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HARYANA GOVERNMENT

PUBLIC WORKS DEPARTMENT
(BUILDING & ROADS BRANCH)

Notification

The 6th May, 2022

No. 45/06/2022-5B&R(W).— In exercise of the powers conferred by Article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the allotment of Haryana Government houses situated at Chandigarh and Panchkula to the Haryana Government employees posted in the offices located at Chandigarh and Panchkula namely:-

1. Short title and commencement

1. These rules may be called allotment of government houses to its eligible employee posted in the offices located at Chandigarh and Panchkula.
2. They shall come into force with effect from the date of their publication in the Official Gazette.

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

- (a) "Allotment" means the grant of a licence to an eligible employee to occupy a house or a portion thereof owned, leased or requisitioned by the Government, for use by him as residence in accordance with the provisions of these rules;
- (b) "Allotment year" means the year beginning on 1st January or such period as may be notified by the Chief Secretary to Government Haryana;
- (c) "Portal" means the online platform developed for the applicant to apply for allotment of the government house i.e. **awas.haryanapwd.gov.in**;
- (d) "Applicant" means an eligible employee, accredited press correspondent, dignitary etc. who makes an online application for the allotment of government house on the portal.
- (e) "Dignitary" means persons as prescribed by the Chief Secretary to Government, Haryana for the purpose of these rules;
- (f) "Chandigarh" means the area within the limits of Union Territory of Chandigarh which the Government may declare conferring eligibility for the allotment of government house;
- (g) "Eligible office" means an office of Haryana Government located in Chandigarh and Panchkula;
- (h) "Eligible employee" means an employee of the eligible office of Government of Haryana working on regular basis and includes Haryana Government employees working on deputation with Boards/Corporations or autonomous bodies at Chandigarh and Panchkula;

- (i) "Transit accommodation" means the temporary accommodation allotted at sector-12A, Panchkula;
- (j) "Emoluments" means the emoluments as defined in Civil Service Rule, excluding compensatory allowance, Dearness allowance, Special pay and personal pay etc. While determining the eligibility/entitlement for the type of house only basic pay and no other allowances are to be taken into account;
- (k) "Family" means the wife or husband, as the case may be, parents, children, adopted children, step children, brothers and sisters as ordinarily reside with the eligible employee;
- (l) "Government", means the Chief Secretary to Government, Haryana;
- (m) "House" means a dwelling unit of a building or part thereof with a specific number, to be used for residential purpose and situated within the territorial limits of Chandigarh and Panchkula;
- (n) "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;
- (o) "Panchkula" means the area within the notified territory of Municipal Corporation, Panchkula;
- (p) "Mohali" means the area within the notified territory of Municipal Corporation, Mohali.
- (q) "Priority date" of an eligible employee in relation to type-II to type-V of government house is 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 officers/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 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 shall be given priority and where the emoluments are equal, the priority shall be determined on the basis of length of service and where the length of service is also equal, priority shall be given to the older person;

Provided further that the priority date of an employee shall be maintained for one particular type of residence to which he has entitled on the basis of emoluments on the earliest date since when he has served in an office or one lower type if he has given a choice for one lower type other than for which he is eligible under these rules;

- (r) "Secretary House Allotment" means the Executive Engineer (General), Haryana PWD B&R Branch, Chandigarh;
- (s) "Subletting" means letting out and sharing of government house by an allottee with another person with or without payment of rent:

Provided that any sharing of government house by an allottee with the members of his family and close relation shall not be deemed to be subletting so long as the said Government employee himself is residing in the government house allotted to him.

- (t) "Temporary transfer" means a transfer which involves an absence from Chandigarh or Panchkula for a period not exceeding six months;
- (u) "Transfer" means transfer from Chandigarh or Panchkula to any other place or from an eligible office to other ineligible office in Chandigarh or Panchkula;
- (v) "Type" in relation to an officer/official means the type of government house for which he is eligible under these rules;
- (w) "Competent authority" means respective authorities who have been vested with powers for taking necessary decisions pertaining to the allotment, cancellation etc. with respect to their respective pools i.e. Chief Secretary to Government, Haryana for C.S. Pool and Transit accommodation, Additional Chief Secretary to Government Haryana Public Works (B&R) Department for General Pool, DGIPR for Press Pool and Deputy Commissioner, Panchkula for DC Pool;
- (x) "Application" means consent given to participate in the Online House Allotment process by filling up the online form on portal.

3. General Provisions

1. An applicant may apply on the online portal for a government house only under one of the four pools (as per their eligibility) given below:-

A - General Pool (including various categories)

- B- Chief Secretary Pool
 C- Deputy Commissioner, Panchkula Pool
 D- Press Pool
2. Only Class -I/II officers of Haryana Government may apply for transit accommodation in accordance with the provisions contained in rule 6.
 3. The Secretary House Allotment shall assist the respective competent authority and undertake all the activities relating to allotment of houses, maintenance of record related to the house allotment and all other related processes etc.
 4. 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 and Sector 39-B, Chandigarh.
 5. The Chief Secretary to Government, Haryana shall be coordinating and controlling authority in respect of all Haryana Government houses situated in Panchkula and Sector 39-B, Chandigarh.
 He may, from time to time, with prior approval from Chief Minister shall add any residence to the Haryana Government houses situated at Panchkula and Sector 39-B, Chandigarh or withdraw from it for the purpose of allotment to any class or category of eligible employees or change the classification of any residence.
- 4. Employees owning houses to be ineligible for allotment of Haryana Government houses.**
1. No eligible employee shall be allotted government houses under these rules if he or his spouse or any of his dependent children owns a house at Chandigarh, Panchkula or Mohali, unless he is willing to pay five times of the normal licence fee:
 Provided that this rule shall not apply to the employees living in the earmarked residence.
 2. If on coming into force of these rules, an employee already in occupation of government house, his spouse or any of his dependent children owns a house at Chandigarh, Panchkula or Mohali, he shall surrender the government house in his occupation within a period of two months. However, he have the option to retain the same on the payment of five times the normal licence fee.
 3. Where an employees to whom sub-rule (2) is applicable does not surrender the government house as required, shall be liable to pay damages for use and occupation of the government house equal to five times the normal licence fee from the date on which he is required to surrender the government house.
 4. Where after a government house 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, Panchkula or Mohali shall notify the facts to the Secretary House Allotment within a period of four weeks from the date on which he or such member becomes the owner of the house or completes the construction thereof and shall, thereafter be governed by the provisions of sub-rules (1) to (3) of this rule.
- Explanation:** for the purpose of this sub-rule,
 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. Eligibility for allotment of Government house**
1. Save as otherwise provided in these rules, a Government employee shall be eligible on the basis of the emoluments (only basic pay) for allotment of Government house of the type shown in the table at Annexure 'I' attached with these rules. Entitlement for the different categories of houses shall be determined by the Chief Secretary to Government, Haryana from time to time, keeping in view the change in the emolument.
 Provided that in case of an officer/official who is under suspension, the emoluments drawn by him 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 considered as his emoluments.
 2. An eligible employee shall have the option to apply for the type of government house 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.

3. An eligible employee of office which have their own staff colonies at Chandigarh or Panchkula shall not be considered:

Provided that the application may be considered only in case when Head of Department/Head of Office shall give Non-availability Certificate of houses in their colonies.

Provided further that the Haryana Government employees who are in possession of houses of Union Territory Administration Chandigarh of appropriate category as admissible at Chandigarh can apply for higher type/area or equivalent of Government houses situated at Panchkula or Chandigarh constructed by Haryana Government as per his eligibility.

Provided further that the Haryana Government employees who are on deputation with any department of Union Territory Administration Chandigarh and are in possession of houses of Union Territory Administration Chandigarh of appropriate category as admissible at Chandigarh can also apply for Government houses situated at Panchkula or Chandigarh constructed by Haryana Government within a period of last three months before the completion of his deputation period or upon joining back in eligible office of Government of Haryana.

6. Transit Accommodation (The transit accommodation shall not be part of any of the pools specified in these rules)

1. Transit flats in Panchkula shall be allotted to class -I/II officers of Haryana Government who are posted on new appointment to the eligible offices located in Chandigarh or Panchkula or transferred from any other station to the eligible offices located in Chandigarh or Panchkula and take charge of their new assignments. Only those eligible officers of Class - I/II who apply on online portal within six months of posting shall be considered for allotment of these flats.
2. The Transit Flat shall be allotted till some suitable accommodation is allotted to the concerned officer.
3. The applicant applying for transit accommodation has to apply on online portal simultaneously for allotment of a Government house of the entitled category constructed by Haryana Government situated in Panchkula or Sector 39-B, Chandigarh. The officers who are already in possession of transit accommodation also has to apply on the portal for allotment of a residence of the entitled category from the Haryana Government General pool houses situated at Chandigarh or Panchkula;

Provided that the applicant, who has submitted his application on online portal has to participate in online allotment process regularly by giving his choice of houses out of available houses considered for allotment in a particular cycle otherwise his allotment of Transit Flat shall be deemed cancelled after a period of six months of non-participation.

Provided further that it shall be the sole responsibility of applicant himself to check the portal regularly and participate regularly as per schedule published by the Secretary House Allotment on portal.

4. The Transit Flats on 2nd floor shall preferably be reserved for Class-II Officers and Ground floor and First floor shall preferably be reserved for Class-I Officers.
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. The licence fee for transit flat shall be charged @ Rs. 1000/- per month or as revised by the Government from time to time.
7. The Government employee shall have to install electric supply meter and water supply meter in his own name.
8. On allotment of regular accommodation or transfer from Chandigarh or Panchkula, the government employee shall have to vacate the transit flat within thirty days failing which penal rent shall be charged as specified in Haryana Civil Services (Allowances to Government Employees) Rules, 2016 or as amended from time to time.
9. Subletting shall not be allowed in any case and those who are found to have subletted the flats shall be charged penal rent as specified in Haryana Civil Services (Allowances to Government Employees) Rules, 2016 or as amended from time to time, from the date of taking possession of the house allotted or from the proven date of subletting of the house and the allotment of government house shall be cancelled without prejudice to the disciplinary action to be taken against the defaulting officer/officials.

7. Press Pool

1. Every accredited press correspondent who intends to apply for government accommodation shall also apply through Online Portal. They shall furnish various particulars on the online portal which shall be verified by the Head of Office of the applicant. In case the information provided is found to be false or untrue, then action including cancellation of allotment, shall be taken.
2. The fourteen houses of Type-IV are placed into Press Pool i.e. five houses in Sector-39B, Chandigarh, five houses in Sector-14, Panchkula and four houses in Sector-11, Panchkula. Further, whenever any additional house allotted to the accredited press correspondents got vacated it shall revert back to the General Pool after date of notification of these rules.
3. The licence fee to be charged from an accredited press correspondent allotted a Government house shall be as under:-

Type	Licence fee to be charged monthly
IV	Rs. 2500/-

The licence fee may be increased from time to time as per Government decision.

4. 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 penal rent equivalent to ten times of above licence fee shall be charged from the allottee.
5. No accredited press correspondents shall be considered eligible for allotment of Government house under these rules, if he or his spouse or any of his dependent children owns a house at Chandigarh/Panchkula/Mohali.
6. No accredited press correspondents shall be eligible for allotment of Government house that are holding additional charge at Chandigarh or Panchkula. Any accredited press correspondent who wants to apply for government house of Haryana Government situated at Chandigarh or Panchkula has to submit a certificate from Head of the Media House/Regional Head of Media House for which he is working that he is holding a regular charge.

8. C.S. Pool

1. The thirteen houses of Type-V in Sector-6 Panchkula, shall be under the Chief Secretary Pool.
2. The licence fee as applicable from time to time shall be charged by the office of Chief Secretary to Government, Haryana.
3. Every dignitary including Information Commissioners, Chairman etc. who intends to apply for Government accommodation shall also apply through Online Portal. Further, allotment shall be made strictly as per these rules and whenever any additional house allotted under this pool got vacated it shall revert back to the General Pool.

9. D.C. Pool

1. The seven houses of type-V in Sector-6, Panchkula and five houses of type-V in Sector 14, Panchkula are kept under the purview of Deputy Commissioner, Panchkula.
2. Similarly, eight houses of type-I to IV in sector-11, Panchkula and eleven houses of type-I to type-IV in sector-14, Panchkula shall be placed under the purview of Deputy Commissioner, Panchkula as per detail given as under:-

Sector 11					Total	Sector 14				Total
Type	I	II	III	IV		I	II	III	IV	
Numbers	2	2	1	3	8	2	5	0	4	11

3. Further, allotment shall be made strictly as per these rules and whenever any additional house allotted under this pool got vacated it shall revert back to the General Pool after date of notification of these rules.

10. Procedure for allotment of General Pool

1. The Secretary House Allotment shall publish a detailed schedule of inviting applications for the process of allotment of Government houses on the online portal. A list of available houses of each type to be considered for allotment in that allotment cycle shall be prepared and published on online portal. The allotment cycle shall be undertaken preferably every two months.

2. Every eligible employee may submit an application on the online portal and give his preferences for allotment of government house to which he is eligible under these rules.

Provided that no application shall be entertained for accommodation within six months of the date of superannuation.

3. The details of the eligible employees shall be fetched from Human Resource Management System (HRMS). It shall be the responsibility of the eligible employee to get his entire service record updated in Human Resource Management System (HRMS). In case the information provided on the Online Portal or Human Resource Management System (HRMS) is found to be false or untrue, then action including disciplinary action besides cancellation of allotment shall be taken against the employee.

4. A detailed schedule of inviting applications for the process of allotment of Government houses shall be published on the online portal. It shall also include a list of available houses of various types.

Provided that from the date publication of schedule, a fifteen (15) working days period shall be given to eligible employees to fill in their preference for an accommodation either in Chandigarh or Panchkula. Further, there shall be an option to choose a "house in particular" or "any other house" out of the available houses and his case shall be dealt accordingly.

Provided that a first seven (7) days working period shall be given to eligible employees applying under out of turn (on medical basis) category.

Provided that the applicant under out of turn category (on medical basis) shall ensure that the process of verification of their credentials from various competent authorities is completed within the fifteen working days period referred above, however, in case the process is not completed then these applicants shall be considered in the next allotment cycle subject to verification of credentials.

Provided further that Chief Medical Officer, Panchkula shall verify all the applications received on the online portal for recommendations within a period of seven (7) working days from the last date of submitting the online application as per notified schedule on medical basis, if failing to do so then Director General Health Services have to verify the same within the next five (5) working days.

Provided that applications received on the Online Portal prior to or within respective allotment cycle as per published schedule shall only be considered in that allotment cycle. Any application received after specified date as per schedule of a particular allotment cycle shall be considered in the next allotment cycle.

Provided that preferences filled by applicants on the online portal shall be valid till the completion of allotment cycle or for a period of six months, whichever is earlier.

5. Tentative seniority list shall be prepared and published (on portal) for each type of house under various categories within three working days after the completion of period as mentioned in sub rule 4.

The tentative seniority list shall be auto generated through portal itself for each type of houses based on the criteria as prescribed in these rules for that category/ pool/ type.

Provided that no seniority list shall be prepared for allotment of houses under out of turn allotment on the basis exigencies of services.

Provided that an applicant shall be allotted Government house 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 and Sector 39-B, Chandigarh shall be maintained. An applicant shall be included in the tentative seniority list for one lower type if he has given a choice for one lower category other than for which he is eligible under the rule.

6. A three-day period shall be given for filing claims and Objections after publication of tentative seniority list. The objections submitted after due date shall not be considered. After receiving the objections, the tentative seniority list shall be corrected by Secretary House Allotment, if required and final seniority list shall be published and displayed on the portal in the three working days after the period of claims and objections.

7. The Secretary House Allotment shall complete the process of allotment of houses as per the seniority list and available houses within a period of seven working days.

8. The applicant who has submitted his application on online portal has to participate in online allotment process regularly by giving his choice of houses out of available houses considered for allotment in a particular cycle.

Provided that it shall be the sole responsibility of applicant himself to check the portal regularly and participate regularly as per schedule published by the competent authority on online portal.

Provided that the names of applicants, who have neither updated their personal data or data in relevant fields in Human Resource Management System (HRMS) nor opted for any accommodation during three consecutive allotment cycles, shall be automatically deleted from the seniority list. The applicant whose name is deleted may get his name activated again by filing prescribed form online and such applicant shall be considered in the seniority list of the respective type of accommodation.

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 if he has not applied for the same.

Provided that all the information with respect to allotment process shall be made available on online portal.

9. The allotment process for various categories shall be undertaken in the following order :-
1. Allotment of house to spouse on retirement of Government employee;
 2. Allotment of house to spouse of Government employee on his transfer out of Chandigarh or Panchkula;
 3. Out of turn (Allotment of house to the member of the family of deceased Government employee);
 4. Out of turn (Allotment of houses to widows and daughters of deceased Government employees whose appointment made on ex-gratia basis or on social security and economic considerations);
 5. Out of Turn Allotment (on Medical Basis);
 6. Change of Residence;
 7. Fresh Allotment (on General Basis);
 8. Out of Turn Allotment (Exigency of Services).

11. Allotment of residence to spouse on retirement of Government employee.

When Government employee in occupation of Government house retires, the same government house may be transferred in the name of the spouse 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 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.

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

When a Government employee in occupation of government house is transferred outside Chandigarh or Panchkula, the same government house may be transferred in the name of his spouse subject to the condition that the spouse is working in an eligible office and is entitled to the same type of government house. In case the spouse is not entitled to the same type he may be allotted a residence of his 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.

13. Out of turn allotment

The Competent Authority may allot a house on out of turn basis in following cases, namely:-

(a) Allotment of Government houses on Compassionate Ground

1. Allotment of government house to the member of the family of deceased Government employee:-

When a Government employee in occupation of a government house 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.

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 house on around 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 shall not be included in his priority category:

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

The entitlement for such an employee shall 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, upto five percent of the Government houses available in each type which are not earmarked can be allotted on out of turn basis on Compassionate Ground.

(b) **Allotment of Government houses on Medical basis:-**

“10% of the Government houses available in each type which are not earmarked can be allotted on medical grounds. Medical grounds may be with respect to applicant himself or any of his dependent. When medical grounds pertains to a dependent, a certificate regarding the fact of the dependency shall be got signed from head of the Department and shall be attached with the application. Such applicant shall apply through their Head of the Department who shall 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. 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 Post Graduate Institute (PGI), Chandigarh. The applicants shall also give an undertaking in case of dependents living along with them. Allotment may be allowed only in case of following diseases/disorders”:-

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

Persons *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 Competent Authority. The Competent Authority shall consider such cases on merit with the assistance of Director, General Health Services or his nominee. The Competent Authority can include any debilitating disease/disabilities in consultation with the Director General Health Services or his nominee:

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

(c) 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 shall be working in an office, whose nature of official responsibility and duty is such as would necessitate working beyond the normal office hours. The supervisory public servant shall 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 shall be routed through the respective Head of the Department/ Administrative Secretary for the approval of Chief Minister. After receiving the approval from the office of the Chief Minister, the house shall be allotted to the applicant.
- (c) That the Government employee fulfills the eligibility criteria for allotment of a Government house. No house of higher category than entitlement shall be considered for allotment.
- (d) That the Government employee has no house in Chandigarh, Panchkula and Mohali in his name or in the name of his spouse or any of his dependent children.
- (e) That the Government employee occupying a lower type house allotted in his 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 shall be temporary and allotment can be cancelled after giving one month's notice.

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

Type of house	Medical ground	On basis of Compassionate ground and Exigencies of services (a) & (c)	Total
I	10	20	30
II	10	20	30
III	10	20	30
IV	10	20	30
V	10	20	30

While preparing the tentative seniority list and processing the applications for allotment, preference shall be given to the applicants for out of turn allotment for each house type in the following priority order, namely:-

- Applicants for Allotment of government house to the member of the family of deceased Government employee;
- Applicants for Allotment of houses to widows and daughters of deceased employees whose appointment made on ex-gratia basis or on social security and economic considerations;
- Applicants for Allotment of Government Houses on Medical Basis;
- Applicants for Allotment of Government houses on the basis of exigencies of services.

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

1. No eligible employee shall be allotted a residence under these rules unless the wife or the husband, as the case may be, of the eligible employee who has already been allotted a government house, 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.

2. Where two eligible employees in occupation of separate government house allotted under these rules or allotted under any other rules by Union Territory Administration or Punjab Government or Haryana Government marry each other, they shall within one month of the marriage surrender one of the house.
3. Where a government house is not surrendered, as required by sub rule (ii), the allotment of the house of the lower type shall be deemed to have been cancelled on the expiry of such period and if the houses 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 competent authority may decide.
4. Where both husband and wife are employed in the eligible office, then entitlement of each of them for allotment of a government house under these rules shall be considered independently.
5. Notwithstanding anything contained in sub rules (i) to (iv) 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 government house at Chandigarh of Union Territory Administration or of Haryana Government, she / he as the case may be, shall surrender any one of the house 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.

15. Non acceptance of allotment or offer or failure to occupy the allotted house after acceptance:-

Where an eligible employee fails to accept the allotment of a government house or fails to take the possession of that government house within fourteen days of the date of issue of the allotment letter, 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 Secretary House Allotment shall be competent to extend the period of taking possession of the government house by another fourteen days with a reasonable grounds.

16. Period for which allotment subsists and concessional period for further retention.

1. An allotment shall be effective from the date on which it is accepted by the eligible employee and shall remain in force until:-
 - (a) the expiry of the concessional period permissible under column 2 of the table given in sub-rule 2.
 - (b) It is cancelled or is deemed to have been cancelled under any provisions in these rules.
 - (c) It is surrendered by the eligible employee.
2. A government house allotted to a eligible 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 government house 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 or Terminal leave	Six Months on normal license 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	Two years

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 government house 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 or Panchkula.
- (ii) A Government employee who has retained the government house by virtue of the concession under event (2), shall on re-employment or reinstatement, as the case may be in an 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 government house beyond the period specified may be allowed by the Finance Department in exceptional cases of hardship, with reasons to be recorded in writing.
- (iv) In-case the Government employee, who has been transferred outside Chandigarh or Panchkula rejoins at Chandigarh or Panchkula within the period as prescribed in column 2, the allotment of the same residence shall be regularized in his/her name:

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

3. Where an allotment of house or alternative house 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.
4. Where a eligible employee who after accepting the allotment, fails to take possession of that house 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 house, whichever is earlier.

5. Where a eligible employee, who is already in occupation of house, is allotted another house and he occupies the new house, the allotment of the former house shall be deemed to have been cancelled from the date of occupation of the new house. He may, however, retain the former house on payment of normal licence fee upto ten days, for shifting:

Provided that if the former house is not vacated within ten days, the eligible employee shall be liable to pay penal rent as specified in the Haryana Civil Services (Allowances to Government Employees) Rules, 2016 or as amended from time to time for the entire period from the date he takes the possession of the new residence to the date of vacation of the former residence.

17. Personal liability of Government employee for payment of licence fee till the vacation of house.

1. A Government employee (eligible 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.
2. The licence fee as fixed by the Government shall 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 shall 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.

18. 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, atleast 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 House Allotment 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 House Allotment may accept a notice or shorter period, in exceptional circumstances.

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

19. Change of residence

1. A Government employee, to whom a residence has been allotted under these rules, may apply on Online Portal for a change to another residence of the same type. Not more than one change shall be allowed in respect of one type of residence allotted to a Government employee. No change shall be allowed within one year of allotment of house except for applicants applying under Sub-Rule (vi) below.

- (i) A Government employee, who intends to change the accommodation already allotted to him shall make an online application on portal. 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.

Provided that all applications for change of residence made prior to the notification of these rules shall be valid for a period of six months from the date of notification, subject to the condition that the concerned applicant shall apply on the Online portal within this six-month period of notification of these rules.

- (ii) Change of house shall be offered in the order of seniority determined in accordance with sub-rule (i), having regard to the eligible 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 further that the change shall be given in the same type of residence and no change shall be allowed from Sector 39-B, Chandigarh government houses to government houses at Panchkula and vice versa.

- (iii) 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 shall continue to subsist.
- (iv) 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 ten days as provided, the employee shall be liable to pay penal rent as specified in Haryana Civil Services (Allowances to Government Employees) Rules, 2016 or as amended from time to time for the entire period from the date he takes the possession of the new residence to the date of vacation of the former residence.
- (v) A Government employee who fails accept a change of residence offered to within a period of twenty one days of the issue of allotment letter, he shall not be considered again for a change of a residence that type. He shall stand debarred for change of house of that type for one year.
- (vi) Provided that the 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 shall get their application 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 Post Graduate Institute (PGI), Chandigarh. The applicants shall also give an undertaking in case of dependents living alongwith them and changes of government house may be allowed only in case of following diseases/disorders namely:-

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)

(f) 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 Government Hospital. Sector 16, Chandigarh, Civil Surgeon Sector 6, Panchkula or head of psychiatry Department Post Graduate Institute Chandigarh or Medical College & Hospital Sector 32-D, Chandigarh.
- (c) Any other debilitating disease in the opinion of Director General Health.

- (vii) While preparing the seniority list, first preference shall be given to an applicant desiring change of residence in a house of the type already in his occupation over fresh allotment on General basis and Out of Turn allotment under exigency of service quota. The inter-se seniority in the applicants shall be determined on first-come-first-served basis. Applicants shall be allowed one change only. No change of house even mutual change from Sector 39B, Chandigarh to Panchkula and vice versa shall 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 shall be fixed for that type of house and he shall be allotted a house on his/her turn at Panchkula or Chandigarh.
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 of 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 as the case may be, 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 preceding the date of superannuating.
- (iii) The applicants shall submit an undertaking that they shall 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.

20. 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 B&R Branch Panchkula at the risk and cost of the concerned Government employee. No addition and alteration in the house shall be made by the Government employee without any permission in writing of the Additional Chief Secretary to Government Haryana Public Works (B&R) Department. 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.

21. Subletting and sharing of residence

- (i) No eligible employee shall 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 Government:
- Provided that the Government 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 eligible 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 house as a care taker for the period specified in the corresponding entry in column 2 of the table below sub-rule 16(2) with the prior permission of the Secretary House Allotment. In the event of such arrangement of licence fee shall 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 Additional Chief Secretary to Government Haryana Public Works (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.

(iv) **Penal rent and market rent on subletting government house**

On subletting government house, the Government employee shall be liable to pay penal rent as specified in Haryana Civil Services (Allowances to Government Employees) Rules, 2016 or as amended from time to time and besides charging penal rent, the Government employee shall be liable for action as specified in Haryana Civil Services (Allowances to Government Employees) Rules, 2016 or as amended from time to time. Further, criminal proceedings shall also be initiated against him.

22. Penalties for breach and conditions :-

- (a) In case allottee 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 Executive Engineer-in-charge of maintenance 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.
- (h) has not provided/submitted the correct information/details as required by the PWD B&R Department from time to time within the stipulated/given time period.

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 with prior approval of competent authority.

Explanation:- In this rule the word "Government Employee or Eligible employee" includes a member of his family.

"Action on cancellation of allotment"

- (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 of the premises by the Government employee he/she shall be charged penal rent as per Haryana Civil Services (Allowances to Government Employees) Rules, 2016 or as amended from 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, the Government employee concerned shall not be entitled for another allotment of Government residence in future for a period of 5 years. In addition to action under sub-rule (iii) above the Government employee shall be liable for the action as per Haryana Civil Services (Allowances to Government Employees) Rules, 2016 or as amended from time to time.
- (iv) 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 Additional Chief Secretary to Government Haryana PWD B&R Branch Chandigarh may be allotted another residence of the same type to any other location.
- (v) Where any penalty under this rule is imposed, the aggrieved person may within 30 days of the receipt of the orders by him or his employer imposing the penalty, prefer to appeal to the Chief Secretary to Government, Haryana.
- (vi) The original order imposing the penalty shall stand unless it is modified as a result of the representation.

23. Overstay 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 penal rent as specified in Haryana Civil Services (Allowances to Government Employees) Rules, 2016 or as amended from time to time and besides charging penal rent, the Government employee shall be liable for action as specified in Haryana Civil Services (Allowances to Government Employees) Rules, 2016 or as amended from time to time.

24. Interpretation of rules

If any question arises as to the interpretation of these rules, the same shall be decided by the Chief Secretary to Government, Haryana and for the purpose of these rules he may issue such instructions for the proper implementation of the rules as he may deem fit.

25. Relaxation

The Chief Minister shall relax any clause of these rules in special cases on recommendations of Chief Secretary to Government Haryana.

26. Repeal and Saving

1. The Rules of Allotment of Haryana Government, houses situated at Chandigarh/Panchkula to the Haryana Government employees posted in the offices located at Chandigarh and Panchkula Rules, 2015 are hereby repealed.
2. 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 said rules.

ANURAG RASTOGI,
Additional Chief Secretary to Government Haryana,
Public Works (B&R) & Architecture Department.

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. 35400/- (Fifty percent 50% houses will be exclusively reserved for class-IV employee)
ii.	140	530	35401/- to 44900/-
iii	190	740	44901/- to 56100/-
iv	350	930	56101/- to 118500/-
v	500 (1 Kanal)	1404 (1882) including servant quarter	118501/- and onward. (only Class-I officers are eligible for allotment of this type house).

Note:- (i) 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.

(ii) Actual total area and plinth area may vary from one location to another on any reason.

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,
Haryana, Nirman Sadan,
Sector- 33A 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. Payee Code/UPC code of Employee _____
11. Pay on prescribed date _____
(a) Basic pay on _____
(b) Scale of pay _____
(c) Designation and class (Group) on that date _____
12. Present pay / Designation on the date of application _____
(a) Basic pay _____
(b) Scale of Pay _____
(c) Designation / Group of service _____
13. If the applicant or his/her spouse or any of his/her dependent children owns a house in Chandigarh/Panchkula/Mohali _____
14. If applicant is debarred give reasons for debar-ration alongwith the allotment letter No. _____ dated _____ with which previous house was allotted.
15. If Government house was surrendered, Number of House, Type of House and Sector with date of vacation may be indicated _____.

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.
3. I certify that I have not applied for any other type of house.
4. I certify that my present place of posting is within the limits of Union Territory of Chandigarh/ within the limits of territory of Municipal Corporation Panchkula as fixed by the Urban Local Bodies Department, Haryana, which the Government may declare conferring eligibility for the allotment of Haryana Government Houses.
5. I agree to abide by the Government Residences Allotment Rules/Policy framed by Government/House Allotment Committee as amended from time to time.
6. I certify that my stay in the Government service is continuous from date of entitlement as mentioned in application. During the said period, my pay was neither decreased due to demotion or any other reason nor demoted from the post.
7. 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.
8. 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.

Yours faithfully,

(Signature of applicant).

ANNEXURE III

FORM "B"
APPLICATION FORM FOR CHANGE OF HOUSE.

To

The Secretary House Allotment,
Haryana, Nirman Sadan, Sector-33A
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. Payee Code/UPC Code of Employee _____
7. Date of Retirement: _____
8. Detail of houses allotted/remained 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)

9. Type, No. and Sector of house in occupation at present _____
(Please attach photocopy of the allotment order and possession certificate of the said house. _____)
10. Reasons for asking change of the house _____
11. 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 sectoretc .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 any 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.

Dated

Signature of the applicant.

ANNEXURE-IV

APPLICATION FOR MUTUAL EXCHANGE OF HOUSE

To

The Secretary House Allotment,
Haryana, Nirman Sadan, Sector-33A,
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	_____
Payee/UPC Code	_____	Payee/UPC Code	_____
No. and date of allotment letter	_____	No. and date of allotment letter	_____
Is it 1st and 2nd change	_____	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)

Dated:

Office of _____

(Signature of the applicant)

Dated:

Office of _____

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 date of application:
7. Total emoluments:
8. Date of joining into Government service:
9. Date of Birth:
10. Payee/ UPC code of Employee:

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/ Government Residences Allotment Rules/Policy framed by Government/HouseAllotment Committee and amended from time to time.
3. I certify that no house of Haryana Govt. at Panchkula/Chandigarh or Union Territory Administration house at Chandigarh is under my occupation.
4. I certify that my present place of posting is within the limits of Union Territory of Chandigarh/ within the limits of territory of Municipal Corporation Panchkula as fixed by the Urban Local Bodies Department, Haryana, which the Government may declare conferring eligibility for the allotment of Haryana Government Houses.
5. I under take to initiate within 7 days the fact of my transfer to any other office whether at Chandigarh/ Panchkula or outside failing which I render myself for cancellation of transit flats under my occupation or I shall liable to pay a penal rent as per these Rules/ policy framed by Government and amended from time to time.
6. I also under take that I shall vacate the transit flat within one month in case of allotment of regular accommodation or my transfer from Chandigarh / Panchkula or I shall be liable to pay penal rent as per these Rules/ policy framed by Government as amended from time to time.
7. I undertake that I have submitted the application for regular Govt. accommodation on online portal and will participate in online allotment process regularly otherwise my allotment for transit flat may be cancelled by competent authority.
8. 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 transit flat.

SIGNATURE OF APPLICANT.