

**UNIVERSITY OF AGRICULTURE, FAISALABAD**  
**EMPLOYEES (BPS 1-15)**  
**HOUSE ALLOTMENT RULES, 1988**

- Short Title application and Commencement**
1. (1) These Rules shall be called the University of Agriculture, Faisalabad Employees (BPS 1-15) House Allotment Rules, 1988.
- (2) These rules shall come into force at once.
- (3) These rules shall be applicable to and in respect of University houses meant for University employees in Basic Pay Scale No. 1 to 15 available both at the Faisalabad campus and at the campus of the College of Veterinary Sciences, Lahore.
- Classification of Houses and entitlement**
2. (1) There shall be two categories of houses, namely (1) one roomed houses, and (2) two roomed houses.
- (2) Except as otherwise provided one roomed house shall be admissible for residence to University employees in Basic Pay Scales Nos. 1 to 4 and two-roomed for the residence of the University employees in Basic Pay Scale No. 5 and above.
- Provided that the existing allotment of houses shall not be disturbed on account of this classification of houses.
3. (1) The houses, other than those of category (1) will be allotted by a House Allotment Committee (hereinafter called the Committee) to be constituted separately for the Faisalabad Campus and the Lahore campus by the Vice Chancellor in the month of January every year. The Estate Officer will act as Member/Secretary of the Committee at Faisalabad and Security Officer at Lahore campus. The Secretary will record the minutes of the meetings, will maintain the necessary records, make them available to the Chairman/Committee and will call the meetings of the Committee at the instance of the Chairman at a time and place indicated by him. Decisions in the Committee will be made by simple majority vote. In case of votes being equally divided, the Chairman will exercise casting vote. One third of the members shall constitute the quorum.

(2) The recommendations of the committee will be subject to the approval of the Vice Chancellor.

4. Except as otherwise provided all the existing occupants of houses, having valid allotments orders will remain as legal occupants of such houses.

**Allotment of Houses**

5. 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 fourth of service in the lower category.

6. University employees on study leave or official duty, shall be considered for allotment, when they resume their duty in the University, on return, their seniority, as defined in rule 5 above will remain unaffected. The University employees on foreign service to other Department or on deputation to other Department/Organization within or outside the country, on E.O.L for employment or on E.O.L. shall not be considered for allotment till they resume duty in the University. The period of such foreign service etc. will not be counted for seniority, as defined in rule 5 above.

7. When a house falls vacant, the senior most employee of that category will be offered that house. If this senior most employee refuses to shift or occupy the house, as the case may be, then the vacant house will be offered to the next senior man of the same category.

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

9. 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, his allotment will be cancelled. An allottee refusing to occupy the house allotted to him will be given one more choice only and if even then he refuses to accept the allotment he will be placed at the bottom of the seniority list of his category. The Committee would give for each house two names:-

- a) Principal.
- b) Alternate.

10. (1) The family of a married University employee who proceeds abroad for further training/study (on study leave, leave due and admissible 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 that the house is in exclusive occupation of his family and the University dues are paid regularly. In case of his leaving University on other grounds, he will have to vacate the house immediately.

(2) 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. Except as otherwise directed by the Vice Chancellor this rule will also be applicable to an employee proceeding on foreign service or deputation.

(3) In case a University employee resigns, is removed/ dismissed/compulsorily retired from service or is otherwise relieved, he shall deliver the possession of the house within a period of one month from the date on which such orders are passed.

(4) In the event of retirement or death of an employee, his family residing with him prior to his retirement or demise, may be allowed to retain the house for a maximum period of six months provided the University dues are paid regularly.

(5) On leave preparatory to retirement, the employee may retain the house allotted to him upto a period of 6 months beyond leave preparatory to retirement provided University dues are regularly paid.

(6) Any employee who does not vacate the house within the specified period as provided in these rules, or is in unauthorized occupation of the house, water, electric and gas supply shall be cut off. If necessary, his case will be referred to the local District Administration for appropriate action.

Provided that the Vice Chancellor may, in relaxation of Rule 10(3), 10(4) and 10(5) allow a former/retired University employee or the bereaved family of a deceased former employee, as the case may be, on grounds/reasons to be recorded and/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 FURTHER 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, therefor.”

11. An inventory of light, sanitary fittings, mirrors and other moveable property in a house, shall be prepared in triplicate by the University Engineer or his representative. 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 or his representative and Estate Officer, or Security Officer for the Lahore campus. One copy shall be retained by the allottee and the others shall be kept in the offices of the University Engineer and Estate Officer or the Security Officer as the case may be. 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 University Engineer shall be recovered from the allottee.

12. (1)(i) An employee having pets, like dogs and cats, shall get them inoculated against rabies annually and shall submit certificate to that effect to the Chairman, Department of Clinical Medicine and Surgery and Estate Officer in the case of Faisalabad and to the Incharge, Medicine Section and Security Officer in the case of Lahore campus.

(ii) No one living in a University house shall be allowed to keep more than one milch animal at a time.

(2) The occupants are strictly prohibited to deface the walls and other places on the University Estate or to make additions/alterations in the houses.

“Provided that the Vice Chancellor may allow the occupant of a University house to make such additions and deemed necessary for the sake of comfort at the expense of the University employee concerned. In such an event the University employee concerned shall not be allowed to dismental the additions/alterations made by him or to remove the material thereof on the event of his vacating the house in question.”

13. Category-wise seniority lists shall be maintained for the allotment of houses by the Secretary of the Committee.

14. The Committee shall decide all questions arising in regard to the interpretation of any provision of these rules.

15. All decisions of the Committee will be placed before the Vice-Chancellor who may approve them with such modifications as he may deem fit.

16. An application against the decisions regarding allotment and other matters shall be made to the Committee for review.

17. The Syndicate shall have the power to amend or modify these rules of its own or on the recommendations of the committee as and when deemed necessary.

### **Eviction**

18. (1) An employee occupying University residence shall be required by the Committee to vacate it within one month from the date of issuance of a written notice, if:

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

(2) If the employee does not vacate the house within the prescribed limit, he will be placed under suspension and proceeded against for misconduct, besides any other proceedings which may be instituted against him for the vacation of the house.

19. No employee shall occupy a house unless he has a valid allotment order and has signed the agreement on the prescribed form.

20. Each and every house in a given category shall as far as may be, be provided with similar amenities and will receive uniform maintenance and repairs. Details of annual maintenance and repairs would be available with the University Engineer. In case of any complaint the matter will be brought to the notice of the Chairman of the Committee immediately.

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

- (i) He will be required to vacate the house immediately.
- (ii) Electric, water and gas supply shall be cut-off
- (iii) the employee concerned would be liable to disciplinary action.
- (iv) Penalty rent would be charged at the rate of 60% of the pay of the unauthorized occupant as laid down in letter No.SO(PW-II)XV(24)/76, dated 27.09.1980 (Appendix) from the Secretary to Government of the Punjab, Finance Deptt.

(2) If necessary, such a case will be referred to the Local District Administration for appropriate action or proceeded against under the West Pakistan Autonomous Bodies Immovable Property (Ejectment of unauthorized occupants) Ordinance, 1965.

22. The University employee to whom University house has been allotted shall execute an under-taking to the effect that he would faithfully conform to and abide by these rules and particularly the provisions of Rule-18 *ibid*.

23. Notwithstanding anything to the contrary contained in these rules, the Vice-Chancellor may, with a view to accommodating any of the essential personnel allot any of the vacant houses to such a University employee, out of turn.

24. The University of Agriculture, Lyallpur Employees (NPS. 1 to 15) House Allotment Rules, 1975 as in force provisionally shall cease to be operative from the date of notification of these rules.

“Provided that all allotments made or other action taken before the date of enforcement of these rules, shall be deemed insofar as practicable to have respectively made or taken under these rules.”

Copy of circular No. SO(PW.II)SV(24)/76, dated 27<sup>th</sup> September, 1980 from the Secretary to Government of the Punjab, Finance Department to all Administrative Secretaries to Government of the Punjab and various others.

Subject: **PENAL RENT FOR UNAUTHORISED OCCUPATION OF GOVERNMENT RESIDENTIAL BUILDINGS**

I am directed to refer to Finance Department circular letter of even number, dated 8-1-1980, and to state in order to discourage unauthorized occupation of Government residential buildings, the rate of penal rent was enhanced from 27½% to 35% of the emoluments of the unauthorized occupants; but it has been observed that in spite of this enhancement a sizeable number of Government residential houses continue to remain under unauthorized occupation probably owing to the reason that the rate of house rent allowance has also been increased to 40%. Thus penal rent instead of being a punishment for the unauthorized occupants appears to have become a concession.

2. In order, therefore, to make penal rent really deterrent, the present rate of 35% is hereby raised to 60% of the pay of the unauthorised occupant.

3. These order shall become operative with immediate effect.

Sd/-  
Government of the Punjab  
Agriculture Department