

From

The Chief Secretary to Government, Haryana.

To

1. The Commissioner, Ambala, Hisar, Rohtak & Gurgaon Divisions.
2. All the Deputy Commissioners in the State.
3. All the Sub Division Officers (Civil) in Haryana.

Dated, Chandigarh, the: 30.04.2004

Subject:- Guidelines for allotment of Haryana Govt. Houses situated at District/Sub Division/Tehsil level (General Pool).

Sir,

I am directed to invite your kind attention to the Government letter No. 19/27/88-4PP, dated 21.11.2003 on the above subject and to say that as per instructions issued vide Govt. letter No. 4636-3PP-71 dated July, 1971, the Deputy Commissioners in the State were authorised to allot the Govt. Houses in their respective districts. Now the State Government has reconsidered this matter and it has been decided that hence-forth allotment of Govt. houses at the district level (General Pool) shall be done by the committee consisting of :-


- | | | |
|----|--|------------------|
| 1. | Deputy Commissioner | Chairman |
| 2. | Executive Engineer, PWD(B&R)Provincial
Division of the District | Member |
| 3. | One representative to be nominated
by the D.C. every year by rotation from
the officers of the other departments
posted at District Hqrs. | Member |
| 4. | City Magistrate | Member Secretary |

2. Similarly, there shall be General Pool of houses at the Sub Division/Tehsil Hqrs. to be operated in the same manner. A copy of the guidelines to be followed in regard to the allotment of government houses (General Pool) is enclosed.

3. This letter will supersede all the instructions issued by the Govt. from time to time on this subject.

4. These instructions may kindly be brought to the notice of all concerned for strict compliance.

Yours faithfully,


Under Secretary Protocol. 30/4
for Chief Secretary to Govt., Haryana.

AK
30-4-04

**GUIDELINES FOR ALLOTMENT OF HARYANA GOVT. HOUSES
SITUATED AT DISTRICT/SUB DIVISION/TEHSIL LEVEL
(GENERAL POOL)**

1. House Allotment Committee

There shall be a committee consisting of the following to be called the House Allotment Committee in each District for the allotment of houses located at district headquarter and at Sub Divisions / Tehsils in the districts:-

1- Deputy Commissioner	Chairman
2- Executive Engineer, PWD(B&R)Provincial Division of the District	Member
3- One representative to be nominated by the D.C. every year by rotation from the officers of the other departments posted at District Hqrs.	Member
4- City Magistrate	Member Secretary

2. Eligibility for allotment of house

An employee drawing pay specified in the table below shall be eligible for allotment of house of the type specified in the corresponding entry:-

CLASSIFICATION FOR ENTITLEMENT OF HOUSES IN NEW PAY SCALES:

Sr.No.	Basic Pay	Type of houses
1.	From any basic pay to Rs.4999/-	I
2.	Basic pay from Rs.5000/- to 6499/-	II
3.	Basic pay from Rs.6500/- to 7999/-	III
4.	Basic pay from Rs.8000/- to 13499/-	IV
5.	Basic pay from Rs.13,500/- to 18,399/-	V

3. An application shall be entertained from an employee only for the house to which he/she is eligible. Provided that if the house of the type to which he/she is eligible for allotment is not available, he/she shall be entitled to apply for a house one type below to which he/she was eligible.

Provided further that ^{if} an employee is allotted a house of one type below to which he/she is eligible, he/she ^{shall} vacate the same on the allotment of the house of the type to which he/she is eligible.

Note: - At a particular District/ Sub Division/ Tehsil Hqrs. , where houses of all types as specified above are not available, the Chairman, House Allotment Committee shall ensure that the scale of accommodation allotted shall not exceed than that which is appropriate to the status of that employee

4. **General Pool of the Houses:**

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 at the headquarters of the District and will be allotted to the employees eligible for allotment of houses by the House Allotment Committee to the eligible employee posted at district headquarter. Similarly there shall be a general pool of houses at the Sub Divisional/Tehsil headquarter to be operated in the same manner.

5. **Application for allotment :**

An employee who seeks allotment of house shall apply to the House Allotment Committee in the prescribed form (Attached at annexure 'A').

6. **Allotment of House:-**

When a Government residential accommodation falls vacant, it may be allotted on seniority basis to an applicant who is without accommodation or having accommodation below his entitlement.

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

If an applicant fails to accept the allotment of a house or fails to take possession of that house after acceptance within 14 days from the date of issue of the letter of allotment or within the stipulated period given 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 is eligible he 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.

8. (a) That a house of a type higher than that for which the applicant is eligible under rules shall not be allotted .

(b) Where an allotment of accommodation or alternative accommodation **has been** accepted, the liability for licence fee shall commence from the date of occupation or the fifteenth day from the date of issue of the allotment letter, whichever is earlier.

(c) Where Govt. employee, after accepting the allotment fails to take possession of that accommodation within 14 days of issue of the allotment letter, he shall be charged licence fee from such date for a period of one month or till the date on which the new allottee takes possession of the said accommodation, whichever is earlier.

(d) Where a Govt. 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 may, however, retain the former house on payment of normal licence fee up to the ten days for shifting.

Provided that if the former house is not vacated within 10 days as provided above, the employee shall be liable to pay penal rent at the rate of 50 times the normal licence fee for the entire period from the date he/she takes over possession of the new house to the date of vacation of the old residence.

9. Allotment to husband and wives :

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;
- 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 (as House Allotment Committee may decide) shall be deemed to have been cancelled on the expiry of one month.

10. Sub letting or sharing of house :-

No allottee shall sub-let or share the house or part thereof.

11. Out of turn allotment in certain cases :-

The House Allotment Committee may make out of turn allotment to an eligible employee in certain cases keeping in view the personal security of the employee or the functional requirements attached with the post held by the employee.

12. Seniority List:

Every employee who applies for allotment of a house shall be informed in writing by the House Allotment Committee about the seniority number at which his/her name has been entered in the seniority list maintained on the basis of date of receipt of application.. The decision of the House Allotment Committee in regard to the allotment of the houses will be communicated in writing to the employee concerned as early as possible.

13. Ineligibility for allotment of house :-

No employee shall be allotted a house if the department in which he is posted has its own separate house available for allotment to the employee of that department at a particular station.

14. Allotment of Govt. Houses to the dependents of deceased Govt. employees whose employment is made on ex-gratia basis.

10% of available Type-I houses and 5% of available Type II to V houses can be allotted on compassionate grounds. The following are included in this category :-

Widows, sons and daughters of those Govt. employees who were taken into Govt. service on compassionate grounds as a result of death of their husband or father, as the case may be, while in Govt. service.

15. Allotment of Govt. houses to widows and daughters of deceased Govt. employees who are already residing in Govt. houses.

When a Govt. employee dies while in occupation of Govt. accommodation at District/Sub Division/Tehsil level, the widow and or daughter(s) of the deceased who are already in Govt. service or who join Govt. service within one year of the date of death of the Govt. employee, may be allowed to retain the house if it is of her entitlement or a Govt. house of her entitlement may be allotted on out of turn basis to the widow or daughter(s) as the case may be.

ANNEXURE-A

FORM "A"

APPLICATION FORM FOR ALLOTMENT OF HARYANA GOVERNMENT
RESIDENCES GENERAL POOL AT SECTOR-39, B CHANDIGARH.

To

The Secretary,
House Allotment Committee,
Haryana, S.C.O. No. 13, Sector-26,
Chandigarh.

Subject Application form for the allotment of type-IV Govt. house
General Pool at Sector-39 B, Chandigarh.

Sir,

The undersigned applies for the allotment of a type-IV
Haryana Govt. houses in Sector-39 B, Chandigarh.

1. Name in Block Letters :
2. Designation :
3. Father's/Husband's Name :
4. (a) Date of Birth :
(b) Date of retirement :
5. Place of duty *and present* :
Address :
(a) Official Address :
(b) Residential Address :
6. Date of joining into regular :
Govt. Service. :
(a) Basic Pay on that day :
(b) Scale of pay :
(c) Designation/Group on :
that day :
7. Whether permanent/regular :
or not :
8. Particulars of the Government :
house under the occupation of :
applicant or his/her spouse :
9. Whether the applicant has :
applied for any other category :
house of Haryana Govt. :
10. Whether the applicant has :
ever been debarred for the :
allotment of Govt. residence. :
(a) If yes, give details thereof :

11. Present Basic Pay i.e. on 1.11.2003 :

- (a) Basic Pay :
- (b) Scale of Pay :
- (c) Designation and Class :
- (Group) on that date

Note :- Special pay /P.P./N.P.A./ETC. are not including in the Basic Pay.

12. Whether he/she opts to apply for the type of one below category house.

Note:- Only those officers/officials are entitled to apply below category house who are borne on common cadre and can be transferred from Chandigarh/Panchkula to field o identical posts and vice versa.

13. Whether pay was ever reduced or he/she was ever demoted after the date since when he/she is entitled for the type of house applied for.

DECLARATION

1. I certify that I have joined duty in the office of _____ w.e.f. without any break (in case there is any break, the same may be specified).
2. I certify that I have not been debarred from allotment of _____ type house applied for.
3. I certify that I have not applied for any other type of house.
4. I agree to abide by the Government Residences Haryana Govt. Allotment Rules/instructions amended from time to time.
5. I certify that I am not in occupation of Govt. house at my previous station of posting.
6. I certify that the particulars given above are true and correct to the best of my knowledge and belief and nothing has been concealed therein. In case the particulars given above are found incorrect, I shall be liable for disciplinary action besides cancellation of allotment of the house.

Yours faithfully,

(Signature of the applicant)

Dated :

Place :

Endorsement No.

dated :

Forwarded in original to the Secretary, House Allotment Committee, S.C.O. No. 13, Sector-26, Chandigarh.

1. (a) It is certified that the particulars mentioned above by the applicant are correct.

- (b) That he/she has been drawing the basic pay of Rs. _____ from 1.11.2003 and has been holding the post of _____ Class/group I,II,III post from _____ and was not decreased due to demotions or without pay or any other reason at any time since the date of his/her entitlement.
- (c) That his/her stay as declared in Col.II (to be specified) i.e. w.e.f. 1.11.2003 making him/her entitlement for the allotment of _____ type house applied for has been verified from his/her service record and is correct.
- (d) Certified that the applicant has applied for one below category house than his entitlement and he was borne on common cadre or field cadre and can be transferred from Chandigarh/Panchkula to the field on identical post and vice Versa.
- (e) Certified that the applicant is borne on Head Office/Sectt. Cadre and can not be transferred from Chandigarh/Panchkula to field on identical post or vice versa.
2. It is certified that the applicant has never been debarred for allotment of government residence due to any reason.
3. It is certified that the applicant is not occupying any Govt. house at his/her previous place of posting.

(Head of Department)
with seal

Note:- The Head of office/department should not forward any application unless he has satisfied himself about the particulars filled in by the applicant.

FORM 'D'

Name of the office/department _____

Consolidated list of applicants in order of seniority for allotment of house of type _____

Whose applications on form 'A' are being forwarded.

Sr.No.	Designation	Date of joining into Govt. service with pay/ <u>Designation on that date.</u>			Basic Pay & designation on 1.11.2003		Remarks
		Dated 4 (a)	Pay 4(b)	Designation 4(c)	Basic Pay	Designation	

Note:- Only basic pay is to be given special pay/personal pay/N.P.A. etc. if any is not included.