

House Allotment Rules and policy



**Sardar Vallabhbhai Patel University of
Agriculture & Technology, Meerut, UP, India**

(17)

House Allotment Rules and Policy

The house allotment rules and policy for the employee of Sardar Vallabhbhai Patel University of Agriculture and Technology are given below.

GENERAL:

1. The rules shall be called "The allotment of residence of S.V.P University of Agriculture and Technology, Meerut (including its farms/out stations like K.V.Ks and Research stations) rules 2022.
2. These rules shall apply to the residential building for allotment as residence to the employees of the University, university farm and out campus (Research Stations and K.V.Ks)
3. For the purpose of administrative control and allotment of residences at outside main campus. Allotment Committee (central). Normally the Joint Director/Chief Scientists/Associate Director/ Officer In-charge/P.C. of Zonal Research Stations/ K.V.Ks shall be appointed as Zonal Estate Officer for their respective stations/centers. These Zonal Estate officers shall exercise the power of Estate officer in their zones and shall send a copy of all order etc. to the Estate officer for record in central office.
4. There shall be Central House Allotment committee. The chairman of the committee will be appointed by the Vice-Chancellor from amongst the Deans and Directors with Estate officer and A.D.W.P. (Estate)/any other officer authorized by Vice-Chancellor as its Ex. office Secretary and members respectively. The Chairman with the V.C.'s approval shall constitute a House allotment Committee of representative nature. For each Zone (Different Station/ Centers) aforesaid, committee of representative nature shall be constituted by the Zonal Estate officer with the approval of the Chairman, Central H.A.C. The Zonal Estate officer will act as Chairman of the Zonal House Allotment Committee. The term of all House Allotment Committees will be five years. The committee would normally meet once a month and would decide cases of allotment not covered under these rules.
5. These rules shall come into force a once.
6. In these rules unless the context otherwise requires:-
 - a. 'Allotment' means the grant of license to occupy a residence in accordance with the provision of these rules.
 - b. 'Allottee' means the officer/employee or others in whose name allotment has been made and includes an occupant of a residence under a valid allotment order at the commencement of these rules.
 - c. 'Estate officer' means the Officer In-charge of the estate of the SVP University of Agriculture and Technology, Meerut.
 - d. 'Pay' for the determination of rent only means the monthly amount drawn by an officer/employee as pay and includes substantive pay, officiating pay deputation pay, Special pay, personal pay and additional pay but does not include dearness allowance, compensating allowances or allowance of any other nature. Explanations in case of an officer/employee under suspension the pay drawn by him/her immediately before the date of suspension shall be taken as pay.
 - e. 'Officer/employee' means an officer/employee of SVP University of Agriculture and Technology, Meerut including its farm and its out stations (Research Stations and K.V.Ks).
 - f. 'Family' means the wife and husband/husband and wife as the case may be, children, step children, legally adopted children, parent's brother or sister who resides with and is dependent on the officer/employee.




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- g. 'University' means SVP University of Agriculture and Technology, Meerut including its farm and out stations.
- h. 'Rent' means the sum of money payable monthly in accordance with the provisions of H.A.R. in respect of a residence allotted under these rules.
- i. 'Residence' means any residence structure at the University campus, farm campus and out stations under the administrative control of the Estate Department/Comptroller of this university.
- j. 'Temporary Transfer' means a transfer, which involves an absence for a period not exceeding four months.
- k. 'Category' in relation to an officer/employee means the category of residence to which he/she is entitled under H.A.R. No. 2.

HOUSE ALLOTMENT RULES AND POLICY

H.A.R. – 1 (SENIORITY)

1. All allotments shall be made as per seniority in each category. Normally no out of turn allotment shall be made. The seniority will be counted from the date of joining in the University in case of new employee. However, in very extra-ordinary cases, the Vice-Chancellor may on the recommendation of the House Allotment Committee approve out of turn allotment.
2. In case of an employee already in the university employment becoming eligible for a higher category quarter, his/her seniority shall be counted from the date of joining in the higher pay scale.
3. Where the date of joining of two or more employees is the same, seniority amongst them will be determined by the basic pay. i.e the employee drawing a higher basic pay, will be considered senior to the employee drawing a lower basic pay.
4. Where the date of joining and the basic pay of two or more employees are the same, the seniority will be determined according to the date of birth.
5. In case of an employee who becomes eligible for a higher category of house by virtue of his/her appointment in the higher scale, his/her seniority in lower category will also be maintained so long as he/she does not get a house of own category due to the non-availability of houses.
6. In case of employees joining the university on deputation:-
 - i. The seniority will be determined from their date of joining in their present pay scale in present department.
 - ii. For the purpose of eligibility to a particular category, their pay scale will be deemed to be the same as the prescribed for the post against which they are working in the University. The employee of concurrent audit will be considered on a par with the deputations. In case of employee who has a lien elsewhere but is not on deputation, the seniority shall be counted only from the date of joining in this university.
7. The seniority of the employees who are sent on Training/Fellowship/study leave or any other authorized leave including extra ordinary leave by the University will be maintained.
8. If an employee resigns his/her service and join again his/her service will be considered from the fresh date of joining for the purpose of seniority for allotment in his/her entitled category of quarter.




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H.A.R -2 (CLASSIFICATION OF RESIDENCES)

House Category	Pay Scale (effective from 01-01-2016)
Type-V	Scale- 37400-67000,AGP- 10000,9000 and 8700
Type-IV	Scale -15600-37100 AGP- 8000,7600,7000,6600,6000 and 5400
Type-III	Scale -9300-34800, GP- 4800,4600,4200 Scale- 5200-20200, GP- 2800,2400
Type-II	Scale- 5200-20200, GP- 2000,1900,1800
Type-I	Scale- 5200-20200, GP- 1900,1800

उपरोक्तानुसार वर्णित ए0जी0पी0 एवं जी0पी0 में आवास उपलब्ध न होने की स्थिति में निम्नतम श्रेणी के रिक्त आवास आवंटित कर दिये जायेंगे भविष्य में उपर्युक्त श्रेणी के आवास रिक्त होने पर वरिष्ठता के आधार पर आवास आवंटित किये जायेंगे। इस प्रकार किये गये आवास आवंटन में आवास परिवर्तन पर कोई शुल्क देय नहीं होगा शिक्षक/शिक्षणेत्तर कर्मचारी को किसी भी श्रेणी का आवास आवंटित करने का सर्वाधिकार मा0 कुलपति जी में निहित है। मा0 कुलपति जी द्वारा अपने स्तर से किसी भी श्रेणी का आवास आवंटित किया जा सकता है।

Pay scale will be only the criterion for eligibility for allotment. Nature of duties may not be taken in to account.

In the event of revision of the pay scale, the House Allotment Committee may review the categories according to the general principle that revision of pay scale should not change one's being entitled to particular category of quarter.


The Vice-chancellor may reserve a residence or a group of residences for officers/employees of a particular office of department.

The University will determine the classification of residences made available after commencement of these rules and may re-determine category of any of the residence under the rule.

H.A.R-3 ALLOTMENT OF RESIDENCES

1. Any valid allotment of a residence which is existing immediately before the commencement of these rules will be allotted under the rules in force at that relevant time and shall be deemed to be an allotment duly made under these rules, not with-standing. The official to whom it has been made is not entitled to a residence of that type and all the provision of these rules shall apply in relation to that allotment and respective office accordingly. The allotment shall apply for house allotment on the prescribed form for this purpose.
2. Normally allotment will be made in the category to which an employee is entitled. If sufficient quarters are not available in a particular category, an employee may be given accommodation in any category on a sharing basis or in full or accommodated in hostel subject to availability, as decided by the House Allotment Committee from time to time.



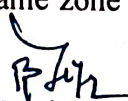

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3. An allotment shall be effective from the date of its allotment order by the H.A.C to the officer/employee and shall commence to be in force until (a) it is cancelled by the Estate officer or is deemed to have been cancelled under any of the provisions of these rules or (b) it is surrendered by the officer/employee.
4. All allotment orders (cancellation and modifications) shall be issued by the secretary of the respective House Allotment Committees after the approval of the respective chairman, however all the allotment orders issued by Secretaries. For ratification, Secretary, House Allotment Committee concerned shall be put up the proposal before house allotment committee (Central).
5. Such order shall be sent directly to the employees concerned and a copy of these will also be sent to them through Dean/Director/Sectional Heads.
6. If any employee fails to occupy the full quarter or his/her category allotted to him/her and continues to reside in lower category quarter, his/her name shall be deleted from the waiting list. However, such employee whose name is deleted from the waiting list may get his/her seniority restored for the purpose of allotment of house of his/her category after paying 20% of his/her basic pay(non-refundable).
7. If an allottee is on leave, the allotment order shall be kept pending up to a maximum period of four weeks.
8. In case more than one quarter is vacant on a particular date, allotment shall be made as per choice of senior most employees for those particular quarters. This will not be applying for newly constructed quarter, which will be allotted strictly on the basis of seniority.
9. For allotment of accommodation to the daily paid staff some houses may be allotted to the H.O.D./Sectional Head from time to time subject to availability for allotment to such staff on standard rent basis. Intimations regarding recovery of the rent for such house shall be sent to the secretary, house allotment committee by the head of department/sections. All the allotment however shall be ratified by the House Allotment committee.

The quarter allotted to the sectional Head of the Department may be withdrawn if they are allotted in a manner other than that stipulated originally and then no fresh allotment to section/head shall be made in future.

10. A specified number of houses will be earmarked from time to time with the approval of the Vice-Chancellor for allotment on rent which will be approved by the Vice-Chancellor/Board of Management to such Department/Institutions/Agencies as are working in the campus in the interest of the university such a Bank, Post office, N.C.C. and such other office, which may be established in future. Internal allotment to the employees will be made by their local heads of the officers, on the basis of university House Allotment Rules. In case, there is any deviation from the rules in the allotment, the Vice-Chancellor may withdraw the house from the Department/Institutions/Agencies. However, all allotment orders issued to such agencies mentioned above be got approved from the chairman, House Allotment Committee prior to their issue.
The Secretary, House Allotment committee will put up such allotment for ratification in the House Allotment Committee (Central)
11. Old Category V (New Type-1) quarters constructed near any hostel be normally allotted to the wardens for accommodating the cafeteria employees after vacation by present occupants with the recommendation of central H.A.C with due permission of Vice-Chancellor.
12. Normally allotment of quarter shall be made in the same zone in which normal place of work of the employee is located.




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13. In case of an employee who comes back from study/ extra ordinary leave and who be virtue of his seniority is entitled to a full quarter, he will be allotted the same, if available. As both the categories of quarter of Assistant Professor and Associate professor have been merge, hence the only criteria for considering the seniority for allotment of quarter will be the date of their joining and no allotment will be made on the basis of designation subject to the availability.
14. In case of husband and wife, if both are in the employment in the University and both have become entitled for allotment of half quarter of the same category on the basis of seniority, one full house of their entitled category shall be allotted, subject to availability of the quarter. Allotment in such cases shall be done by a roaster in which after allotment of four quarters by seniority one quarter to husband and wife shall be allotted.
15. When to officers, staying in separate residence, if marry, they will have to surrender one residence within one month from the date of marriage.
16. In case real son or unmarried daughter of an employee retiring from the University service, is quarter of the entitled category to the son/daughter shall be allotted on priority subject to availability after the retirement of the father/mother as the case may be. The person appointed on compassionate ground due to untimely death of his/her father/mother during service of the university, shall be allotted quarter of his/ her entitled category on priority, subject to availability.

H.A.R. - 4 PROVISION REGARDING RENT

1. Normally rent shall be charged form the employees of the University as follows.
 - i. (a). Flat rent or 10% of the pay whichever is less for full quarter of any category.
 - (b). 50% or 33.3% or 25% of the flat rent of the full quarter in case the residences are allotted in sharing between two, three or four employees.
 - ii. All buildings occupied by others such as contractor, shop keepers, bank and post office, rent shall be charged as determined by the Vice-Chancellor from time to time. These provisions shall not apply in case of buildings/residence under occupation without valid allotment orders.
2. The rent shall be realized by the sectional heads while preparing the pay bills of the office/employee and copy of the scroll shall be sent to Estate officer for entry in records.
3. The official to whom residence has been allotted shall be personally liable for payment of the rent thereof and for any damage beyond fair, wear and tear caused there to until the residence along with the out houses, if any, has been vacated and full vacant possession thereof has been handed over to the Estate Department together with vacation form duly filled in with fittings and fixtures intact as per inventory of the house. Any willful loss or damage shall be recoverable from him.
4. If the officer or department to whom a residence has been allotted is neither a permanent nor temporary servant of the university, the officer or the department as the case may be shall execute a surety bond on prescribed form with a surety who shall be an employee of the S.V.B.P. University of Agriculture and Technology, Meerut or a guarantee by a nationalized bank for due payment of rent and other charges due from him in respect of such residences and services.

H.A.R.-5 (OCCUPTION AND VACATION OR RESIDENCE)

1. Allotted residence shall be occupied within seven days from the issue of the allotment order. A copy of the allotment order shall also be sent to Head of Department/Sectional head for delivery.



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2. In case, the employee is unable to occupy the quarter within seven days on account of valid reasons, he/she may apply for extension of time for a further period not exceeding fifteen days. However, the rent of the allotted house shall be payable by the allottee after seven days from the date of issue of allotment order in addition to the rent of occupied house provided the extension is granted. Written request for such extension should be sent to the secretary House Allotment Committee.
3. The old house shall be vacated normally by the allottee simultaneously on the occupation of the new house. However, a shifting period up to a maximum of three calendar days may be availed. During this period, the allottee may retain both the house simultaneously. If the allottee does not vacate the old house within three calendar days on occupation of the new house, the old house shall be treated to be under un-authorized occupation and rent will be charged at the rate mentioned under house allotment rule no. 13 for both the houses.

This will be without prejudice to any other action that may be taken against the allottee.

If any employee is allotted a house and is unable to occupy it within the period as specified in point-2 above on justified grounds such as illness, absence due to University work etc, the house in the question may be allotted to the next person in seniority list but the seniority of employee concerned will be maintained.

H.A.R –6 (CHANGE OF RESIDENCE)

Normally one change in the same category of house shall be allowed on payment of 10% of the basic pay according to seniority. The amount shall be deposited by the employee in the office of the Comptroller/Deputy Director Works & Plants (General)/authority deputed by Hon'ble Vice-chancellor. The application for the change of residence shall be entertained and registered in the Estate Section after the deposit of the money. The deposit of the money shall be accepted up to the date mentioned by the junior Engineer (Estate/Foreman Estate) of vacation on vacation report of the specific quarter.

The applicant may mention not more than three choices of quarters at one time in order of preference in his/her application for registration.

The allotment shall be done in order of the preference of the quarter given by the applicant as and when they fall vacant. In case, the applicant refuses to occupy the quarter of his/her choice after allotment, the money deposited by him/her shall be forfeited.

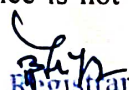
In case, an employee gets a quarter of his/her choice on 10% payment basis and after occupying it, leaves the university on authorized leave and vacates the residence and on return again wants a house of his/her choice, he/she will have to deposit 10% payment for registration of his/her name in the Estate Section again.

No mutual change shall be allowed to any allotter. However, in case of genuine hardship, mutual change can be considered by the House Allotment Committee and decision will be taken on the merit of the case.

If person appointed in a higher scale on regular basis while continuing in the university services he she may be permitted to change residence on 10 % payment basis once after each all such advancement, in his own category. However, his/her seniority for the purpose will be counted only from the date of appointment in higher scale.

A person relieved from Warden-ship shall be given one choice of house without depositing 10% if a house of his/her category and if a house of his/her choice is not available at the time of his /her relief from




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Warden-ship, the claim of warden will be preferred over other who have deposited 10% payment. If more than one warden opts for the same house, the seniority will be decided on the basis of date of relief from the Warden-ship. This facility will be available only up to a period of two years from the date of relief from Warden-ship.

H.A.R. -7 (MAINTENANCE OF RESIDENCE)

The occupant shall be responsible for any loss or damage (other than the routine wear and tear or caused circumstances beyond his control) in any part or whole of the building or in any fitting and fixture (including all sanitary, civil and electrical fittings). No occupant shall tamper with electric and water connection or other fixture. Disciplinary action may be taken against his/her failure to observe this and the cost of the repair/replacement shall be recovered from him/her/

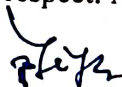
No allottee shall alter or add any permanent structure brick works etc, in a residence occupied by him/her. He/she will be liable to pay the cost of restoration of building and may be awarded other punishment.

H.A.R-8 (SUBLETTING OF RESIDENCE AND NOT MAINTAINING HARMONIOUS RELATION WITH NEIGHBOURS)

1. No employee shall sublet the whole or part of his /her residence or any of his/her out house/garage etc. For non-compliance of these rules, he/she will be liable for disciplinary action besides forfeiture of residential facility.
2. Allotment of a residence may be cancelled if the allottee fails to maintain harmonious relations with neighbors. Where the allotment of a residence is cancelled for conduct prejudicial to the maintenance of harmonious relations with neighbors. The officer may, at the discretion of the Estate officer, be allotted another residence of their same type at any other place after giving assurance in writing not to repeat such conduct in future.
3. If an allottee goes on leave not exceeding 4 months and leave the residence to the care of a person, it shall not be deemed to be subletting.
4. If an allottee sublets a residence allotted to him/her or any portion thereof or any of the out houses garage or apartment there to in contravention of these rules, without prejudice to any other action that may be taken against him/her, the allotment of the house may be cancelled forth with, enhanced rent may be charged from him/her under F.R. 45-a or double the market rent to be determined by the Estate officer whichever is more. The question of rent to be recovered and the periods for which the same may be recovered in each case shall be decided by the Estate officer on merits.
5. When action to cancel the allotment is taken on account of unauthorized sub-letting of the premises by the allottee, a period of 30 days shall be allowed to the allottee and any other person residing along with him/her therein to vacate the premises. The allotment will be cancelled with effect from the date of vacation of the premises or expiry of the period of 30 days from the date of orders of cancellation of the allotment, whichever is earlier.

H.A.R. -9 (RETENTION OF RESIDENCE)

The employee shall be allowed a further leave licence to occupy the residence as a special case strictly in accordance with the following table as described in column No.2 and 3 of H.A.R.-15, whose rent would be required to be paid to the university in advance for each month for obtaining such leave and licence. Beyond this period of licence, unless specifically the licence is further extended by the Vice-Chancellor, his licence shall automatically stand revoked without any notice in this respect. Any person retaining the house beyond the



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said licence period as allowed against event in column no.2 of H.A.R-15 would be deemed to a trespasser and an un-authorized occupant liable not only for his immediate ejection from the premises under his unauthorized occupancy but without prejudice to any legal or departmental action to be taken against him, would also be liable to pay to the university Comptroller, the damages for his such use and occupancy at the rates as maintained against the period of the such un-authorized occupancy as mentioned in column no. 04 of H.A.R.-15.

H.A.R. - 10

The Secretary, House Allotment Committee and the Estate officer shall take care of University Estate affairs and shall be authorized for allotting/ cancelling the allotment/licenses/order eviction of unauthorized employees/licensee/lease and for other management of university. Estate relating to and arising out as a result of litigation which shall be done by Registrar /Security officer as per rules and legal procedures under the overall control of the Estate officer /Officer authorized by Hon'ble Vice-Chancellor who shall be responsible for the proper use, care maintenance of the university property and for the strict enforcement of the rules and after obtaining the administrative approval of Vice-Chancellor.

H.A.R. -11

The House Allotment Committee may change/modify/relax these rules from time to time for reasons to be recorded after obtaining the Vice-Chancellor approval.

H.A.R. -12

The Vice-Chancellor shall be sole authority and his decisions shall be final in all types of disputes. The Vice-Chancellor shall be authorized to cancel the allotment order of any quarter without assigning any reason, whatsoever, and can acquire forcible eviction through university Chief Security Officer/Security officer or eviction through the court of law through the Estate officer or Director, Administration and Monitoring in case of non-compliances of his orders/ directive to vacate the house by the person concerned.

H.A.R.13- (OVER STAY IN RESIDENCE AFTER CANCELLATION OF ALLOTMENT ORDER)

Where after an allotment has been cancelled or demand is to be cancelled under any of the provision contained in these rules, the residence remains or has remained in occupation of the officer to whom it was allotted or of any person claiming through him/her such officer without prejudice to any other action that may be taken earlier against him/her shall be liable to pay damages for use and occupation of the residence, service, furniture's and garden charges, as may be determined by the Vice-Chancellor from time to time.

The following steps may be taken serially or applicable as deemed proper provided that Para above shall in variable apply.

- a. The electric & water supply to the house be disconnected by the competent authority of the University.
- b. Departmental action to be taken against him/her for disobedience of order.
- c. Security officer shall get the premises vacated using such force as may be necessary.

H.A.R. 14 – (RELAXATION OF RULES)

The Vice-Chancellor may for reasons to be recorded in writing, relax all or any of the provision of these rules in the case of any of the officers/employees or occupants of resident of any type of residence.




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H.A.R. – 15

The Vice Chancellor may delegate any or all of the powers under these rules to any officers under his control subject to such conditions as he may deem fit to impose.

Table:-

Sl.No.	Events	Period of further license at normal monthly rent (the monthly rent as prescribed in this column).	Rate of occupancy charges per month against damage in case of un- authorized Occupancy beyond the license period.
1.	Dismissal/termination of services/absconding from duty or Cancellation of allotment under HAR-12	One month at normal rent	<p>Fist two month 8 times of the normal rent. Next two months 16 times of the normal rent. Beyond four months 32 times of the normal rent.</p>
2.	Retirement/Resignation	Four months or balance period of academic session whichever is more at normal rent may be permitted	
3.	Death of an allottee	1. Four months or balance period of academic session whichever is more at normal rent. 2. Up to the employment of the ward of deceased employee & to provide accommodation of his/her entitled category at normal rent being recovered from the deceased. Note: - In case possession of allotted quarter of entitled category is refused by the incumbent. The above relaxation shown in sub Para-2 will not to be allowed and the panel rent at the rates shown in column-4 will be charged.	
4.	Reversion to	Balance period of academic session or four months whichever is more at normal rent.	

H.A.R. – 16 (INDISCIPLINE BY THE OCCUPANTS/WARDS OR USE OF RESIDENCE FOR BUSINESS)

The employee allotted a residence shall also be responsible for good conduct of his/her wards and other dependents in the campus and shall not use the premises' for conducting any business/any other unfair means . If found otherwise allotment may be cancelled after issuing a show cause note to him and action will be taken against the allottee as per the guideline envisaged under H.A.R. 15.




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