



J. C. Bose University of Science and Technology, YMCA, Faridabad

(formerly YMCA University of Science and Technology)

A State Govt. University established vide State Legislative Act. No. 21 of 2009

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HOUSE ALLOTMENT RULES

1. These rules may be called J C Bose University of Science & Technology, YMCA Allotment of Houses on University Campus Rules, 2021.
2. They shall come into force from the date of notification after being approved by the Executive Council.
3. DEFINITIONS:
 - a. “Vice Chancellor” means the Vice-Chancellor of J. C. Bose University of Science & Technology, YMCA Faridabad (Haryana).
 - b. “Allotment” means the grant of a license to the University employee to occupy a house or a portion thereof owned, leased or requisitioned by the University, for use by him as residence.
 - c. “Chairman” means the Chairman of the House Allotment Committee.
 - d. “Committee” means the House Allotment Committee.
 - e. “Family” means an employee and employee’s wife or husband as the case may be residing with him / her and dependent legitimate children, step children, parents and other legal dependents legally residing with him / her.
 - f. “University” means the J. C. Bose University of Science & Technology, YMCA Faridabad (Haryana).
 - g. “House / Residence” means a building or part thereof used for residential purposes and situated within the University Campus and its outstation.
 - h. “License Fee” means the sum of money payable monthly in respect of a residence allotted under these rules.
 - i. “Monthly Maintenance Charge” means the sum of money payable monthly in respect of the services/facilities provided to the residents. The same will be charged at the rates prescribed by the Competent Authority.
 - j. Pay for purposes of determining / eligibility for a class of residence shall mean pay of an employee as defined in rule 2.44 of CSR Vol.1 Part-1.
 - k. “Emoluments” for purpose of recovery of rent shall mean pay.
 - l. “Market Rent” shall mean the rent for a house of equivalent floor area obtaining in the best locality in the city to be assessed by Committee constituted by the Vice-Chancellor from time to time at intervals not exceeding one year.

- m. "Subletting" means letting out and includes sharing of the whole or any part of the residence by an allottee with another person (s) and without permission of House Allotment Committee / Competent Authority.
- n. "Temporary Transfer" means a transfer which involves absence from his place of posting for a period not exceeding six months.
4. a. For purpose of allotment of different categories of residential accommodation the University employees shall be divided into the following categories on the basis of their pay as defined in 3 j.

Sr.	Pay Block	License fee (Rs.)
1.	Group D	250/-
2.	Class III G.P. 1900 to 3199	400/-
3.	Class II & III G.P. 3200 to 5400 PB-II	500/-
4.	PB-III Class I G.P. 5400 to 9000	700/-
5.	PB - IV	1000/-

Entitlement of Allotment

Sr.	Category of House	Grade Pay	Area of House
1.	Category- A	G.P 7600 & above	1700 sq ft (3BHK+1)
2.	Category- B	G.P. 4600 to 7000	1350 sq ft (2BHK+1)
3.	Category- C	G.P. 1900 to 4200	900 sq ft (2 BHK)
4.	Category	Group D Employees	Under construction

Note:

- Provision of one step lower may be made as under: If a house in the category to which an employee is entitled is not available, he / she may be allowed to apply for a house in the lower category i.e., one step lower than one to which he/she is entitled. However, the employee who actually worked in the lower pay scale / slab may be allotted a house one step below to which he/she was entitled earlier in lower pay scale / slab and for the purpose the date of joining in the University shall determine his seniority viz-a-viz others entitled to that category provided this will not debar him/her subsequently from the allotment of a house to which he is entitled.
 - In addition to the license fee, monthly maintenance charges will be payable by each of the allottee towards the services/facilities being provided. Such charges will be decided by the competent Authority and will be reviewed from time to time.
5. a. The allotment of houses to the eligible employee will be made on the recommendations of the House Allotment Committee. The members of the Committee shall be appointed by the Vice-Chancellor for such period as may be decided by him.
- Eligible employee means an employee of J. C. Bose UST, YMCA Faridabad

b. Allotment of houses be made on the basis of a seniority list of all staff members (Teaching and Non-teaching) which will be maintained on the basis of the date of receipt of application for house allotment for a particular type of house. A Register for this Seniority will be maintained in the Establishment Section.

For the purpose of allotment of a house of any category, seniority amongst all eligible employees shall be in accordance with the date when an employee becomes eligible for that category of house. The allotment may be made on the basis of seniority depending on the date of joining the University as an employee. However, those employees, who were earlier entitled to lower category of house and became eligible for higher category house later on, due to changes in their eligibility criteria, would maintain their seniority both for allotment of lower category of house and also for higher category of house as per seniority.

Provided that where two or more persons have the same seniority, allotment will be made on the basis of one or more of the following factors:

- i. **seniority in the respective cadre**
- ii. **seniority in age**
- iii. **any other factor as may be determined by the Vice-Chancellor**

An employee who is not willing to accept lower accommodation will maintain his seniority in the category of house to which he is entitled for future allotment. A seniority list of all eligible employees for each category of house shall be maintained by the office.

c. Allotment to husband and wife: Eligibility in case of employee who are married to each other:

- i. No University employee shall be allotted a residence under these rules unless the wife or the husband, as the case may be, of the University who has already been allotted a residence, surrenders it:

Provided 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.

- ii. Where two University employees in occupation of separate residence allotted under these rules, marry each other, they shall, within one month of marriage, surrender one of the residences.
- iii. Where a residence is not surrendered as required by sub-rule (i) & (ii) 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 residence are of the same type, the allotment of either of them shall be deemed to have been cancelled on the expiry of such period.

iv. When both husband and wife are employees in the University, the title of each of them to the allotment of a residence under these rules shall be considered independently.

v. Notwithstanding anything contained in sub-rules (i) to (iv) above:

a. If a wife or husband, as the case may be who is an allottee of a residence under these rules, if subsequently allotted a residential accommodation at the same station she or he as the case may be, shall surrender any one of the residences within one month of such allotment:

Provided that this clause shall not apply where the husband/wife are residing separately in pursuance of an order of judicial separation made by any court

b. Where two officers, in occupation of separate residences at the same station, one allotted under these rules and another from a pool to which these rules do not apply, marry each other, they shall surrender any one of the residences within one month of such marriage.

c. If a residence is not surrendered as required under clause (a) or (b) above, the allotment of the residence in the University, shall be deemed to have been cancelled on the expiry of such period.

d. Eligibility for allotment to employees owning houses

The employee who owns house within the municipal limits of place of duty will not be entitled to the allotment of the house in the campus.

If an employee or his / her wife / husband or his / her dependent does not have own house within the municipal limits of place of duty at the time of allotment of accommodation to him/her but constructs/owns a house subsequently he/she shall intimate this fact in writing to the Registrar after acquiring such property and or completion of the construction of house, as the case may be, and shall have to vacate the University accommodation within one month of the date of acquiring property construction of a house.

However, if the houses are vacant and no other employee is waiting for allotment, it may be considered to allot the house on the request of the employee who owns house within the municipal limits of place of duty.

e. In exceptional cases in the academic and administrative interest of the University, the Vice-Chancellor may allot a house through the House Allotment Committee. Any shifting from one house to another in the same category of houses for any specific valid reason shall be allowed only by the Vice-Chancellor.

6. The allotment once made, shall not, ordinarily be disturbed, except for the followings:
 - a. The University employee occupying University accommodations retired or is transferred to any institution maintained by the University or his services are terminated.
 - b. The University employee becomes entitled to a higher category of accommodation and when such accommodation is available.

7. Non acceptance of offer of allotment or failure to occupy the house by an allottee.

Where a University employee fails to accept the allotment of a residence or fails to take possession of that residence within 14 days of the date of issue of the letter of allotment, he shall not be eligible for another allotment for a period of one year from the date of issue of the allotment letter. On the expiry of this period of one year, his name will automatically be included in the seniority list at appropriate place. If an employee does not accept the allotment second time also, he shall be debarred for further allotment of house of that category for two year and if the employee does not accept allotment even third time he will be debarred for three years. The next refusal to accept the allotment will render him ineligible for allotment of that category of house for good.

8. i) An allotment shall be treated as cancelled, in the circumstances, mentioned below and may be cancelled by the Vice-Chancellor in the circumstances hereinafter specified:
 - a. When an allottee has ceased to be in the service of the University.
 - b. When an allottee accepts allotment but fails to take possession and do not start living in the allotted accommodation within a period of one month.
 - c. After taking possession if allottee does not actually reside in the house (which is to be decided by the Vice-Chancellor)
 - d. If he uses the premises allotted to him in a manner so as to be a source of annoyance or nuisance to the neighborhood.
 - e. When an allottee has taken leave, other than study leave for a period exceeding twelve months.
- ii. Without the permission in writing, from the University, an employee shall not:
 - a. Sublet or part with the possession, for or without consideration of rent, the whole or part of the allotted premises or any of the out-houses attached there-do.
 - b. Construct temporary or unauthorized structures in any part of the allotted premises.

- c. Use the allotted premises or part thereof for purposes other than for which they were meant.
- d. Make unauthorized extensions from electric or water connections or tamper with it
- e. Make any structural alteration in any part of the residence without the permission of the authorities which is likely to impair its value and utility.
- f. Ceases to occupy the premises continuously for more than three months without any sufficient cause.

Provided that an accommodation may be permitted to be retained in the following cases subject to the maximum period noted against each on payment of rent which the employee was paying previously:

- i. Resignation and termination of service: one month
- ii. Retirement from service : three months

*An employee on retirement from service of the University may be allowed to retain the house on normal rent for a period of three months. Fifty times of the normal license fee shall be charged from the employees after the prescribed time limit of three months for a maximum period of six months.

- iii. In case of death of an employee : Six months
- iv. Leave for any purpose (EOL)/Deputation within India: 3 months on normal rent and 50 times of license fee for a maximum period of 6 months.

* Provided that if the accommodation is not vacated on the expiry of the above specified period the employee will be charged Fifty times of the normal license fee failing which eviction proceedings shall be initiated against the employee.

Provided further that an employee who proceeds on leave to join a post on regular basis elsewhere and takes this family along with him shall not be allowed to retain the University house during the permissible period of his leave. On his return he will have to apply again for allotment of accommodation on the campus as per House Allotment Rules. If such an employee fails to vacate the University House, his leave will be liable to cancellation. This will not apply to the employee on long leave on account of illness or invalidation.

- v. Teacher may be allowed to retain the house for the duration of study leave on payment of normal rent up to 12 months.

Provided that member of the staff, who goes on study leave, for period of exceeding 12 months, may be permitted by the Vice-Chancellor on merit of the case to retain the residence for the use of his / her wife / husband, children, parents, brothers or sisters residing with him / her and wholly dependent upon him / her.

Where an allottee has been asked by the Vice-Chancellor to vacate the house and he fails to do it, the Vice-Chancellor will be competent to levy penal license fee after one month of the date of the order asking the occupant to vacate the house.

9. Every person, to whom accommodation has been allotted, shall maintain the allotted premises in clean and sanitary conditions to the satisfaction of the University, Municipal and Health authorities.
10. The allottee shall be responsible for any damage beyond fair wear and tear of all fitting and fixtures provided in the allotted premises, during the period of which the residence remains allotted to him.
11. In the event of an allottee violating any of the conditions mentioned in the foregoing clauses, the Vice-Chancellor would be competent to take action against the allottee including levy of penal license fee or cancellation of allotment as the circumstances of the case may warrant.
12. Every allottee, shall, at all reasonable times, permit any officer of the University or employee of the maintenance, Engineering or Medical Health Department to enter the allotted premises for inspection etc.
13. If any person to whom a residence has been allotted, commits breach of any of these rules or uses or permits the residence or premises to be used for any purposes, which the Vice-Chancellor considers to be improper, the Vice-Chancellor may:
 - a. Require him/her to vacate the premises and
 - b. Declare him / her ineligible for university accommodation for a period as may be specified in each case.
14. An allottee shall on occupation or vacation of the residence, sign an inventory of fittings and or furniture in the residence. Such an inventory shall be prepared by and signed by the University Engineer or an authorized Officer of the University.

Further while giving / taking over possession of the house, the handing / taking over certificate (s) will be signed by both the parties showing the date and time of the transaction so that the houses are allotted strictly according to seniority and in order of vacation.
15. The houses for the following categories of the officers shall be earmarked and these categories of officers shall have to vacate the house as and when they cease to be on the post for which the house has been earmarked:
 - i. **Vice-Chancellor** Vice-Chancellor residence
 - ii. **Registrar** Registrar residence.

16. Priority

If an Officer / Official is necessarily required to stay in the campus of the University in its interest, he or she may be allotted a house by the House Allotment Committee irrespective of seniority on the recommendation of Vice-Chancellor. However, no house shall be allotted to two employees falling under essential category consecutively. In such a situation, the accommodation would be allotted between the essential category and the staff member on seniority basis alternatively. Such list of employees will be notified by the competent authority from time to time for this purpose.

*However, Essential Category may be defined by individual authority from time to time and the ratio between the allotments on seniority basis and essential service would be 80% and 20% of the houses available for allotment. This ratio would be adhered to except under special circumstances.

80% of the category-wise houses will be allotted on seniority and 20% under the essential category.

- i. All such persons who are allotted accommodation on the basis of 'Essential Services' shall be required to vacate the house as soon as they cease to hold the office or post coming under the 'Essential Services'.
- ii. A person occupying the University house should not be given a higher category of house if he happens to enter the category of essential service temporarily.

17. Change of Residence

One chance of house in the same category may be allowed on the following grounds:

- i) On the death of any member of an employee's family provided he applied for such change within six months of such occurrence.
- ii) On medical ground of a family member on the recommendations of the Medical Board constituted by the competent authority.
- iii) Any other reason to the satisfaction of the Vice-Chancellor.

18. The Vice-Chancellor shall be the final authority for interpretation of these rules.

19. The existing house allotment rules if any are hereby repealed. Not with standing such repeal anything done or any action taken under or purported to have been done or taken under or in pursuance of the rules shall be deemed to have been done or taken under or in pursuance of these rules by the Vice-Chancellor or House Allotment Committee as the case may be.

20. Applications for house allotment will be invited once a year in the prescribed form and a register of seniority will be maintained in the Establishment Section.

21. Allotment will be made to applicants as per their seniority for the particular category. The offer of allotment will be made as and when the accommodation becomes available in the University pool to the applicants already listed as per their seniority and entitlement.

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