



हरियाणा "हरी विकास प्राधिकरण

**HARYANA URBAN
DEVELOPMENT AUTHORITY**

(Circulated by email)

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Panchkula

From

The Chief Administrator,
HUDA (Enforcement Wing),
Panchkula.

To

1. All the Administrators,
HUDA in the State.
2. All Superintending Engineers,
HUDA (Panchkula, Faridabad, Hisar, Karnal, Rohtak, Gurgaon I & II, Sonapat).
3. All the Estate Officers,
HUDA in the State.

Memo No. Enf. Br./2016/100900

Dated: 28.10.2016

Subject: Guidelines for Allotment of HUDA staff quarters to HUDA employees all over Haryana.

1. Approved Guidelines for allotment of HUDA staff quarters to HUDA employees all over Haryana are being sent by email to your office. From now onwards staff quarters may be allotted to HUDA employees in accordance with these approved guidelines.

DA/As above

-Sd-
Enforcement Officer
for Chief Administrator, HUDA
Panchkula

Endst No. 100905

Date: 28.10.2016

The copy of letter is forwarded to the following:-

1. PS to CA along with copy of approved guidelines for kind information of Worthy Chief Administrator, HUDA Panchkula please.
2. PS to Administrator (H.Q.) HUDA along with copy of approved guidelines for kind information of Administrator (H.Q.) Panchkula please.
3. The Secretary, HUDA Panchkula.
4. The Chief Controller of Finance HUDA, Panchkula.
5. The Chief Town Planner, HUDA, Panchkula.
6. The Chief Architect, HUDA, Panchkula.
7. The Chief Engineer-I, (H.Q.) HUDA Panchkula.
8. The Chief Engineer-I I, (H.Q.) HUDA Panchkula.
9. G.M.(I.T.) HUDA, Panchkula. You are requested to upload these guidelines on HUDA website.
10. The Superintending Engineer, (H.Q.) HUDA Circle, Panchkula.
11. The District Attorney, HUDA, Legal Cell, Panchkula.

DA/Guidelines sent by email.

-Sd-
Enforcement Officer
for Chief Administrator, HUDA
Panchkula

Subject: Guidelines for Allotment of HUDA staff quarters to HUDA employees all over Haryana

HUDA staff quarters shall be allotted to employees by House Allotment Committees of HUDA Officers. Such Committees shall be constituted at Zonal and Head Quarter level. These committees are:-

(A) Committees at Zonal/Field Level:- These committees consist of following members:

- | | |
|--|------------------|
| (1) Zonal Administrator | Chairman |
| (2) Superintending Engineer, Concerned | Member |
| (3) Estate Officer, Concerned | Member |
| (4) Chief Accounts Officer/Senior Account Officer/
Accounts Officer O/o Zonal Administrator | Member Secretary |

(B) Committees at Head Quarter Level:- There will be two House Allotment Committees at Head Quarter level (upper and lower) for allotment of staff quarters at Panchkula to the employees, working at Panchkula. These are:-

(i) Committee for allotment of houses with area above 950 sq.ft. (upper). This committee consists of following members:-

- | | |
|------------------------------------|------------------|
| • Administrator (Head Quarter) | Chairman |
| • Superintending Engineer (H.Q.) | Member |
| • Secretary, HUDA | Member |
| • Enforcement Officer, HUDA (H.Q.) | Member Secretary |

(ii) Committee for allotment of houses with area ranging from 450 to 950 sq.ft. (lower). This committee is the same as zonal level Committee, consisting of following members:-

- | | |
|--|------------------|
| • Administrator, HUDA, Panchkula | Chairman |
| • Superintending Engineer, HUDA
Circle Panchkula. | Member |
| • Estate Officer, HUDA, Panchkula | Member |
| • Chief Accounts Officer/Senior Account Officer/
Accounts Officer O/o Administrator, HUDA, Pkl. | Member Secretary |

(C) Classification of Residences and allotment w.r.t. grade pay:-

Allotment of houses to the employees shall be on the basis of grade pay as per instructions issued from time to time by Haryana Govt. or by the Authority. For time being, instructions received from Haryana Architecture

Department vide memo no. Arch-2014/SA-II/4831-5138 dated 23.04.2014 shall be followed which are as under:

Type of House	Plinth Area	Eligibility Criteria	
		Range of Grade Pay	Class of employee
I	450 Sq.ft.	Any Grade Pay	Class-IV
II	650 Sq.ft.	1800 to 2800	Class-III
III	800 Sq.ft.	3200 to 4000	Class-III
IV	950 Sq.ft.	4200 to 5200	Class-II & Class-III
V	1300 Sq.ft.	5400 to 6400	Class-I & Class-II
VI	1900 Sq.ft.	6600 to 8000	Class-I
VII	2200 Sq.ft.	8700 to 9800	Class-I
VIII	2800 Sq.ft.	10000 & above	Class-I

Note:

- In case, number of applicants are more than one, with same grade pay for one category of houses, then preference shall be given to the applicant with higher basic pay. Further, if grade pay and basic pay are also same, then applicant with greater length of service shall be preferred.
- An employee can be allotted a house of one step higher category over and above his actual entitlement with the condition that there is no other genuine claimant at that time for such type of house. This will ensure the utmost utilization of constructed houses.
- Applications can be submitted by employees any time to the Secretary, House Allotment Committee. Meetings on regular interval can be held by the House Allotment Committees to decide the allotments. If the no. of applicants are less, committee can take decision on a single file by circulation among the members, initiated by the member secretary.

All these house allotment Committees shall allot the houses to the employees under certain rules/guidelines which are as under:-

- 1) An eligible employee for this allotment shall be the one, who is an employee of Haryana Urban Development Authority, posted at the place where house is being allotted to him.
- 2) Licence Fee/House Rent shall be the sum of money payable monthly in respect of residence allotted under these rules as fixed by Authority from time to time.

- 3) Allotment to husband and wife, eligibility in case of officials/Officers' who are married to each other. If husband and wife, both are HUDA employees with different entitlement (size), then one house will be allotted to them but they will be given house of higher entitlement. e.g. if husband is entitled for 800 sq.ft. house and wife is entitled for 1300 sq.ft. house, they will be entitled for a 1300 sq.ft. house.
- 4) Employees owning houses, but apply for allotment of HUDA staff quarters. Those employees who themselves or their spouse, if own a house at that place, shall be allotted the staff quarter, only if there is no other eligible claimant of that staff quarter. Also, such employees will have to pay double the normal licence fee.

Provided that this rule shall not apply to the employees living in the earmarked residences.

- 5) The applicant shall have to install electric supply meter and water supply meter in his/her own name.
- 6) Sharing/subletting of the allotted houses shall not be allowed in any case and those who are found to have subletted/shared the house, shall be charged 50 times of the normal licence fee from the date of allotment. Allotment of house shall be cancelled and the employee shall be liable to disciplinary action by the department.
- 7) Preference on medical grounds shall be given to the applicants, seeking fresh allotment/change for house on medical grounds due to medical ailments of himself/herself or his/her spouse or his/her dependent family members. Such applications should be submitted along with medical certificates/prescriptions of Govt. Medical Hospitals/medical certificates of private doctors empanelled with HUDA/Haryana Govt. The house allotment Committee may accept or reject such applications after considering the submitted documents/type of ailment, etc. Also, houses available on ground floor may be allotted to genuine applicants on the medical grounds.
- 8) An applicant desiring change of accommodation in a house of the type, already in his occupation will be given preference over a fresh allotment. Applicants shall be allowed one change only.
- 9) An employee shall not be compelled to accept a residence of a type lower than for which he is eligible under these rules, unless and until he/she is himself/herself interested for such allotment.
- 10) Out of turn allotment. The House Allotment Committee may allot a house on out of turn basis in following cases:

- (a) Allotment of residence to the member of the family of deceased HUDA employee:-

When an employee in occupation of a HUDA residence dies in service, accommodation may be allotted to his spouse, or son/ an unmarried daughter, who is already employed in HUDA or who joins service in HUDA within one year of the date of death of the employee.

Provided that such accommodation shall not be higher than the type of which such member of the family of the deceased is entitled for, even if bereaved member is entitled to higher type.

- (b) Allotment of houses to widows and daughters of deceased HUDA employees whose appointment made on ex-gratia basis:-

Widows and Daughters of those HUDA employees who were taken into service on compassionate grounds as a result of death of their husband or father, as the case may be, while in service and also those female employees who lost their husband or got divorced and needed accommodation on account of social security and economic considerations, may be allotted the HUDA houses. The sons of the deceased employees who are given service by HUDA will not be included in this priority category.

- (c) On basis of medical grounds as per clause 7.

- (d) Allotment of 10% of the existing houses at Panchkula shall be at the discretion of Worthy C.A. HUDA and similarly allotment of 10% of the existing houses at any other place shall be at the discretion of Zonal Administrator.

11) Non acceptance of allotment or offer or failure to occupy the allotted residence after acceptance:-

- (e) Where an employee fails to accept the allotment of a residence or fails to take the possession of that residence, within 15 days, 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, the Secy. House Allotment Committee will be competent to extend the period of taking possession of the house by another 15 days with reasonable grounds.

12) Retention of the allotted residence:-

- (f) A residence allotted to an employee may be retained on the happening of any of the events specified in column 1, of the Table below for the period specified in corresponding entry in column 2

thereof, provided that the residence is required for the bonafide use of the employee or members of this family.

TABLE

Sr. No	Events (Col. 1)	Permissible Period of retention of residence (Col. 2)
1	Retirement	Four Months on normal licence fee
2	Resignation, dismissal or removal from service, termination of services or unauthorized absence without permission	2 months
3	Transfer outside station.	<ul style="list-style-type: none"> • 2 months • 2 months extra on educational grounds of children or medical grounds of self or member of family with the approval of Chairman of the house allotment Committee.
4	All type of leave	For the entire period of leave
5	Deputation outside India	One year
6	On proceeding on training	For full period of training.
7	Death of the allottee	One year.

Note: In case, house is not vacated within stipulated time period mentioned in col. 2 of the above table, 50 times of the normal licence fee/applicable rent, shall be charged by HUDA and employee shall be liable to disciplinary action by the department. Also, in case HUDA accommodation is not vacated by the HUDA employee after transfer from station 'A' to 'B', the employee shall not be entitled to any house rent allowance at station 'B' where he has been transferred until and unless he vacates the HUDA accommodation at his previous station 'A'.

- 13) Where an allotment of 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 order, whichever is earlier.

Where an employee who after accepting the allotment, fails to take possession of that accommodation within 15 days of the issue of the allotment order, 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.

- 14) Where an employee, who is already in occupation of residence, is allotted another residence and he occupies the new residence, the allotment of the former residence shall be deemed to have been cancelled from the date of occupation of the new residence. He may however, retain the former residence on payment of normal additional licence fee upto 10 days, for shifting.
- 15) An employee to whom a residence has been allotted shall be personally liable for the payment of the licence fee thereof and for any damages beyond usual wear and tear caused there to, or to the furniture, fixtures or fittings or services provided therein by the department during the period for which the residence has been and remains allotted to him or, where the allotment has been cancelled under any of the provisions of these rules. The licence fee as fixed by the department will be deducted by the drawing and disbursing officer from the pay of the employee every month and deposited with the concerned division.
- 16) Surrender of allotment and period of notice:-

An employee may at any time surrender an allotment by giving intimation as to reach the Secretary, House Allotment Committee, at least 15 days before the date of vacation of the residence. The allotment of the residence shall be deemed to 'have been cancelled with effect from the fifteenth day after the day on which the letter is received by the Secretary or the date specified in the letter, whichever is later. If he fails to give due notice, he shall be responsible for payment of licence fee for 15 days or the number of days by which the notice given by him falls short of the period specified above.

Provided that the Secretary may accept a notice of shorter period, in exceptional circumstances.

An employee, who surrenders the residence under this rule, shall not be considered again for allotment of HUDA accommodation for period of one year from the date of such surrender.

- 17) The allotment of the house shall be cancelled and employee shall be liable to disciplinary action by the Department in following circumstances:-
- a) Sublets the residence; or
 - b) Erects any unauthorized structure or makes any structural alternations in any part of the residence; or
 - c) Uses the residence or any portion thereof for any purpose other than that for which it meant; or
 - d) Tampers with the electric or water connection; or

- e) Uses the residence or premises or permits the residence or premises to be used for any purposes which the Secretary, House Allotment Committee considers to be improper; or conducts himself in a manner which in his opinion is prejudicial to the maintenance of the harmonious relations with the neighbours.
- f) Has knowingly furnished incorrect information in any application or written statement with a view of securing the allotment; or
- g) Commits any other breach of the rules of the terms and condition of the allotment letter.

18) The Chief Administrator, HUDA shall be empowered to relax any clause of these rules for purpose of allotment of house.

19) Interpretation of rules:-

If any question arises as to the interpretation of these rules, it shall be decided by the Chief Administrator, HUDA. He, may, further issue instructions or frame any guidelines for the proper implementation of these rules as he may deem fit from time to time.

Above rules/guidelines shall be applicable on all allotments to be done in future from the date of implementation/circulation of the guidelines.