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No. 02-BFUHS (Registrar)-16/24684

**BABA FARID UNIVERSITY
OF HEALTH SCIENCES
Sadiq Road**

Faridkot-151203 (PB)

Phone: 01639-256232,256236

Fax: 01639- 256234

E-mail: generalinfo@bfuhs.ac.in

Dated: 9/11/16

NOTIFICATION

The Board of Management vide para No. 8 in its 45th meeting held on 14.10.2016 has resolved to approve the revised Rules and Regulations for House Allotment of residential accommodation in BFUHS, Campus. These rules will be applicable w.e.f. 14.10.2016.

S. P. Singh
Registrar

Endst. No. 02-BFUHS (Registrar)-16/_____

Dated: _____

Copy to the following for information:-

1. SVC for the information of the worthy Vice-Chancellor.
2. All Principals of the constituent colleges of BFUHS, Faridkot.
3. The Medical Superintendent, GGSMH, Faridkot.
4. The Joint Director, UCER. BFUHS, Faridkot.
5. All Branch Heads, BFUHS, Faridkot.
6. In-charge (IT Cell) - To upload notification on University website.
7. Master copy.

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Registrar

House Allotment Rules for Residential Accommodation in BFUHS Campus, Faridkot,

1. **House Allotment Committee**

Registrar, BFUHS, Faridkot	Chairman
Principal, GGS Medical College, Faridkot	Member
Medical Superintendent, GGS Hospital Faridkot	Member
Finance Officer, BFUHS, Faridkot	Member
XEN, BFUHS, Faridkot	Member Secretary

2. **Eligibility for allotment of house-Based on designation including Pay Scales:-**

An employee as specified in the Annexure-I shall be eligible for allotment of House of the type specified in the corresponding category:-

3. All the employees will be entitled to the accommodation as per their entitlement automatically on the date of joining as per their seniority provided further that such employee will have to apply for the house as per his/her entitlement whenever house allotment committee asks for the application. The employee will be entertained only for that category house to which he/she is eligible.

Provided that if the house of that category to which any employee is eligible for allotment is not available, he/she shall be entitled to apply for a house lower than that for which he/she is eligible. The House Allotment Committee may decide on such matters keeping in view the interest of the institution.

Provided further that if an employee is allotted a house one category lower than to which he/she is eligible, he/she will have to vacate the same on the allotment of the house of the category to which he/she was entitled.

If any official/officer is redesignated/promoted from the back date, he/she will be entitled for the allotment of house from the date of his/her redesignation/promotion.

Adhoc/contractual employees will be entitled to the category of house as per the substantive post held by them.

4. **Earmarking of the Houses:**

The general pool of houses will be allotted to employees of various constituent colleges based on the disproportionate number of employees in each constituent College of the university. Among the group A employees 80 % of the houses will be reserved for the GGS Medical College and Hospital employees, 10 % for the University officials, 5% for UCON, 3% for Physiotherapy and 2% for Pharmacy. For all other categories i.e group B,C, and D employees the house reservation will be as under -GGS Medical College and Hospital 60%, University employees 30%, UCON 8% , Physiotherapy 1%and Pharmacy1%.(As per annexure I).

The suitable number of different types of houses may be earmarked for the officers of the University holding administrative posts or other such officers as decided by the Competent Authority. A house which has not been earmarked for any particular class of employees by designation or has not been allotted to any particular Department shall form part of the general pool of houses

5. **Allotment of House:-**

(1) When a house falls vacant it shall be allotted to an applicant desiring change of accommodation in that type and if not required for this purpose also to an applicant without accommodation having the earliest priority date for that type of house, subject to the following conditions:-

- (i) A house of a type higher than that for which the applicant is eligible shall not be allotted.
- (ii) An applicant shall not be compelled to accept a house of a type lower than that for which he is, eligible.

- (2) The House Allotment Committee may cancel the existing allotment of an employee for the reasons to be recorded in writing and allot to him an alternative house of the same type or in emergent circumstances, an alternative house of the type next below that of the house in occupation of the employee.

6. **Non-acceptance of allotment or failure to occupy the allotted house after acceptance:**

- a) If an applicant fails to take possession of the house allotted after acceptance within 4 weeks from the date of issue of the letter of allotment or within the stipulated period given/accordingly for taking the possession of the house, he/she shall not be eligible for another allotment for a period of one year from the date of allotment letter. However, if an applicant occupying a lower type house is allotted or offered a house of the type for which he/she is eligible he/she may on refusal of the said allotment or offer of allotment be permitted to continue in the previously allotted house provided that he/she shall not be eligible for another allotment for a period of one year.
- b) If any official/officer refuses to occupy the allotted house on the grounds that the house is not in living condition, he/she should be considered for allotment after a period of one year from the date of allotment for the category of house allotted to him provided the house being allotted to the person is in living conditions as certified by the XEN , BFUHS and Competent Authority of the institute. In case of tenure posts like Senior Resident/Demonstrators etc. this period will be for 6 months from the date of allotment.

7. **Rent**

- (a) Where an allotment of accommodation or alternative accommodation has been accepted, the liability for rent shall commence from the date of occupation or after 4 weeks of the date of issue the allotment letter which ever is earlier.
- (b) Where an employee, after accepting the allotment fails to take possession of that accommodation within four weeks of issue of the allotment letter, he shall be charged

rent after a period of four weeks from the date of allotment provided the said accommodation is in living conditions as certified by the XEN, BFUHS.

- (c) Where an employee, already in occupation of a house is allotted another house and occupies the new house, the allotment of the former house shall be deemed to have been cancelled from the date of occupation of the new house. He/she may, however, retain the former house on payment of normal license fee up to two weeks for shifting.

8. **Allotment to husband and wife:**

Eligibility:-

In case of employees who are married to each other:-

No employee shall be allotted a house, unless the wife or the husband, as the case may be, who has already been allotted a house surrenders it.

Provided:-

- i) that this rule shall not apply where the husband and wife are residing separately in pursuance of an order for judicial separation made by any court of law.
- ii) where two employees in occupation of separate houses marry each other shall within one month from the date of their marriage surrender one of the houses.
- iii) if the house is not surrendered as required above, the allotment of the house of the lower type shall be deemed to have been cancelled and if houses are of the same type, the allotment of either of them (after obtaining consent of allottee) shall be deemed to have been cancelled on the expiry of one month.

9. **Subletting or sharing of house:-**

No allottee shall sublet or share the house or part thereof in any case. Provided that the allottee while proceeding on leave, may accommodate in the house any other Government employee eligible for allotment of the House under these rules as a caretaker for the period specified, with the permission of the Chairman, House Allotment Committee and in the event of such arrangement the normal rent shall be payable by the employee who is accommodated in such a house.

10. Allotment on priority basis:-

The House Allotment Committee may make out of turn allotment to an eligible employee in special cases keeping in view the functional requirements attached with the post held by the employee as per his or her entitlement and subject to the prior approval of Vice Chancellor. Such out of turn allotment may also be considered in the following circumstances.

- (a) Nature of duties involved in the job and the public interest.
- (b) Serious ailment in the family; and
- (c) In the case of retirement of the allottee, allotment to his/her son, daughter, wife or husband, as the case may be, is subject to the conditions that:-
 - (i) the said person to whom the allotment is to be made is an employee of the University & eligible for allotment of a house under these rules.
 - (ii) he had been sharing accommodation with the retiring allottee for at least six months before the date of retirement; and
 - (iii) the family of the retiring allottee has no house of its own at the station concerned.

11. Seniority List:-

Whenever some house or houses will fall vacant the HAC will seek applications for the allotment of these houses specifically mentioning the number of vacant houses in each category. The seniority list will be made out of applicants only as per their entitlement based on date of joining the institute or the date of redesignation as the case may be. Every employee for allotment of a

house shall be informed in writing by the XEN, BFUHS (Member Secretary) about the seniority number at which his/her name has been entered in the seniority list maintained on the basis of his/her date of joining.

12. Ineligibility for allotment of house:-

No employee shall be allotted a house if he/she is under suspension or a notice to impose major penalties, such as removal or dismissal from service has been issued.

13. Allotment of houses to widow/son or daughter(s) of deceased employees who are already residing in a house.

In case of death of the serving University employee who is in possession of University House, the widow/dependents may be allowed to retain the house for a period of one year at the normal license fee.

When an employee dies while in occupation of accommodation, the widow/son or daughter(s) of the deceased who are already in University service or who join University service within six months of the date of death of the employee, may be allowed to retain the house if it is of his/her entitlement or a University house of his/her entitlement may be allotted on out of turn basis to the widow or son/daughter(s) as the case may be.

14. Foreign Assignment:-

If an employee goes on foreign or Indian assignment for fellowship/training/study, he/she will be entitled to retain the allotted house. In case, accommodation has not been allotted to him/her till the departure, he will have to apply afresh whenever applications are sought after he comes back.

If a faculty member goes on any assignment with the prior permission of the competent authority and on leave, duly sanctioned, for a period not exceeding one year and gets the salary

from sponsored institution, he/she may be entitled to retain the house and / or on his/her return he/she will be allotted the house as per his/her existing seniority in the particular category or on priority if he/she has vacated the house. However, if the period is more than one year and he gets the salary from the sponsored institution then he/she will not be entitled to retain the allotted house after the expiry of one years and he/she will have to vacate the accommodation failing which he/she will be charged penal rent as per rules.

15. Change of house :

- (1) An employee to whom a house has been allotted under these rules may apply for a change to another house of the same type or a house of the type for which he is eligible.
Provided that no employee shall be allowed more than one change in respect of one type of house allotted to him.
- (2) Application for change of house shall be made in the prescribed form. Seniority amongst the applicants for change of house shall be reckoned from the date of their joining the institute subject to receipt of application by the member Secretary when asked for.
- (3) If an employee fails to accept a change of house offered to him within fifteen days of the receipt of such offer or allotment he shall not be considered again for a change of house for a period of one year.
- (4) An employee, who after accepting a change of house fails to take possession of it, shall be charged rent for such house in addition to the normal rent payable for the house already in his possession
- (5) An employee may be allowed a change of house on the death of any member of his family if he applies for a change within three months of such occurrences.
Provided that the change shall be given in the same type of house as has already been allotted to the employee.
- (6) The employees to whom houses of the same type have been allotted under these rules may apply for permission to mutually exchange their houses. Permission for mutual

exchange of their houses may be granted if both the employees are reasonably expected to be on duty at the same station and to reside in their mutually exchanged houses for at least six months from the date of approval of such exchange. Otherwise normal license fee will be charge from the employee who has vacated the house early for the remaining period of 6 months.

16. Allotment/Change of house on Ground floor on Medical Ground:-

In case of allotment/change of house on Ground Floor on Medical Grounds, the medical certificate should be issued by the Board of three members. Head of concerned speciality will be 1st member and 2nd /3rd in the seniority will be the second member and 3rd member will be the representative of Principal /Medical Superintendent, GGS Medical College, Faridkot.

In case the request for allotment/change of the house on ground floor has been made on the grounds of parent's illness/disability then the medical certificate issued by the above mentioned board of this institution and an affidavit stating that the said parent is living with the employee may be submitted by the concerned employee. Representatives of the House Allotment Committee will make surprise visits quarterly to verify the facts. In case it is found that on four or more than four occasions, the employee is not keeping his/her parents with them then the allotment of the house will be cancelled.

Preference will be given to employee who wants to shift the house within the campus over fresh allottee within the same category.

17. Animal/Kitchen Garden:

Allottee is not allowed to keep animals other than pet dog/cat in the allotted house in campus. Resident will also not maintain the kitchen garden and Hedge outside the premises of his/her residence which may cause inconvenience to the residents and spoil the ambience of the Campus and those found doing so will be served a notice to vacate the encroached area within seven days. If not vacated then Officer authorized by the competent authority of the University shall visit the area and get the necessary action done.

18. Period for which allotment subsists and the concessional period for further retention:-

The following table will be apply:-

Events	Permissible period for retention of the house
1. Resignation, dismissal or removal from service, termination of service or unauthorized absence without permission.	One Month
2. Transfer to another station	Two months or up to the date of occupation of house at the new station of posting, whichever period is earlier.
3. Retirement or pre-mature retirement	Four months
4. Transfer to an ineligible office at the same station.	Two months
5. Death of the allottee.	One year
6. Temporary transfer in India or transfer to a place outside India.	Six months
7. Leave of any kind	For the period of leave sanctioned by the competent authority.
9. Proceeding on training or study leave.	For period of study leave (Max. One year)

Explanation:

- 1) The period permissible on transfer mentioned against items 2,4,6 and 7 shall count from the date of relinquishing the charge of the post.
- 2) An employee who has retained the house by virtue of the concession under item (1) or item (3) shall on re-employment or reinstatement, as the case may be, at the same station within the period specified in the said Table, be entitled to retain that house and shall be eligible for any further allotment of house under these rules.
- 3) Extension of the period of retention of the house beyond that specified in the Table at Sr. No. 2 may be allowed by the Chairman of the House Allotment Committee in special circumstances to be recorded, in writing, on payment of twice the normal rent payable

by the employee (in case of rent free accommodation twice the normal rent which would have been payable had the house not been rent free) for a period not exceeding four months.

Note: Extension under this sub-rule may be allowed in cases where the employee seeks extension on account of his children having been studying in recognized schools, affiliated colleges or other educational institutions recognized by the Government but in no case the extension be given beyond the completion of the annual examination of the children.

19. Change of house on spouse basis:-

- (a) In case of couple/spouse, house is allotted to one of them in the capacity of Asstt. Professor/Assoc. Professor and Professor, if one of them goes on Foreign Assignment/Fellowship and draws his/her pay from the sponsored institute then change/transfer of house may be allowed in the name of spouse as per his/her entitlement on priority basis.
- (b) In case of couple, if one of them has resigned/completed tenure then the spouse can be allowed to get the house allotted/transferred in his/her name on request as per entitlement on priority basis.

20. Consequence of breach of rules and conditions:-

If the allottee sub-lets the house, erects any unauthorized structures or makes any structural alternations in any part of the house or uses the house 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 the rules or the terms and conditions of the allotment or uses the house or premises or permits or suffers the house or premises to be used for any purpose which the House Allotment Committee considers to be improper or conducts himself in a manner which, in the opinion of the House Allotment Committee is prejudicial to the maintenance of harmonious relations with his neighbors or has knowingly furnished incorrect information in any

application or written statement with a view to securing the allotment the House Allotment Committee without prejudice to any other action that may be taken against him may cancel the allotment of the house.

Explanation: In this sub-rule the term 'allottee' includes a member of his family and any person claiming through him.

Proposed entitlement for allotment of residential accommodation in Medical Campus,
Baba Farid University of Health Sciences, Faridkot (Punjab).

<u>Type of House</u>	<u>Entitlement in order of Seniority</u>
(A) (A1) Houses (Professor House old)	Professor/Official in the pay scale of 37400-67000 +10000 GP, Registrar, Controller of Examinations, Finance Officer, Dean (College Development), Medical Superintendent.
(A2) Houses (Assoc. Prof. House old)	Assoc. Prof./Official in the pay scale of 37400-67000+8900 GP,
(A3) Houses Asstt. Prof. House old)	Assistant Professor in pay scale of 37400-67000+8600 GP, <u>(Lecturer and Officials in the pay scale of 15600-39100+7800 GP or above).</u>
(A4) Houses (U Block & New Block)	<u>All Officials in the pay scale of 15600- 39100+5400GP or above,</u> Senior Residents/Demonstrators (PG qualified), PCMS (during PG) including EMO's .
(B) Houses (Old)	<u>All Officials in the pay scale of 10300-34800+3800 GP or above</u> (All Group B Employees)
(C) Houses (Old)	<u>All Employees in the pay scale of 10300-34800+3200 GP or above and in the pay scale of 5910-20200+1900 GP or above.</u> (All Group C Employees)
(D) Houses (old)	All Group D Employees.

* As there are no Type B houses in the University Campus presently, the preference for allotment of Type C houses will be given to Group B Employees.

** The Categorization of Group A, B, C, D employees as per the pay scale is attached.