



# Haryana Government Gazette

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## PART—I

### Notifications, Orders and Declarations by Haryana Government

#### HARYANA GOVERNMENT

#### ADMINISTRATIVE REFORMS DEPARTMENT

#### Order

The 27th November, 2015

**No. 5/4/2002-1AR.**— In pursuance to the Government Notification No. 5/7/2012-1AR dated 23rd July, 2013, the Governor of Haryana is pleased to constitute a Search Committee of following to search suitable candidates for appointment of two State Information Commissioner(s) for in the State Information Commission, Haryana.

The Search Committee shall comprise the following:-

- |  |          |
|--|----------|
| (a) Chief Secretary, Haryana   | Chairman |
| (b) Sh. P. Raghavendra Rao, I.A.S. Additional Chief Secretary, Haryana | Member   |
| (c) Sh. Sudhir Rajpal, I.A.S., Principal Secretary, Haryana            | Member   |
2. The Search Committee shall function in accordance with the notification mentioned above.

D. S. DHESI,  
Chief Secretary to Government Haryana,  
Administrative Reforms Department.

**HARYANA GOVERNMENT**  
**ADMINISTRATIVE REFORMS DEPARTMENT**

**Order**

The 27th November, 2015

**No. 5/4/2002-1AR.**— In exercise of the powers conferred under Sub-section 3 of Section 15 of Chapter IV of the Right to Information Act, 2005, the Governor of Haryana is pleased to constitute a Committee consisting of the following:-

- |  |             |
|--|-------------|
| (a) Sh. Manohar Lal Khattar, Chief Minister, Haryana                                     | Chairperson |
| (b) Sh. Abhay Singh Chautala, M.L.A. Leader of Opposition in the<br>Legislative Assembly | Member      |
| (c) Sh. Rao Narbir Singh Public Works Minister   | Member      |
2. This Committee shall recommend the name(s) for appointment of two State Information Commissioner for the State Information Commission. The Chief Secretary to Government, Haryana shall assist the Committee as its Secretary.

D. S. DHESI,  
Chief Secretary to Government Haryana,  
Administrative Reforms Department.

**HARYANA GOVERNMENT**  
**FOOD AND SUPPLIES DEPARTMENT**

**Notification**

The 30th November, 2015

**No.17/3/95-2FS.**—In supersession of the Government Notification issued *vide* No. 17/3/95-2FS, dated 9th December, 2014, the Governor of Haryana in exercise of the powers conferred on him under Section 14 of The Legal Metrology Act, 2009 is pleased to order that Sh. Sanjay Joon, Special Secretary to Government Haryana-cum-Director, Food & Supplies Department will also hold the charge of the post of Controller Legal Metrology, Haryana in addition to his own duties with effect from the date of his joining as Director, Food & Supplies *i.e* 10th November, 2015 (F.N.).

Chandigarh :  
The 20th November, 2015.

S.S. PRASAD,  
Additional Chief Secretary to Government Haryana,  
Food & Supplies Department.

**HARYANA GOVERNMENT**  
**PUBLIC WORKS DEPARTMENT**  
**(BUILDING & ROADS BRANCH)**

**Notification**

The 8th December, 2015

**No.45/15/2015-5B&R(W).—**

**DRAFT RULES OF ALLOTMENT OF HARYANA GOVT, HOUSES SITUATED AT CHANDIGARH/  
PANCHKULA TO THE HARYANA GOVERNMENT EMPLOYEES POSTED IN THE  
OFFICES LOCATED AT CHANDIGARH AND PANCHKULA RULES, 2015.**

In exercise of the powers conferred by Article 309 of the constitution of India, the Governor of Haryana is pleased to make the following rules regulating the allotment of Haryana Government houses to Haryana Government employees posted in the offices located at Chandigarh or Panchkula.

**1 Short Title and Application**

- 1.1 These rules may be called Allotment of Government Residences to Haryana Government employees posted in the offices located at Chandigarh and Panchkula.
- 1.2 They shall come into force with the date of their publication in the Official Gazette

**2. Definition:-**In these rules, unless the context otherwise requires:-

- 2.1 "ALLOTMENT" means the grant of a licence to a Government employee to occupy a house or a portion thereof owned, leased or requisitioned by the Government, for use by him/her as residence accordance with the provisions of these rules.
- 2.2 "Allotment Year" the year beginning on 1st January or such period as may be notified by the Chief Secretary to Government of Haryana.
- 2.3 "CHANDIGARH" means the area within the limits of Union Territory of Chandigarh which the Government may declare conferring eligibility for the allotment of Haryana Government houses.
- 2.4 "CHAIRMAN" means the Chairman of the House Allotment Committee upper or lower as the case may be.
- 2.5 "CHIEF SECRETARY" means the Chief Secretary to Haryana Government.
- 2.6 "PRINCIPAL SECRETARY HARYANA" means Principal Secretary to Government of Haryana, Public Works Department, Building & Road Branch.
- 2.7 "COMMITTEE" means the Haryana House Allotment Committee (Upper) or House Allotment Committee (Lower) as may be set up by the Government from time to time.
- 2.8 "ELIGIBLE OFFICE" means an office of Haryana Government located in Chandigarh or Panchkula.
- 2.9 "ELIGIBLE EMPLOYEE" means an employee of the eligible office of the Government of Haryana working on regular basis in an eligible office. Haryana Government employees on deputation with Boards/Corporations or autonomous bodies at Chandigarh/Panchkula shall be eligible for allotment of Haryana Government houses located at Panchkula/Sec.39B, Chandigarh as per Government instructions time to time.
- 2.10 "TRANSIT ACCOMMODATION" means the temporary accommodation allotted in Sector-12A, Panchkula till some regular Government house is allotted to the applicant.

**Explanation**

- (i) The Haryana Government employees who are in possession of U.T. Administration houses of appropriate category as admissible at Chandigarh are not eligible for allotment of Government houses at Panchkula/Chandigarh constructed by Haryana Government.
- 2.11 "EMOLUMENTS" means the emoluments as defined in C.S.R, but excluding compensatory allowances, Dearness allowances, N.P.A., Special pay & Personal pay etc. While determining the eligibility/entitlement for the type of house only basic pay plus grade pay and no other allowances are to be taken into account.

**Explanation**

- In the case of an officer/official who is under suspension, the emoluments drawn by him/her on the first day of the allotment year, in which he is placed under suspension or if he is placed under suspension on the 1st day of the allotment year, the emoluments drawn by him immediately before that date shall be taken as his emoluments.
- 2.12 "FAMILY" means the wife or husband as the case may be, parents, children, adopted children, step children, brothers & sisters as ordinarily reside with the Government employee.

- 2.13 "GOVERNMENT", means the Chief Secretary to Haryana Government.
- 2.14 "House" means a building or part thereof used for residential purpose and situated within the territorial limits of Chandigarh, Panchkula or of any adjoining Urban Estates.
- 2.15 "LICENCE FEE" means the sum of money payable monthly in respect of residence allotted under these rules as fixed by State Government from time to time.
- 2.16 "PANCHKULA" means the area within the limits of territory of Panchkula as fixed by the Urban Estate Panchkula which the Government may declare conferring eligibility for the allotment of Haryana Government houses.
- 2.17 "PRIORITY DATE" of an employee in relation to type-II to type-V of residence means to which he is eligible under the provision of these rules means the date from which he is holding the post under the Haryana Government in a specified pay range. In case of type-I houses the priority date is date of joining in the eligible office:
- Provided that inter seniority of the officials shall be determined on the basis of the date on their becoming eligible of a particular type of house:
- Provided further that where the priority date of two or more employees is the same, the seniority amongst them shall be determined on the basis of the emoluments drawn by them on the date of their becoming eligible for a particular type, the employee in receipt of higher emoluments taking precedence over the employee in receipt of lower emoluments, and where the emoluments are equal, on the basis of length of service and where the service is also equal on the basis of age, the older person taking precedence over the younger:
- Provided further that the priority date of an employee shall be maintained for one particular type of residence only.
- 2.18 "RESIDENCE" means a building or a part thereof used as a unit of residence for the time being under the Administrative control of the Haryana Government.
- 2.19 "SECRETARY, HOUSE ALLOTMENT COMMITTEE UPPER & LOWER" means an officer of Government of Haryana, as notified by Government of Haryana.
- 2.20 "SUBLETTING" means letting out and includes sharing of accommodation by an allottee with another person with or without payment of rent.

#### **Explanation**

Any sharing of accommodation by and allottee with the members of his/her family and close relation shall not be deemed to be subletting so long as the Government employee himself/herself is residing in the residence allotted to him/her.

- 2.21 "TEMPORARY TRANSFER" means a transfer which involves an absence from Chandigarh/ Panchkula for a period not exceeding Six months.
- 2.22 "TRANSFER" means transfer from Chandigarh/Panchkula to any other place or from an eligible office to an ineligible office in Chandigarh/ Panchkula.
- 2.23 "TYPE" in relation to an officer/official means the type of residence for which he is eligible under these rules.

### **3. Allotment to husband and wife, eligibility in case of official/officers who are married to each other.**

- 3.1 No Government employee shall be allotted a residence under these rules unless the wife or the husband, as the case may be, of the Government employee 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.
- 3.2 Where two Government employees in occupation of separate residence allotted under these rules or allotted under any other rules by U.T. Administration or Punjab Government or Haryana Government marry each other, they shall within one month of the marriage surrender one of the residences.
- 3.3 Where a residence is not surrendered, as required by sub rule (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 residences are of the same type, the allotment of either one of them, shall be deemed to have been cancelled on the expiry of such period, as the Secretary House Allotment Committee may decide.

- 3.4 Where both husband and wife are employed in the eligible office, then entitlement of each of them for allotment of a residence under these rules shall be considered independently.
- 3.5 Not with-standing anything contained in sub rules (3.1) to (3.4) above.
- (a) If a wife or husband, as the case may be, who is an allottee of a residence under these rules, is subsequently allotted residence / accommodation at Chandigarh of U.T Administration or of Haryana Government, she / 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 and wife are residing separately in pursuance of an order of judicial separation made by any court.

**4. Employees owning houses to be ineligible for allotment of haryana Government houses.**

- 4.1 No employee shall be eligible for allotment of Government houses under these rules if he/she or his/her spouse or any of his/her dependent children owns a house at Chandigarh, or at the adjoining Urban Estates of Panchkula or Mohali, unless he/she is willing to pay double of the normal licence fee:

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

- 4.2 If on coming into force of these rules, an employee already in occupation of Government residence, his spouse or any of his dependent children owns a house at Chandigarh or the adjoining Urban Estates of Panchkula or Mohali, he/she shall surrender the Government residence in his occupation within a period of two months. However, he will have the option to retain the same on the payment of double the normal licence fee.
- 4.3 Where an employees to whom sub-rule (4.2) is applicable does not surrender the Government residence as required, he shall be liable to pay damages for use and occupation of the residence equal to double the normal licence fee from the date on which he is required to surrender the Government residence.
- 4.4 Where after a Government residence has been allotted to an employee, he or his spouse or any of his dependent children constructs or otherwise becomes the owner of a house at Chandigarh or at the adjoining urban estates of Panchkula or Mohali shall notify the facts to the Secretary House Allotment Committee within a period of four weeks from the date on which he/she or such member becomes the owner of the house or completes the construction thereof and he shall, thereafter, be governed by the provisions of sub-rules (4.1) to (4.4).

**Explanation**

A person shall be deemed to become the owner of a house, in the case of a newly constructed house, as from the date, the Estate Officer or Municipal Corporation concerned gives a certificate of completion in relation to the house or the date of actual occupation of the house, whichever is earlier.

**5. Classification of Residence For Allotment**

- 5.1 Save as otherwise provided in these rules a Government employee shall be eligible on the basis of the emoluments (Basic pay + Grade pay) for allotment of residence of the type shown in the table 'I' Annexure 'I' attached with these rules. Entitlement for the different categories of houses shall be determined by the Chief Secretary to Government Haryana, Chandigarh from time to time, keeping in view the change in the emoluments or otherwise in consultation with the House Allotment Committee (Upper).
- 5.2 A Government employee shall have the option to apply for the type of residence to which he has been entitled on the basis of his emoluments on the earliest date since when he has served in an office of the Government of Haryana or the higher type he may have become eligible at any time thereafter.

**6. Allotment of transit accommodation**

- 6.1 Transit flats in Panchkula shall be allotted to class -I/II officers of Haryana Government who are transferred from any other station to the offices located in Chandigarh/ Panchkula and take charge of their new assignments. Only those eligible officers of Class - I/II who apply on prescribed forms within two months of their posting in eligible offices located in Chandigarh / Panchkula will be considered for allotment of these flats.
- 6.2 The Transit Flat shall be allotted till some suitable accommodation is allotted to the concerned officer.
- 6.3 The applicant occupying transit accommodation has to apply simultaneously for allotment of a residence of the entitled category from the Haryana Government general pool houses situated in Panchkula / Sector 39-B, Chandigarh.
- 6.4 Transit Flats on 2nd floor are reserved for Class-II Officers and Ground floor & First floor are reserved for Class-I Officers.

- 6.5 The inter-se seniority of the officers for allotment of transit accommodation shall be determined on the basis of the date of receipt of their applications; provided that if the applications, of two or more officers are received on the same date, the seniority amongst them shall be determined on the basis of emoluments drawn by them on the date of submission of applications, the officer in receipt of higher emoluments taking precedence over the officer in receipt of lower emoluments.
- 6.6 The licence fee for transit flat shall be charged @ Rs. 600/- per month or as revised by the Government from time to time.
- 6.7 The applicant shall have to install electric supply meter and water supply meter in his own name.
- 6.8 On allotment of regular accommodation, the applicant shall have to vacate the transit flat within 30 days failing which penal rent at 20 times of the normal rent of the Transit Flat shall be charged per month.
- 6.9 Sharing / subletting shall not be allowed in any case and those who are found to have subletted the flats shall be charged 20 times of the normal licence fee from the date of allotment or as per Government instructions time to time and the allotment of flat shall be cancelled without prejudice to the disciplinary action to be taken against the defaulting officers.
- 6.10 These flats shall be allotted in the name of an individual and not in the name of family / dependents.

**7. Haryana Government pool of residences situated in Panchkula and Sector 39-B, Chandigarh.**

- 7.1 All residential buildings constructed by Haryana Government at Panchkula and Sector 39-B, Chandigarh which have not been earmarked for any particular class of Government employee by designation or have not been allocated to any particular department shall form part of the Haryana Government general pool houses situated in Panchkula/Sector 39-B, Chandigarh. These Government houses shall be allotted to eligible Government employees by the House Allotment Committee (upper or lower), as the case may be.
- 7.2 There shall be two House Allotment Committees *i.e.* House Allotment Committee (Upper) and House Allotment Committee (Lower). The constitution of these committees shall be as under:-

**HOUSE ALLOTMENT COMMITTEE (UPPER)**

- |    |   |           |
|----|---|-----------|
| 1. | The Chief Secretary to Government Haryana, Chandigarh   | Chairman  |
| 2. | The Financial Commissioner & Principal Secy. to Government Haryana, Finance Deptt., Chandigarh.     | Member    |
| 3. | The Financial Commissioner & Principal Secy. to Government Haryana, PWD B&R Department, Chandigarh. | Member    |
| 4. | The Commissioner & Secy. to Government Haryana, Town and Country Planning Department.               | Member    |
| 5. | The Engineer-in-Chief, Haryana, PWD B&R Branch, Chandigarh.   | Member    |
| 6. | The Director General Health Services, Haryana, Chandigarh.  | Member    |
| 7. | Executive Engineer (General) Haryana, PWD B&R Branch, Chandigarh.                                   | Secretary |

**HOUSE ALLOTMENT COMMITTEE (Lower)**

- |    |   |           |
|----|---|-----------|
| 1. | The Financial Commissioner & Principal Secy. to Government Haryana, PWD B&R Branch, Chandigarh.                         | Chairman  |
| 2. | Representative of the Financial Commissioner (Finance Member Department)  | Member    |
| 3. | Commissioner & Secy. to Government Haryana, Town and Country Planning Department or his representative.                 | Member    |
| 4. | Director General Health Services, Haryana.  | Member    |
| 5. | Joint Secy. to Government Haryana, PWD B&R Branch, Chandigarh.  | Member    |
| 6. | Joint Secretary, Secretariat Esstt. Haryana Chandigarh<br>Chief Engineer Buildings Haryana, PWD B&R Branch, Chandigarh. | Member    |
| 7. | Executive Engineer (General), Haryana, PWD B&R Branch, Chandigarh.  | Secretary |

- 7.3 The House Allotment Committee (Upper & Lower) shall meet as often as it may be needed but at least once in a period of six months. However, House Allotment Committee may authorize the allotment

of houses based on seniority with the approval of Chairman of respective House Allotment Committee on respective files.

- 7.4 It shall not be open to the House Allotment Committee to allot a house of higher type to an officer/official for which he/she is not entitled as per pay particulars.
- 7.5 The houses of type - IV and V shall be within the purview of House Allotment Committee (Upper) whereas the houses of Type I to III shall be within the purview of the House allotment Committee (Lower).

#### 8. Press Pool

- 8.1 The allotment of press correspondents and the houses earmarked to them shall be at the disposal of DGIPR.
- 8.2 The various houses of type-IV earmarked for press pools are house No. 1435, 1438, 1439, 1440, 1451, in Sector-39B, Chandigarh and house No. 231, 234, 235, 237, 239 in Sector-14, Panchkula, house No. 1207-G, 1209-G, 1221, 1229, Sector-11, Panchkula.
- 8.3 The licence fee to be charged from the allottee shall be lump-sum as under:-
- | Type | Licence fee to be charged monthly |
|------|-----------------------------------|
| IV   | 1000/-                            |
| V    | 2000/-                            |
- 8.4 The licence fee may increase time to time as per Government decision.
- 8.5 In case of transfer or cancellation of allotment due to any reason, the allottee shall have to vacate the house within two months. In case of unauthorized occupation of press pool house, the panel rent equalant to 10 times of above licence fee shall be charged from the allottee.

#### 9. C.S. Pool

The various houses of type-V bearing No. 625, 638, 627, 644, 649, 639, 634, 619, 621, 643, 642, 636 and 659 in Sector-6, Panchkula, shall be earmarked to Chief Secretary after taking out from the purview of House Allotment Committee for the allotment of Information Commissioners, Chairmans and other dignitaries.

- 9.1 The licence fee as applicable from time to time shall be charged by the office of Chief Secretary, Government of Haryana.

#### 10. D.C. Pool

- 10.1 The various houses of type-V shall be earmarked to Deputy Commissioner, Panchkula after taking out from the preview of House Allotment Committee, are house No. 630, 640, 645, 660, 664, 615 & 655 in Sector-6, Panchkula and house no. 180, 173, 176, 181 & 178 in Sector-14, Panchkula.
- 10.2 Similarly the houses of type-I to IV *i.e.* 140, 224-F, 230, 232, 241-F, 269-B, 281-B, 300, 303, 309-B, 311-A, 311-B in Sector-14, Panchkula and 1215-F, 1219-F, 220-F, 1296, 1377, 1353, 1441 in Sector-11, Panchkula shall be earmarked to Deputy Commissioner, Panchkula after taking out from the preview of House Allotment Committee.
- 10.3 The licence fee as applicable from time to time shall be charged by the office of Deputy Commissioner, Panchkula.

#### 11. Controlling authority

- 11.1 The Chief Secretary to Government, Haryana shall be coordinating and controlling authority in respect of Government residences situated in Panchkula and Sector 39-B, Chandigarh of the Haryana Government. He may, from time to time, add any residence to the Haryana Government houses situated in Panchkula and Sector 39-B, Chandigarh General Pool or withdraw from it for the purpose of allotment to any class or category of eligible Government employees or change the classification of any residence on the recommendations of the House Allotment Committee (Upper).
- 11.2 The allotment of all Haryana Government residences in Panchkula and Sector 39-B, Chandigarh shall be made strictly in accordance with the provisions of these rules.
- 11.3 The Government shall be empowered to relax any clause of these rules in very special cases subject to the approval of the C.M. describing details and reasons thereof.
- 11.4 Preference shall be given to the applicants seeking fresh allotment/change of house on medical grounds subject to the approval of Director Health as per medical policy over the general seniority.

**12. Procedure for inviting application for allotment**

- 12.1 The House Allotment Committee shall invite applications for allotment of houses in Form 'A' for various categories of residences as and when required according to available seniority of applicants and number of houses available for allotment or in the month of December every year.
- 12.2 The Committee shall issue necessary circular as per sub rule (9.1) above, to the Chief Secretary to Government Haryana and to all the Head of Departments in the Haryana State Situated at Chandigarh and Panchkula.
- 12.3 The last date for receipt of the application shall be the 31st of January of the following year or in case of calling of application on any other date it shall be one month later after issue of circular. No application shall be entertained after this date.
- 12.4 If an employee joining duty in Chandigarh / Panchkula on first appointment or on transfer may submit an application for allotment of Government residence to the Secretary within three months of his joining duty provided that his date of priority falls within period specified for registration, application received under this provisions on or before the 20th day of a calendar month shall be considered for allotment in the succeeding month.
- 12.5 Applications for allotment of houses in Form 'A' in order of seniority shall be sent by the Head of Department alongwith a consolidated Form 'D' under his signatures to the Secretary, House Allotment committee or upload on website as the case may be. Applications sent directly to the Secretary, House Allotment Committee shall not be considered.
- 12.6 A tentative seniority list of applicants of different categories of houses shall be prepared by the Secretary House Allotment Committee and copies thereof shall be displayed at the notice board of House Allotment Committee Office or on website for inviting claims and objections, if any. The claims and objections, if any, shall be filed through the Head of Department within a month of circulation of letter.
- 12.7 After receiving the objections, the tentative seniority shall be corrected if need be and final seniority shall be displayed on website/notice board. The objections submitted after due date shall not be considered.
- 12.8 The previous seniority list will be considered as exhausted and the new seniority list shall be operative thereafter.

**13. Allotment of residence and offers**

Save as otherwise provided in these rules, when residence falls vacant or becomes available on account of construction, it will be allotted to an applicant desiring change of accommodation in that type and if not required for that purpose, to an applicant without accommodation in that type having the earliest priority date for that type of residence:

Provided that 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.

Provided that fresh allotment will be made by draw of lots. However, houses available on ground floor may be allotted on 1st allotment to genuine applicants on Medical Grounds by the Chairman of House Allotment Committee (Upper or Lower):

Provided that an applicant shall be allotted Government houses at Panchkula or in Sector 39B, Chandigarh as per option exercised by him for allotment of a Government house and separate seniority lists of each type for Panchkula & Sector 39-B, Chandigarh will be maintained:

Provided that no change of house even mutual change from Sector 39B, Chandigarh to Panchkula and vice versa will be allowed. However, an applicant may apply for allotment of a house afresh even if he/she is occupying house in Sector 39B, Chandigarh for allotment of house of his/her entitlement at Panchkula and vice versa when fresh application are invited. And his/her seniority will be fixed for that type of house and he will be allotted a house on his/her turn at Panchkula or Chandigarh:

Provided that a residence of a type higher than that for which the applicant is eligible under these rules shall not be allotted and shall also not be compelled to accept a residence of a type lower than for which he is eligible under rules:

**14. Allotment of residence to spouse on retirement of Government employee.**

When Government employee in occupation of Haryana Government accommodation retires, the same residence may be transferred in the name of the spouse or daughter/son dependent on him subject to the condition that such spouse/ daughter/son is working in an eligible office of Haryana Government and is



entitled to the said type of accommodation. However, in case the spouse/ daughter/son is not entitled to said type he/she may be made an allotment as per his/her entitlement. Provided that such spouse/ daughter/son shall not be allotted accommodation under this rule of a type higher than the type already in occupation of the retiree even through the applicant may be entitled to such higher type.

**15. Allotment of residence to spouse of Government employee on his/her transfer out of Chandigarh/ Panchkula.**

When a Government employee in occupation of Government accommodation is transferred outside Chandigarh/Panchkula, the same residence may be transferred in the name of his/her spouse subject to the condition that the spouse is working in an eligible office and is entitled to the same type of accommodation. However, in case the spouse is not entitled to the same type he/she may be allotted a residence of his/her entitlement:

Provided further that such spouse shall not be allotted accommodation under this rule of a type higher than the type already in occupation of the transferred employee even though the applicant may be entitled to such higher type.

**16. Out of turn allotment**

The House Allotment Committee may allot a house on out of turn basis in following cases.

**16.1 Allotment of residence to the member of the family of deceased Government employee:-**

When a Government employee in occupation of a Government residence dies while in service, accommodation may be allotted to his spouse, or an unmarried daughter who is already in Government service or who joins Government service within one year of the date of death of the Government employee:

Provided that such accommodation shall not be higher than the type of which such member of the family of the deceased is entitled:

Provided that such member of the family of the deceased applying for allotment under this sub-rule shall not be allotted accommodation out of turn of a type higher than the type already in occupation of the deceased even though the applicant may be entitled to such higher type.

**16.2 Allotment of houses to widows and daughters of deceased Government employees whose appointment made on ex-gratia basis:-**

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

Provided that the Government Employee owning house in Chandigarh Mohali and Panchkula in her own name or in the name of her spouse or any of her dependent shall not be entitled for allotment of residence under this sub-rule.

The entitlement for such an employee will be on the basis of pay drawn by her on the date of eligibility fixed by house Allotment Committee for various General Categories houses.

Notwithstanding anything contained in these rules, not more than 5% of the houses becoming available for allotment shall be allotted on out of turn basis to this category.

**16.3 Allotment of Government houses on medical basis:-**

10% of the Government houses becoming available can be allotted on medical grounds. Medical grounds may be with respect to applicant himself/herself or any of his/her dependent. When medical grounds pertain to a dependent, a certificate regarding the fact of the dependency should be got signed from head of the Department and should be attached with the application. Such applicant shall apply through their Head of the Department who will scrutinize the application fully and certify that the diseases mentioned by the applicant is at Sr. No. in the rational policy framed for allotment of Government houses and forward only those applications which pertain to the diseases/disability given in the policy and are in accordance with guide lines laid down for allotment of Government houses on medical grounds. All medical cases should be supported by a medical certificate from Principal Medical Officer, General Hospital, Sector-16, Chandigarh, Government Medical College & Hospital Sector-32, Chandigarh or Civil Surgeon Panchkula or Medical Superintendent/Concerned head of the Department P.G.I. Chandigarh.

**1. Physically Handicapped Employee**

Blind *i.e.* those who suffer from either of the following conditions: -

- (a) Total absence of sight.
- (b) Visual entity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.

**2. Orthopadically Handicapped/General Nervous System**

*i.e.* those who have a severe physical defects of deformity which cause undue interference with normal functioning of the bones/muscles and joints.

- (a) Above the knee amputation of one lower limb or both.
- (b) Above elbow amputation of both upper limbs.
- (c) Paralysis of both upper limbs.
- (d) Paralysis of one lower limb or both lower limb.
- (e) Brunt out case of Rheumatoid arthritis (Crippling disease)
- (f) Ankylosing spondylities of whole spine,
- (g) Fracture spine with Bladder or bowel in continence.

**3. Medical Diseases**

- (a) Pulmonary Tuberculosis in infective phase (acid-fast baciiii Positive)
- (b) AIDS.
- (c) Leprosy.
- (d) Corpulmonale.
- (e) Myocardial in-faction.
- (f) RHD or congenital Heart disease with congestive heart failure.  
Congestive Heart failure due to any other cause.

**4. Others**

- (a) Terminal Cancer or any organ of the body.
- (b) Severe mental illness like psychosis as certified by psychiatrist and certificate countersigned by head of Psychiatry Department PGI Chandigarh or Medical College & Hospital Sector 32-D, Chandigarh.
- (c) Any other debilitating disease in the opinion of the House Allotment Committee. The House Allotment Committee will consider such cases on merit with the assistance of Director, General Health Services or his nominee. The House allotment Committee can include any debilitating disease/disabilities in consultation with the Director General Health Services:

Provided that the Government Employee owning house in Chandigarh/Panchkula/ Mohali in his or her name or is the name of his/her spouse or any of his/her dependent Children or already residing in Government house shall not be entitled for allotment of residence on medical basis.

**16.4 Allotment of Government houses on the basis of exigencies of services:-**

Allotment of some quota houses as shown in the table can be made on priority basis to Government employees/public servants by House Allotment Committee on the basis of functional requirement/nature of duties involved in the jobs subject to the following:-

- (a) The employee should be working in an eligible office, whose nature of official responsibility and duty is such as would necessitate working beyond the normal office hours. The supervisory public servant would certify that the official for whom an out of turn allotment is being recommended by him also has to perform such official responsibility/ duty which requires him to work at odd hours/on holiday beyond office hours etc. and that out of turn allotment of Government house is, therefore, essential in order to enable such official to discharge his duty satisfactorily.
- (b) The recommendations of the supervisory officers for out of turn allotment to officers/ officials should be routed through the respective Head of the Department/ Administrative Secretary for the approval of CM. After receiving the approval from the office of the CM, the house shall be allotted to the applicant.

- (c) That the Government employee/public servant fulfills the eligibility criteria for allotment of a Government house. No house of higher category than entitlement would be considered for allotment.
- (d) That the Government employee/public servants has no house in Chandigarh, Panchkula or Mohali in his / her name or in the name of his / her spouse or any of his / her dependent children.
- (e) That the Government employee/public servant occupying a lower type house allotted in his/her name or in the name of spouse shall not be considered for allotment of higher category house.
- (f) That if an entitled category house is not available than a house of lower category may be allotted.
- (g) That the allotment made on the basis of above criteria would be temporary and allotment can be cancelled after giving one month's notice.

16.5 The percentage of houses reserved for different categories for out of turn allotment will be as under:-

Type of house	Medical ground	On Compassionate ground	Exigencies of services	Total
I	10	10	10	30
II	10	5	10	25
III	10	5	5	20
IV	10	5	5	20
V	10	5	5	20

**17. Non acceptance of allotment or offer or failure to occupy the allotted residence after acceptance:-**

Where a Government employee fails to accept the allotment of a residence or fails to take the possession of that residence, within 14 days of the date of issue of the letter 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, the Secy. House Allotment Committee will be competent to extend the period of taking possession of the house by another 14 days with a reasonable grounds.

**18. Period for which allotment subsists and concessional period for further retention.**

18.1 An allotment shall be effective from the date on which it is accepted by the Government servant and shall remain in force until:-

- (a) The expiry of the concessional period permissible under column 2 of the table given in sub-rule (15.2):
- (b) It is cancelled or is deemed to have been cancelled under any provision in these rules.
- (c) It is surrendered by the government employee.

18.2 A residence allotted to a Government employee may be retained on the happening of any of the events specified in column I, of the Table below for the period specified in corresponding entry in column 2 thereof provided that the residence is required for the bonafied 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 or Terminal leave	Four Month on normal licence fee
2	Resignation, dismissal or removal from service, termination of services or unauthorized absence without permission	2 Months
3	Transfer outside Chandigarh/Panchkula	2 Months 2 Months extra on educational grounds or medical ground with the approval of concerned AD.

4	Temporary Transfer in or outside India	Four Months
5	All type of leave	For the entire period of leave
6	Deputation outside India	One year
7	On proceeding on training	For full period of training.
8	Death of the allottee	One year.

**Explanation:-** The period permissible against event 1 and 3 shall count from the date of relinquishing the charge. The period for which the Government employee remains on leave before joining duty at the new office shall not be taken into account in calculating the permissible period.

(i) When a residence is retained under events (2) and (3), the allotment shall be deemed to have been cancelled on the expiry of the admissible concessional period unless immediately after the expiry thereof the employee resumes duty in an eligible office at Chandigarh / Panchkula.

(ii) A Government employee who has retained the residence by virtue of the concession under event (2), shall on re-employment or reinstatement, as the case may be in an eligible office within the period specified in the said Table, be entitled to retain the residence and shall also be eligible for any further allotment or residence under these rules:

Provided that if the emolument of a Government employee on re-employment do not entitle him to the type of residence previously occupied by him, he shall be allotted a residence of the type to which he is entitled.

(iii) Extension of the period of retention of the residence beyond the period specified may be allowed by the Finance Deptt. in exceptional cases of hardship, with reasons to be recorded in writing.

(iv) In-case the Government employee, who has been transferred outside Chandigarh, Panchkula rejoins at Chandigarh/Panchkula within the period as prescribed in column 2, the allotment of the same residence shall be regularized' in his/her name:

Provided that Government employees, who are in occupation of General Pool accommodation at the time of proceeding on foreign services *i.e.* on deputation at Chandigarh/Panchkula will continue to reside in occupation of the accommodation on payment of market rent as assessed by PWD, B&R Department. The normal licence fee will be paid by the employee and the difference of normal licence fee and market rent will be paid every month regularly by the board or Corporation as long as they retain house on a post in an eligible office.

18.3 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 order, whichever is earlier.

18.4 Where a Government employee who after accepting the allotment, fails to take possession of that accommodation within fourteen 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, which ever is earlier.

18.5 Where a Government 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 licence fee upto 10 days, for shifting:

Provided that if the former residence is not vacated within 10 days as provided in sub-rule (16.3) above, the employee shall be liable to pay penal rent. Any change in the above table or rate of panel rent as specified by the Government time to time shall be applicable.

## 19. Personal liability of Government employee for payment of licence fee till the vacation of residence.

19.1 A Government 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 Government 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, until the residence alongwith the out-houses appurtenant thereto have been vacated and full vacant possession thereof has been restored to the Government.

- 19.2 The licence fee as fixed by the Government will be deducted by the drawing and disbursing officer from the pay of the employee every month and deposited through the treasury with the concerned division. Drawing and disbursing officer will be fully responsible for not making regular recovery of licence fee or penal rent or market rent as the case may be or making short recovery from the pay of the employee and depositing with the concerned division.

## **20. Surrender of allotment and period of notice**

A Government employee may at any time surrender an allotment by giving intimation as to reach the Secretary House Allotment Committee, at least fourteen 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 fourteen 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 or shorter ported, in exceptional circumstances.

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

## **21. Change of residence**

21.1 A Government employee, to whom a residence has been allotted under these rules, may apply to the Secretary, House Allotment Committee for a change to another residence of the same type or a residence of the type to which he is eligible. Not more than one change will be allowed in respect of one type of residence allotted to a Government employee.

- (i) A Government employee, who intends to change the accommodation already allotted to him shall make an application to the Secretary for such change of residence in Form B appended to these rules. After acceptance, the name of the applicant shall be included in the waiting list to be maintained for the purpose. The inter-se seniority of the applicants so included shall be determined on first-come-first-served-basis.
- (ii) Change of house shall be offered in the order of seniority determined in accordance with sub-rule (i) above, having regard to the employee's preference to the extent possible:

Provided that no change of residence shall be allowed during the period of six months immediately preceding the date of superannuation:

Provided that a Government employee may be allowed a change of residence on priority on the death of any member of his family if he applies for such change within one year of such occurrence:

Provided that the change will be given in the same type of residence and no change shall be allowed from Sector 39-B, Chandigarh houses to houses at Panchkula and vice versa.

- (iii) A Government employee who fails to accept a change of residence offered to him within twenty-one days of the issue of allotment letter shall not be considered again for a change of residence of that type.
- (iv) A Government employee, who after accepting a change of residence failed to take possession of the same, shall be charged licence fee for such residence for a period of twenty one days in addition to the normal licence fees for the residence already in his possession, the allotment of which snail continue to subsist.
- (v) When a Government employee, who is already in occupation of a residence, is allowed a change of residence and he occupies the new residence, the allotment of formal residence shall be deemed to have been cancelled from the date of occupation of new residence. He may, however, retain the former residence on payment of normal licence fee upto ten days for shifting:

Provided that if the former residence is not vacated within 10 days as provided in Rules, 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 takes the possession of the new residence to the date of vacation of the former of the residence.

- (vi) A Government employee who fails accept a change of residence offered to within 21 days of the issue of allotments letter, he shall not be considered again for a change of a residence that type. He will stand debarred for change of house of that type for one year.
- (vii) However, change of Government house may be allotted under special medical circumstances ignoring seniority for change of house by the competent authority. The applicant seeking out of turn change on medical grounds should get their applications recommended from Director General (Health) on the basis of medical diseases mentioned below alongwith medical certificate issued by Civil Surgeon, Panchkula or Principal Medical Officer, General Hospital, Sector-16 Chandigarh or Government Medical College, Sector-32, Chandigarh or Medical Superintendent Concerned Head of the Department PGI, Chandigarh. The applicants should also give an affidavit in case of dependents living alongwith them. Changes may be allowed only in case of following diseases/disorders.

**PHYSICALLY HANDICAPPED EMPLOYEE:-**

*Blind i.e. those who suffer from either of the following conditions: -*

- (a) *Total absence of sight.*
- (b) *Visual entity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses.*

**ORTHAPADICALLY HANDICAPPED/GENERAL NERVOUS SYSTEM:-**

*i.e. those who have a severe physical defects of deformity which cause undue interference with normal functioning of the bones/muscles and joints.*

- (a) *Above the knee amputation of one lower limb or both.*
- (b) *Above elbow amputation of both upper limbs.*
- (c) *Paralysis of both upper limbs.*
- (d) *Paralysis of one lower limb or both lower limb.*
- (e) *Brunt out case of Rheumatoid arthritis (Crippling disease)*

**MEDICAL DISEASES:-**

- (a) *RHD or congenital Heart disease with congestive heart failure.*
- (b) *Congestive Heart failure due to any other cause.*

**OTHERS:-**

- (a) *Terminal Cancer or any organ of the body.*
- (b) *Severe mental illness like psychosis as certified by psychiatrist and certificate countersigned by principal medical Officer G.H. Sector 16, Chandigarh, Civil Surgeon Sector 6, Panchkula or head of psychiatry Department PGI Chandigarh or Medical College & Hospital Sector 32-D, Chandigarh.*
- (c) *Any other debilitating disease in the opinion of Director General Health.*

**21.2 Mutual change of residences:**

- (i) Government employee to whom residences of the same type have been allotted under these rules may apply for permission to mutual exchange their residences, However no mutual change from Panchkula to Chandigarh and vice versa will be allowed. Permission for mutual exchange may be granted if both the officers/officials are reasonably expected to be on duty in eligible office in Chandigarh or at Panchkula and to reside in their mutually exchange residence for at least one year from the date of actual shifting:
- (ii) Provided that no change of residence shall be allowed during a period of one year immediately proceeding the date of superannuating.
- (iii) The applicants shall submit an affidavit that they will actually shift the mutually changed accommodation and reside there at least one year from the date of actual shifting otherwise their change shall be deemed cancelled.

**22. Maintenance of residence**

A Government employee, to whom a residence has been allotted, shall maintain the residence and premises to the satisfaction of the Public Works Department, Haryana, Chandigarh. Such Government employee shall

not grow any tree, shrubs or plants contrary to the instructions issued by the Government nor cut or top any existing trees or shrubs in any garden courtyard or compound attached to the residence save with the pre-permission in writing of the Public Works Department of Haryana, Chandigarh. Trees, Plantation or vegetation grown in contravention this rule may be caused to be removed by the Executive Engineer Horticulture Division Haryana PWD 8&R Branch Panchkula at the risk and cost of the Government employee concerned. No addition and alteration in the house shall be made by the Government employee without any permission in writing of the Financial Commissioner & Principal Secretary to Government Haryana PWD B&R Branch Chandigarh. The House allotted to a Government employee shall be used by the allottee as a benefits residence and shall not be kept locked / closed/unoccupied for the period of not more than two months continuously.

**23. Subletting and sharing of residence**

- (i) Government employee, shall not share the residence allotted to him/her or any of the out houses, garages and cow-sheds appurtenant thereto, except with the members of his family and close relations. The servant quarters, out-houses, garages and cow-sheds may be used only for the bonafide purpose including residence of the servants of the allottee or for such other purposes as may be permitted by the Committee:

Provided that the Committee may, for the reasons to be recorded in writing, allow a Government employee to share the residence with another person in exceptional circumstances for a period not exceeding six months at a time but not exceeding one year in the aggregate.

- (ii) No Government employee shall sublet the whole or any part of his residence but a Government employee proceeding on leave or training as the case may be, may accommodate in the residence any other Government employee eligible for the allotment of Government accommodation as a care taker for the period specified in the corresponding entry in column 2 of the table below sub-rule (15.2) with the prior permission of the Secretary. In the event of such arrangement of licence fee should be payable by the Government employee to whom the residence is allotted.
- (iii) To curb such tendency of subletting, a survey will be done by the Executive Engineer in charge for maintenance of houses every year and a specific report of the houses found subletted will be submitted to the Financial Commissioner & Principal Secy. to Government Haryana PWD (B&R) Department by 31st of October every year positively for proceeding further in the matter and a certificate will be recorded that no other house given in the list are under subletting.

**24. Consequences of breach of rules and conditions**

- (a) sublets the residence; or
- (b) erects any unauthorized structure or makes any structural alterations 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 or suffers 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 branch of the rules of the terms and condition of the allotment letter.

The Executive Engineer in-charge of maintenance of houses may without prejudice to any other disciplinary action that may be taken against him, may cancel the allotment of the residence.

**Explanation:-** In this sub-rule the work "Government Employee" includes a member of his family.

- (i) Where action to cancel the allotment is taken on account of subletting of the premises by the allottee, or secured allotment on incorrect pay particular or information, a period of fifteen days shall be allowed to the allottee to vacate the premises. The allotment shall be cancelled with effect from the date of issue of the orders for the cancellation of the allotment, of the premises or on the expiry of the period of fifteen days from the date of notice, whichever is earlier.

- (ii) Where the allotment of a residence is cancelled or deemed to have been cancelled on account of subletting or secured the allotment on incorrect pay particulars or information, the Government employee shall be charged penal rent at the rate of fifty times of the normal licence fee or as prescribed by the Government time to time from the date of taking possession of the house allotted or from the proven date of subletting of the house.
- (iii) Where the allotment of a residence is cancelled or deemed to have been cancelled on account of subletting or secured allotment on incorrect pay particulars or information. The Government employee shall be liable for the disciplinary action by his employer under the relevant conduct Rules, in addition to the action under sub-rule (ii) above besides charging penal rent at 50 times of normal licence fee or as prescribed by the Government time to time from the date of occupation of the house.
- (iv) Where the allotment of a residence is cancelled or deemed to have been cancelled on account of subletting, the Government employee concerned shall not be entitled for another allotment of Government residence during his/her entire service period.
- (v) Where the allotment of a residence is cancelled for conduct prejudicial to the maintenance of harmonious relation with neighbors, the employee at the discretion of the Financial Commissioner & Principal Secy. to Government Haryana may be allotted another residence of the same type to any other location.
- (vi) The Financial Commissioner and Principal Secretary to Government Haryana, PWD B&R Branch shall be competent to :-
  - (a) Take all or any of the actions provided under sub-rule (i) to (v) above.
  - (b) Declare the employee to be ineligible for allotment of residential accommodation for the remaining period of his service.
  - (c) Intimate to the Deptt. of the employee for initiating disciplinary proceedings for major penalty under the relevant rules.
- (vii) Where any penalty under this rule is imposed, the aggrieved person may within 30 days of the receipt of the orders by him/her or his employer imposing the penalty, prefer to appeal to the Chief Secy. To Government Haryana and such persons shall be heard in person on the date intimated by Chief Secy. Office in such order.
- (viii) The original order imposing the penalty shall stand unless it is modified or residence as a result of the representation.

**25. Overlay in residence after cancellation of allotment**

Where after an allotment has been cancelled or is deemed to have been cancelled under any of the provisions of these rules, the residence remains or has remained in occupation of the Government employee to whom it was allotted, such Government employee shall be liable to pay damages for use and occupation of the residence, service furniture and garden charges equal to fifty times the normal licence fee or as prescribed by the Government time to time.

**26. Interpretation of rules**

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

**27. Repeal**

The Haryana Government Residence constructed in Sector 39-B, Chandigarh/ Panchkula Allotment Rules/ Instructions are hereby repealed. Notwithstanding such repeal, anything done or any action taken under or purported to have been done or taken under or in pursuance of the rules so repealed shall be deemed to have been done or taken under or in pursuance of these rules by the Chief Secy. to Government Haryana, Chandigarh or House Allotment Committee, as the case may be.

HARDEEP KUMAR,  
Additional Chief Secretary to Government Haryana,  
Public Works Department, Chandigarh.



## ANNEXURE-I

**CLASSIFICATION FOR ENTITLEMENT OF HOUSES AS PER PAY DETAILS**

The classification for entitlement of houses on the basis of basic pay is given below:-

**CLASSIFICATION FOR ENTITLEMENT OF HOUSES**

Type of House	Total Area in sq. yd	Plinth Area in sq. ft.	Pay range for Entitlement
i	125	450	From any basic to upto Rs. 12900/- (Fifty percent 50% houses will be exclusively reserved for class- IV employee)
ii.	140	530	12901/- to 17100/-
iii	190	740	17101/- to 21000/-
iv	350	930	21001/- to 37400/-
V	500 (I Kanal)	1404 (1882)including servant quarter	37401/- and onward. (only Class-I officers are eligible for allotment of this type house).

**Note:-** Non-Practice Allowance, Special pay, Personal Pay, Dearness Pay etc. shall not be include in the basic pay for determining the entitlement of the house and fixing seniority of the employee. However grade pay shall be included in the basic pay.

## Annexure-II

## Form "A"

**Application form for allotment of Haryana Government Residence  
(Haryana Government Pool ) at Panchkula/Sec.39-B, Chandigarh.**

To

The Secretary,  
House Allotment Committee,  
Haryana, Chandigarh.

**Sub:- Application for the allotment of Haryana Government House General Pool at Panchkula/Sec.39-B, Chandigarh.**

Sir,

The undersigned applies for the allotment of \_\_\_\_\_ Government house at Panchkula / Sec.39-B, Chandigarh.

1. Name in Block Letter \_\_\_\_\_
2. Designation \_\_\_\_\_
3. Father's/Husband's Name \_\_\_\_\_
4. (a) Date of Birth \_\_\_\_\_  
(b) Date of Retirement \_\_\_\_\_
5. Place of Duty & present address \_\_\_\_\_  
(a) Date of continuous posting at Chandigarh/Panchkula \_\_\_\_\_  
(b) Official address \_\_\_\_\_  
(c) Residential address \_\_\_\_\_  
(d) Contact Number (Telephone/Mobile) \_\_\_\_\_
6. Whether permanent / regular or temporary \_\_\_\_\_
7. Particulars of the Government house under the occupation of applicant of his/her spouse \_\_\_\_\_
8. Whether the applicant has applied for any other category house \_\_\_\_\_
9. Whether the applicant has ever been debarred for allotment of Government residence \_\_\_\_\_  
(a) If yes, give details thereof \_\_\_\_\_
10. Pay on prescribed date \_\_\_\_\_  
(a) Basic pay on \_\_\_\_\_  
(b) Scale of pay \_\_\_\_\_  
(c) Designation and class (Group) on that date \_\_\_\_\_
11. Present pay / Designation on the date of application \_\_\_\_\_  
(a) Basic pay \_\_\_\_\_  
(b) Scale of Pay \_\_\_\_\_  
(c) Designation / Group of service \_\_\_\_\_
12. If the applicant has own house in Chandigarh/Panchkula/Mohali \_\_\_\_\_

**DECLARATION**

1. I certify that I have been serving in the office of State Government of Haryana or on foreign service, except for periods of leave without pay since \_\_\_\_\_ (in case there is any break, this may be specified.)
2. I certify that I have not been debarred from allotment of any type of house.
  - a) If debarred give reasons for debar-ration alongwith the allotment No. \_\_\_\_\_ dated \_\_\_\_\_ with which previous house was allotted.
  - b) If Government house was surrendered, No. of House, Type of House and Sector with date of vacation may be indicated.

3. I certify that I have not applied for any other type of house.
4. I agree to abide by the Government Residences Allotment Rules/Policy framed by Government/House Allotment Committee and amended from time to time.
5. I certify that my stay in the Government service is continuous from date of entitlement as shown in Col. No. 11. During the said period, my pay was neither decreased due to demotion or any other reason nor demoted from the post.
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 there from. In case the particulars given above are found incorrect, I shall be liable for disciplinary action in addition to cancellation of allotment of my house.
7. I undertake to intimate within 7 days the fact of my retirement / transfer to any other office (Whether eligible or ineligible) failing which I render myself for cancellation of the house under my occupation.
8. No U.T. Administration house at Chandigarh is under my occupation.

Yours faithfully

(Signature of applicant)

Endst.No.

Dated:-

Forwarded in original to the Secretary, House Allotment Committee, Plot No. 1, Sector-33, Chandigarh.

1. (a) It is certified that the particulars mentioned above by the applicant are correct.  
 (b) That his/her stay as declared in Col. 11 (to be specified) *i.e.* from \_\_\_\_\_ making him/her entitled for the allotment of \_\_\_\_\_ type house as applied for has been verified from his/her service record and is correct.  
 (c) That he/she has been drawing the basic pay of Rs. \_\_\_\_\_ from 1.1. \_\_\_\_\_ and has been holding the post of \_\_\_\_\_ (Class / Group I/II/III/IV post) from and it was not decreased due to demotion or any other reason at any time since the date of his/her service record and is correct.
2. It is certified that the applicant has not applied for any other type of Government residence.
3. It is certified that the applicant has never been debarred for allotment of Government residence due to any reasons.
4. It is certified that no U.T. Administration house is under occupation of the applicant.

**Head of Department /  
Head of Office with seal**

**Note :-**The Head of Office should not forward any applicant unless he has satisfied himself about the particulars filled in by the applicant.

#### Eligibility Criteria

Type-of house	Pay range for entitlement (basic + grade pay) in new pay scale
I, Class-III	Up to Rs. 12900/-
I, Class-IV	Up to Rs. 12900/-
II	Rs. 12901/- to 17100/-
III	Rs. 17101/- to 21000/-
IV	Rs. 21001/- to 37400/-
V	37401/- onwards

## Annexure III

**FORM "B"**  
**APPLICATION FORM FOR CHANGE OF HOUSE.**

To

Secretary,  
House Allotment Committee, Haryana  
Chandigarh.

Sir,

I request for the change of Government house allotted to me. The detailed particulars of the house in occupation and the house required change are given hereunder:-

1. Name of allottee : \_\_\_\_\_
2. Designation: \_\_\_\_\_
3. Department: \_\_\_\_\_
4. Father's/Husband's Name: \_\_\_\_\_
5. Date of Birth: \_\_\_\_\_
6. Date of Retirement: \_\_\_\_\_
7. Detail of houses allotted/retained in possession of the allottee as Sr.No.I above since his/her joining at Chandigarh/Panchkula.

Type of House.	House No.& Sector.	Allotment Order No.&Date.	Date of Occupation of House.
a.			
b.			
c.			
d.			
e.			

(Detail of all the house allotted to the applicant/allottee, whether occupied not should be entered above)

8. Type, No. and Sector of house in occupation at present \_\_\_\_\_

(Please attach photo copy of the allotment order and possession certificate of the said house. \_\_\_\_\_)

9. Reasons for asking change of the house \_\_\_\_\_

10. Whether the request is for a particular type, house number and Sector, if yes give details:-

- a) Type of house \_\_\_\_\_
- b) House No. \_\_\_\_\_ Sector \_\_\_\_\_
- c) If the request is not for a particular house, then please give the choice if floor particular type and sector etc .if any. \_\_\_\_\_

I certify that the particular given above by me are true and correct to the best of my knowledge and nothing has been concealed therefore. I undertake that in case nay of the particular given above are found incorrect in any manner. I may be held responsible for the same and the request made by me may be considered as withdrawn and I am liable for disciplinary action for the concealment of the facts.

I also certify that the house is in my personal occupation and no part of it has been let out to anyone by me.

Signature of the applicant.

Date \_\_\_\_\_

(Recommendation of the Head of the Department/Office of the allottee)

Office of the \_\_\_\_\_  
Endst.No. \_\_\_\_\_

The request of Shri/Smt. \_\_\_\_\_ working in this office as \_\_\_\_\_ (Designation) and is presently living in Government House No. \_\_\_\_\_ Sector \_\_\_\_\_ as per record of this office is forwarded in original to the Secretary, House Allotment Committee, Haryana, Chandigarh. It is certified that the licence fee for the said house is being recovered from his/her regularly and is being deposited with the EE Haryana, PWD, B&R Bridge Construction Division, Sector-33, Chandigarh and there are no areas of licence fee outstanding against the applicant.

2. The reasons for the Change of the house given by him/her in the application are justified and as such the request of the applicant is recommended.

**Signature of the Head of Office  
Department with seal of Office.**

## ANNEXURE-IV

## APPLICATION FOR MUTUAL EXCHANGE OF HOUSE

To

The Secretary, House Allotment Committee,  
Haryana, Chandigarh

Sir,

We are occupants of the Government houses mentioned below and we want to change houses mutually, permission for which may kindly be accorded,

We fully understand that exchange once allowed will be final and it will not be revoked for any reasons:

Name _____	Name _____
Designation _____	Designation _____
Office Address _____	Office Address _____
Date of Birth _____	Date of Birth _____
Date of Retirement _____	Date of Retirement _____
Type of House _____	Type of House _____
Present House No. _____	Present House No. _____
Sector _____	Sector _____
Full/Half _____	Full/Half _____

No. and date of allotment letter No. and date of allotment letter is it Ist and 2nd change \_\_\_\_\_ Is it Ist or 2nd Change \_\_\_\_\_

It is further certified that there is no case of subletting against us and allotment have not been cancelled due to any reason. Copies of allotment letters/ possession certificates and water / electric bill along with the receipts showing payments made are enclosed.

(Signature of the applicant)

(Signature of the applicant)

Dated:

Dated:-

Office of \_\_\_\_\_

Office of \_\_\_\_\_

Endorsement No.

Endorsement No.

Forwarded to the Secretary, House allotment Committee, Haryana Chandigarh for favour of necessary action. It is certified that neither of them is under order to transfer;

it is further certified that each licence fee from the pay of the applications for the Government residences under their occupation is being deducted.

Sign of Head of Office

Sign of Head of Office



**Annexure-VI****APPLICATION FORM FOR ALLOTMENT OF TRANSIT FLATS SN SECTOR 12-A/ PANCHKULA**

1. Name of Applicant:
2. Designation:
3. Department:
4. Official Address:
5. Date of continuation posting at Chandigarh / Panchkula:
6. Basic pay on the dated of applicant:
7. Total emoluments:
8. Date of joining into Government service:
9. Date of Birth:

**SIGNATURE OF APPLICANT**

1. I verify that I am Class—Officer of Haryana Government and that the particulars are given below: -
2. I Agree to abide by the rules/instructions of allotment of Transit Flats.
3. I under take to initiate within 7 days the fact of my transfer to any other officer whether at Chandigarh/ Panchkula or out side failing which I render my self for cancellation of transit flats under my occupation and pay a penal licence fee at 5 times of fixed Rs. 450/-.
4. I also under take that I shall vacate the transit fist within one month in case my transfer from Chandigarh / Panchkula or I shall be liable to pay a licence fee at 10 times.

**SIGNATURE OF APPLICANT**

Endst No.

Dated:

Forwarded in original to the Secretary House Allotment Committee Haryana, Plot No. 1, Sector-33 A, Chandigarh.

1. It is certified that the particulars mentioned above by the applicant are correct.
2. That he/she is a Class-I Officer / Class- II is eligible for allotment of transit flat.
3. That he/she has joined office on \_\_\_\_\_after transfer \_\_\_\_\_.

**Head of Office with Seal**

**Note:** - Only those Haryana Government Class- I Officers are entitled for allotment of transit flats who apply within two months of joining duty at Chandigarh/Panchkula.