

UNIVERSITY OF AGRICULTURE, FAISALABAD HOUSE ALLOTMENT RULES, FOR EMPLOYEES IN BS-16 & ABOVE

Dated: 03.09.1984

NOTIFICATION

Endst No.A-5/87-69/17371-93.- The University of Agriculture, Faisalabad House Allotment Rules, 1973, as amended by the Syndicate at its meeting held on 06.08.1984 (Appendix) are hereby notified for general information and guidance.

1. Short title and commencement.- (1) ¹These University rules will be called the University Agriculture, Faisalabad House Allotment Rules, 1984.

(2) These rules shall come into force with immediate effect.

2. Formation of House Allotment Committee.- (1) There will be two House Allotment committees for Faisalabad Campus one for the houses earmarked for the teaching staff and the other for the houses earmarked for the administrative staff.

(2) The House Allotment committee will be constituted by the Vice Chancellor in the month of January every year. He may also change the existing House Allotment Committee.

3. House Classification.- (1) The Houses as categorized below will be allotted by the respective House Allotment Committee.

(2) University houses on the campus meant for employees working in NPS-16 and above shall be classified under the following categories:

(i) Category 'A' Professor and other employees in the same scale.

Note:- House of the Registrar and the Treasurer² would be earmarked on the campus.

(ii) Category 'B' Associate Professors and other employees in the same scale.

Note:- Two houses would be reserved for administrative staff.

(iii) Category 'C' Assistant Professors and other employees in the same scale.

Note:- Four houses would be earmarked for the administrative staff.

(iv) Category "D-1" Lecturer and other employees in the same scale.

Note:- Six houses would be earmarked for administrative staff. D-2, 24 houses of Category "E" at present occupied by the teachers, would in future fall under Category D-2.

(v) Category "E" Employees working in NPS-16.

¹ Amended and revised vide Syndicate decision taken on 6th August 1984.

² Printed in the Notification as "Treasure"

Note:- There are only six houses now left under this category. They are meant for administrative staff.

4. Equivalence of Academic and Administrative staff for purposes of Rule No. 4 above, shall be determined on the basis of Basic Scales of pay.

5. Out of 130 houses on the Faisalabad campus, only 20 houses will be reserved for administrative staff, as per details given in Rule 4 above.

6. Existing allotments shall not be disturbed on account of re-classification of houses, categorization³ of staff members or any other rules.

⁴[7. (a) Allotments shall be made on the basis of seniority which will be counted from the date of appointment in a particular category by the competent authority plus one third of the service in the grade immediately lower than the grade in which he has been serving at the time of an⁵ allotment and 1/5 years service in the next lower grade. However in the case of Professors the last grade shall include the duration of service as Lecturer/Research Assistant/Instructor/Demonstrator.]

****6** Provided that during last year of service, whether an employee has proceeded on LPR or opted to avail leave encashment in lieu of LPR, shall not be entitled for allotment of house at the University Campus.

(b) Vice Chancellor may allot any available house to a University employee in his own category who returns from⁷ deputation or after serving elsewhere on leave without pay, if such deputation or assignment is under the orders of the Chancellor or the University: provided that such employee had been occupying University accommodation before such deputation etc.

****8** Provided that during last year of service, whether an employee has proceeded on LPR or opted to avail leave encashment in lieu of LPR or opted to avail leave encashment in lieu of LPR, shall not be entitled or allotment of house at the University Campus.

(c) The Vice Chancellor may allot a house to any University employee at the campus consistent with his status, irrespective of his seniority if considered necessary in the interest of the University.

8. University employees on study leave or on official duty elsewhere shall not be considered for allotment. When they resume their duty in the University on return their seniority, as defined in Rule 8 (a) above will remain unaffected. The University employees on Foreign Service or on deputation to other department/Organization within or outside the country, on E.O.L. for employment shall not be considered for allotment till they resume duty in the University. The period of such Foreign Service or the E.O.L. will not be considered for seniority, as defined in Rule 8 (a) above. Provided

³ Printed in the Notification as "categoration"

⁴ Amended vide Syndicate decision taken at its meeting held on 24.08.1997.

⁵ Printed in the Notification as "a"

⁶ Added vide Syndicate decision taken at its meeting held on 08.07.2000.

⁷ Printed in the Notification as "fro"

⁸ Added vide Syndicate decision taken at its meeting held on 08.07.2000.

that the seniority of University employees, whose services are requisitioned by the Governor/ Chancellor in public interest, for assignment outside the University will remain unaffected.

9. When a house falls vacant, the senior most officer of that category will be offered that house. If this senior most officer refuses to shift then this vacant house will be offered to the next senior man of the same category.

10. An employee may avail of one choice of shifting to another house in his own category on the basis of seniority.

⁹Provided that no allottee shall be allowed shifting during last year of service, whether he has proceeded on LPR or opted to avail leave encashment in lieu of LPR.

11. An allottee shall occupy the house allotted to him within fifteen days of the receipt of allotment orders unless otherwise allowed by the Vice Chancellor. If he fails to do so by the 15th day, his allotment will be cancelled. The officer refusing will be given one more choice preferably for a house in a different colony and even then if he refuses, he will be placed at the bottom of the seniority list of his category. The House Allotment Committee would give for each house two names:-

- a. Principal.
- b. Alternate to the Vice Chancellor for approval.

- 12.** (a) The family of the married University employee who proceeds abroad for further training/study (on study leave, duty or leave without pay) or on duty shall be allowed to retain the house allotted to him till the expiry of leave granted to him: provided the house is exclusively in occupation of his family and the University dues are paid regularly. In case of leave University on other grounds; he will have to vacate the house immediately.
- (b) A University employee taking his family along with him shall have to vacate the house and deliver its possession to the University before he leaves the University.
- (c) In case a University employee resigns, is removed/ dismissed from service or is otherwise, relieved, he shall deliver the possession of the house within a period of 3 months from the date on which such orders are passed.
- (d) In the event of retirement or death of an employee, his family residing with him prior to his retirement or demise, may be allowed retain the house for a maximum period of six months provided the University dues¹⁰ are paid regularly.

⁹ Added vide Syndicate decision taken at its meeting held on 08.07.2000.

¹⁰ Printed in the Notification as "duse"

- (e) On leave preparatory to retirement, the employee may retain the house allotted to him upto a period of six months beyond L.P.R. : provided University dues are regularly paid.
- (f) Any employee who does not vacate the house within the specified period of as provided in the rules, water, electric and gas supply should be cut off. If necessary, his case will be referred to the local District Administration for appropriate action.

¹¹[Provided that the Vice Chancellor may, in relaxation of clauses a,b,c & d of Rules,13¹² of the University of Agriculture, Faisalabad House Allotment Rules, 1973 (A class employees), allow a former/retired University employee or the bereaved family of a deceased employee, as the case may be, on grounds/reasons to be recorded/or on express recommendations of the Committee, retention of the possession of the house beyond the stipulated duration for a period as may be determined by the Vice Chancellor on individual merit, and provided further¹³ that the house remains in exclusive occupation and use of the concerned family, the University dues are paid regularly and that the occupant family strictly adheres to the Rules and Regulations, therefore.]

13. An inventory of light, sanitary fittings, mirrors and other movable property in a house shall be prepared in triplicate by the University Engineer. The employee to whom the house is allotted shall sign all the copies as token of receipt of these articles in the presence of University Engineer and Estate Officer. One copy shall be retained by the allottee and the others shall be kept in the office of the University Engineer and Estate Officer. The allottee shall be responsible for the proper care and preservation of the University property under his charge. At the time of termination of the allotment, the allottee shall have to hand over all the items shown in the inventory, failing which cost of missing items as calculated by the University Engineer shall be recovered from the allottee.

14. (a) An employee having pets, like dogs and cats, shall get them inoculated against rabies annually and shall submit certificate to that effect to the Heads, Department of Clinical Medicine and Surgery and Estate Officer.

(b) The occupants are strictly prohibited to deface the walls and other places on the University Estate.

15. Category-wise seniority lists shall be maintained for the allotment of houses by the Secretary, House Allotment Committee.

16. The House Allotment Committee concerned shall decide all questions arising in regard to the interpretation of any provision of these rules.

17. All decisions of the House Allotment Committee will be placed before the Vice Chancellor for confirmation.

¹¹ Added vide Syndicate's decision taken at its meeting held on 30.06.1988 notified under No. A-5/87-69/6137 dated 15.08.1988

¹² Printed in the Notification as "clauses a,b,c, d & of Rules,13"

¹³ Printed in the Notification as "PROVIDED FURTHER"

18. An appeal against the decisions regarding allotment and other matters shall be made to the Vice Chancellor.

19. The Syndicate shall have the power to amend or modify these rules as and when deemed necessary.

20. An employee occupying University residence shall be required by the House Allotment Committee to vacate it within one month from the date of issuing of a written notice if;

- (a) Allottee is found indulging in anti-social activities;
- (b) The House or a portion thereof is sublet; or a family accommodated without the permission of the House Allotment Committee;
- (c) The house is used for purposes other than residential;
- (d) Any of the University House¹⁴ Allotment Rules or terms of agreement are violated.

21. No employee shall occupy a house unless he has the allotment orders and has signed the agreement on the prescribed form.

22. Each and every house in a given category shall be provided with similar amenities and will receive uniform maintenance and repairs. Details of annual maintenance and repair would be available with the University Engineer¹⁵. In case of any complaint the matter will be brought to the notice of Project Director immediately.

23. (a) An employee who occupies a house without proper allotment orders shall be proceeded against as under:-

- 1. he will be directed to vacate the house immediately;
 - 2. electric, water and gas supply shall be cut off;
 - 3. the employee concerned would be liable to disciplinary action.
 - 4. Penalty rent would be charged at the rate of 60% of the pay of the un-authorised occupant as laid down in letter No.SO(PW-II)XV(24)/76, dated 27th September, 1980 from the Secretary to Government of the Punjab, Finance Department.
- (b) If necessary, such a case will be referred to the local District Administration for appropriate action.

¹⁴ Printed in the Notification as "house"

¹⁵ Printed in the Notification as "engineer"