shah

Prof Dr Saeed Anwar
Dean Faculty of Arts

(Convener)

S Anwar

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