

हरकोर्ट बटलर प्राविधिक विश्वविद्यालय

नवाबगंज, कानपुर - 208002, उ.प्र., भारत

HARCOURT BUTLER TECHNICAL UNIVERSITY

NAWABGANJ, KANPUR - 208002, U.P., INDIA

(Formerly Harcourt Butler Technological Institute, Kanpur)

Phone : +91-0512-2534001-5, 2533812, website : <http://www.hbtu.ac.in>, Email : [vc@hbtu.ac.in](mailto:vc@hbtu.ac.in)

100+ YEARS  
1921 - 2021



**HBTU HOUSE ALLOTTMENT RULES - 2024**

**FOR**

**HARCOURT BUTLER TECHNICAL  
UNIVERSITY**

**REGISTRAR**



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## HBTU HOUSE ALLOTMENT RULES, 2024

### 1. SHORT TITLE, COMMENCEMENT AND APPLICATION

- These rules may be called "HBTU House Allotment Rules 2024". These rules shall come into force from the date of its notification.
- These rules shall apply to all the employees of the HBTU as per the terms and conditions defined in these rules.
- The Executive Council of the HARCOURT BUTLER TECHNICAL UNIVERSITY, from time to time, can modify these rules which will be applicable from the dates from which the modifications are introduced or from the dates as may be specified.

### 2. DEFINITIONS

In these rules, unless the context otherwise requires, following definitions shall prevail :-

- Estate Office** - means the office declared as the office to hold and account for all immovable land, property and built up assets of the University including Residences/Houses/Flats, tracking record of permanent and temporary assets and buildings, allotment of these assets to various authorized users as laid down, allotment and vacation of the residences including carrying out evictions, if required, maintaining record of inventory in various buildings and residences, levying damage charges and any other such duty that may be assigned by the Vice Chancellor.
- Allotment** - means the grant of licence to occupy a residence under the provisions of these rules.
- Allotment Year** - means the year beginning on 1<sup>st</sup> January to 31<sup>st</sup> December.
- University** - means the HARCOURT BUTLER TECHNICAL UNIVERSITY which will be abbreviated as HBTU.
- University Service** - means service rendered on regular basis on substantive basis or deputations NOT including contract appointments of any type.
- Family** - means employee's wife or husband, as the case may be, and children, step children, legally adopted children, parents, brothers and sisters as would ordinarily reside with and are dependent on the employee.
- License Fee** - means the sum of money payable monthly in accordance with the instructions issued by HBTU, from time to time, in respect of a residence allotted under these rules.
- Subletting** - includes sharing of accommodation by an allottee with another person with or without payment of license fee by such other person except when specifically permitted by the Vice Chancellor.

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- i. **Accommodation/Residences/Houses/Flats** - The terms may be used interchangeably and shall refer to the accommodation to be allotted to eligible employees of the University for the purpose of stay. This will exclude all hostels and Guest House and other such transit accommodation except when allotted for any other purpose with the approval of the Vice Chancellor.
3. **Seniority for Allotment** - The seniority for the purpose of allotment in the University shall be reckoned as under :-
- a. The seniority amongst teachers shall be determined in accordance with the provisions of Inter Departmental Seniority Rules as given below:
- b. By the length of continuous service, whether permanent/ temporary against regular vacant posts, or temporary against a leave vacancy.
- c. In case of Group-A employees (including faculty) joining on the same date, their inter-se-seniority shall be determined as under:
- d. In case of a tie between two teachers, the length of service in the immediate lower teaching posts in the university shall be taken to determine seniority. Where this length of service is also the same, seniority between them shall be determined by age - the elder teacher taking precedence over the younger teacher.
- e. If the category of the house to which a teacher is entitled is not available, he is considered eligible for allotment of a house of lower category. For such allotment a teaching staff member holding higher post shall be allotted a lower category of house provided he/ she joined the said higher post before other employees eligible for that category of house.
- f. A teaching staff member holding higher post shall be considered senior to all other employees holding lower post
- g. In case of Group-B, C & D employees, the seniority of an employee for the purpose of house allotment shall be decided on the basis of total length of service in the category to which the quarter belongs, plus a credit of ¼th of the length of service in the previous lower category subject to a maximum of 3 years. This criteria for deciding seniority shall be applicable in case of such employees who are promoted/upgraded due to revision of pay scales or other wise from time to time and if there is a tie between two or more eligible employees for the allotment of a house. However, if the tie still remains undecided- the senior between them shall be determined by age – the elder being senior to the younger. A list of all eligible employees according to seniority shall be maintained by the Executive Engineer/ Assistant Engineer/Estate Officer and the list is to be reviewed from time to time (January/July).
- h. The seniority shall be counted only from the day any employee joins the University and **No Prior** service shall be counted under any circumstances. In case of all those who move out of the University on Lien/study leave or any other assignment with the approval of the University, their original date of joining the University and seniority shall be preserved for allotment on return.
- i. The seniority against an entitled type of residence shall be counted from the day the employee starts drawing the pay and allowances of the particular grade pay.
- j. The seniority between the applicants of all the eligible grade pays will be from highest to lowest grade pay.
4. **Close Relations** - The following are to be treated as close relations:-
- a. Father, Mother, Brother, Sister, Grandfather and Grandmother and Grandson and "Grand Daughter".
- b. Uncle, Aunt, First cousin, Nephew, Niece, directly related by blood to allottee.

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- c. Father-in-law, Mother-in-law, Sister-in-law, Brother-in-law, Son-in-law, Daughter-in-law.
- d. Relationship established by legal adoption.
- e. The concession of sharing accommodation available to the close relations as indicated above will not be admissible when relationship ceases by any order of Court or under law.

**5. CLASSIFICATION OF RESIDENCE AND ENTITLEMENT THEREOF**

- a. Accommodation/Residence/Houses/Flats Other Than Hostels/Guest House and Transit Accommodation. The classification and entitlement of Accommodation/Residences/Houses/Flats other than the hostels and any transient accommodation shall be as under unless amended/ superseded by the order or with the approval of the competent authority.

SN	Type of Residence	Grade Pay Entitlement	Remarks
(a)	I	Rs. 1800/- (Level-1)	
(b)	II	Rs. 1900/- to 2800/- (Level-2 to 5)	
(c)	III	PB-2 Rs. 4200/- to Rs. 5400/- (Level-6 to 9)	
(d)	IV	PB-4 Rs. 5400/- and above (Level-10)	
(e)	V	Vice Chancellor Residence	earmarked for Vice Chancellor only

**Note - 1. The grade pay entitlement may be amended time to time as per Govt. Order and with the approval of the competent authority.**  
**2. The decision of the Vice Chancellor, HBTU on matters relating to the grade pay equivalence shall be final.**  
**3. Vice Chancellor is eligible for fully furnished accommodation with free water & electricity charges for entire period of tenure.**

- b. The grade pay for the purpose of entitlement shall be counted from the day the employee starts drawing the pay and allowances of the particular grade.
- c. **Hostels** – All Accommodation/Residences/Houses/Flats meant to be used by students enrolled in the University shall be transferred to the Dean (Students Welfare) and shall be handled by Dean (SW) through the Hostel Officer in Charge.

**6. ELIGIBILITY**

- a. Eligibility shall be function of entitlement, grade pay and seniority as determined for the purpose of allotment of residences as per the rules laid down here.
- b. Only permanent employees of the University on University service will be eligible for allotment of residences/Houses/Flats except when certain residences are earmarked as residences against essential services. Contractual employee may be considered for limited period as specified by the Competent Authority, if accommodations are lying vacant and no regular employee is eligible.
- c. All allottees will be eligible to seek mutual exchange subject to their entitlements and eligibility subject to approval by the house allotment committee, and there is no violation of any rules of allotment.

**7. ESSENTIAL SERVICES**

- a. Services as given in this section shall be counted as essential services and houses as shown will be earmarked for employees hired against them including those who may be on deputation/contract or temporary hiring :-

**East Campus**

Total Residence	
Present	= 10
In Future	= 06
Total	= 16
Dy. Registrar/Asstt. Registrar	01 Type IV
Asstt. Engineer	01 Type IV
ADSW	01 Type IV

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*[Handwritten signatures and initials]*



Warden	04 Type IV (03+01)
Librarian	01 Type IV
System Manager	01 Type IV
Workshop Superintendent	01 Type IV
Controller of Examinations	01 Type IV
Finance Controller	01 Type IV
Training & Placement	01 Type IV
Officer I/C Security	01 Type IV
Medical Officer	01 Type IV
Pro Vice Chancellor	01 Type IV

#### West Campus

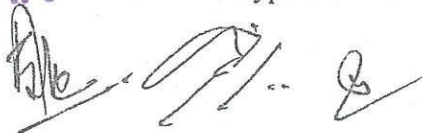
Doctor	01 Type IV house
JE	01 Type III house
Wardens	05 Type IV house
ADSW/DSW	01 Type IV house
Chief Proctor	01 Type V house

Note: The Outsource Staff of the University also eligible for Type-I, II, III residence in both campuses after approval of administration.

### 8. NON-ELIGIBILITY

- 8.1 Any employee who has been debarred from allotment of residences within the Campus by the competent authority for any reason.
- 8.2 No employee under suspension or under any disciplinary case where investigations may be in progress shall be eligible.
- 8.3 Any employee who was allotted an accommodation which he/she refused to take over shall be debarred from making application again for one year from the date of issue of Memorandum of allotment.
- 8.4 Any employee who owns a residence in his name or in the name of his spouse either individually or jointly within a radius of 8 Kms of the University. However, he/she may be considered, if accommodation are lying vacant for more than 02 year.
- 8.5 Any employee on re-employment.
- 8.6 An employee shall not be entitled to retain University residence under the circumstances mentioned below:
  - a. When he/she constructs/acquires a residence in his/her name or in the name of his/her spouse either individually or jointly within a radius of 8 Kms of the University.
  - b. When both husband and wife are in University's service, only one of them shall be entitled to allotment of residence. However, both of them shall be eligible to apply for allotment separately on the basis of their entitlement. The eligibility of each shall be determined separately for allotment purposes. Provided, that this rule shall not apply in cases where husband and wife are residing separately in pursuance of a court order for judicial separation.
  - c. When two University employees in occupation of residences allotted to them individually, marry each other, they shall be entitled to retain only one of the residences after such marriage and will be required to surrender the other within one month from the date of marriage. On failure to surrender a residence as above, the allotment of residence of the lower type shall be deemed to have been cancelled on expiry of the prescribed

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period of one month. If both the residences are of the same type, allotment of any one of them shall be deemed to have been cancelled by the Vice Chancellor/Estate Office.

- d. When one of the spouse has been allotted or is in occupation of accommodation from any Govt pool any where under Govt of Uttar Pradesh to which these Rules are not applicable, he/she shall have to surrender either the University residence or the pool residence within one month of occurrence of such event. If he/she fails to surrender one of the residences within the specified period of one month, the allotment of University residence shall be deemed to have been cancelled by the Vice Chancellor/Estate Office.

## 9. CONSTITUTION OF HOUSE ALLOTMENT COMMITTEES

9.1 **Allotment Committee.** The Vice Chancellor shall constitute an Allotment Committee as under:-

- a. **Nominated by The Vice Chancellor – Chairman**
- b. **Member from the Teaching faculty**
- c. **Member from the Non-Teaching Staff**
- d. **AR (Estt) or a Member from Establishment Branch**
- e. **Estate Officer**

9.2 **Functions of the Allotment Committee.** The Allotment Committee shall:

- a. Scrutinize and certify the correctness of information submitted by applicants, check eligibility and examine grounds submitted in the request
- b. Examine all medical cases for their correctness
- c. Consider all facts and arrive at allotments as per these rules
- d. In case any departure is made from the laid down rules, the same shall be recorded in writing.
- e. Consider all requests for mutual exchanges within same/similar Type of residences based on entitlements and eligibility and consider its approval.

9.3 **Tenure of the House Allotment Committee -** The tenure of House Allotment Committee shall be 02 year. If any of its member leaves the University/ resigns from its membership/is declared involved in any disciplinary proceedings or if a change is necessitated for any other reason, another member may be co-opted with the prior approval of the competent authority.

## 10. ALLOTMENT AND VACATION

10.1 **Procedure for Allotment.** No application will be entertained and kept on file until there is a vacancy. However, as soon as a flat falls vacant, the Estate office shall take following actions expeditiously:-

- a. Carry out the required maintenance of the house and keep it fit for allotment in 21 days time. The white wash will be taken up on confirmation of taking possession by allottee. On its part, if the Estate Officer finds that if any particular Flat has structural damage beyond its capability to repair within 21 days, it must inform Registrar/Vice Chancellor Office immediately and such a Flat will not be considered for allotment till its complete repair.
- b. Simultaneously send circulars to all Deptts inviting applications within 21 days for **both the fresh allotment as well as for the change of flats/allotment.** Besides, all requests for mutual exchanges, if any, shall also be invited for consideration by the house allotment committee. Last day and time must be specifically mentioned. Notification shall be made as widely as possible within the University. Minimum 21 days shall be given for adequate dissemination of information and will not be reduced without the permission of Vice Chancellor. Besides, no application will be entertained after scheduled day and time of receipt under any circumstances.
- c. An employee seeking allotment of residence shall apply for the same in the prescribed form and in such manner and within such date and time as is prescribed in the notification. The application form shall provide for choices of flats from those which have fallen vacant. Since as laid down in these rules, those seeking

  
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change/transfer shall be given preference, certain flats are likely to fall vacant immediately on making the allotments. Therefore, the application form shall also give an option whether the applicant would like to take over any flat that may fall vacant due to change/transfer and without knowing the flat details (i.e Type, Floor and Number) in advance. Once applications are received, these will be summarized by Estate Office and a seniority list prepared as per the details submitted by the applicants and sent to the Estt Branch for verification of various details such as Grade Pay, details of dependents etc. The Estt Branch will be expected to verify these details and return the same to the Estate Office within 3 days. The Estate office shall make these verified details available in their office for cross verification within 03 days by the applicants and if possible also make it available on the University Website for information of the applicants. The Estate office will simultaneously take actions to fix a meeting of the House Allotment Committee.

- d. The House Allotment Committee shall cross check all the applications, the details prepared by Estate Office and the details checked and presented by the Establishment Branch and go on to make the allotments. Minimum 2 reserve allotments will be made against each allotment so that in case the first allottee does not accept the house, those in reserve can be allotted directly by the Estate office.
- e. Save as otherwise provided in these rules an **allottee desiring a change of residence within the entitled type will be given preference** in allotment of a residence over and above the applicants listed against that type.
- f. The Estate Office shall keep a appropriate Performa ready for making allotments, for noting down brief discussion points and the attendance during the meeting of the Committee. The decisions taken by the House Allotment Committee shall be got signed in ink immediately after the meeting by all the members and also put up for the approval of the Vice Chancellor on the same day. A Memorandum of Allotment to the allottees will be issued with 15 days notice to accept or reject the house. In case of non-acceptance, the conditions of next application as laid down shall apply.
- g. On receipt of acceptance by allottee within 15 days, an allotment letter shall be issued with another maximum of 15 days to occupy the house. In case the allottee fails to respond, on the 16th day from issue of Memorandum of allotment, a cancellation letter with letter debaring the allottee for next one years will be issued. Simultaneously, a Memorandum of allotment will be issued to next in reserve if the same has been made by the House Allotment Committee.
- h. Once the allottee decides to take over the house, he shall liaise with the Estate Office at least 24 Hrs in advance so that the Caretaker can accompany the allottee and hand him over the house as per a fixed Civil and Electrical inventory.
- i. A possession letter indicating date of taking over shall be issued by Estate Office to all including the Accounts which shall form the basis of deduction of license fee from the day of taking possession. In case, an allottee fails to take possession of the house beyond 15 days of issue of the acceptance letter, the accounts branch shall automatically stop HRA and start deduction of license fee and other charges as applicable from the 16 day of issue of acceptance of letter.

**10.2 Procedure for Vacation.** An allottee may on his own choose to surrender the residence allotted to him for any personal reason or his allotment may be cancelled by the competent authority on certain valid grounds, in each case, following procedure shall be adopted for vacation of the residence :-

- a. In case, any allottee desires to surrender the residence, he will make an application to the Estate Officer with minimum 07 days notice for vacating the residence.
- b. In case, the allotment has been cancelled by the competent authority, specific duration not exceeding 30 days within which the vacation is to be effected will be notified in the order. The allottee shall intimate the Estate Office of the day he/she wishes to vacate the house.  
The Estate Officer in consultation with the allottee will fix up a time for handing/taking over the residence. The caretaker with the JE shall visit the house and

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take over as per the inventory as per which the residence was taken over and subsequent additions to the inventory. All missing items shall be recorded and signature of the allottee taken on site. The JEs shall also note if there are any structural damage to the building or any addition/alteration in the building and record it. The JEs shall prepare a damage assessment report with cost and the same will be intimated to Estate Office with a copy to the allottee under signature of AE within 24 hrs.

- d. In case of any major structural damage to the building reported by the JE, the Estate office shall inform the Vice Chancellor and seek directions for an appropriate inquiry and action.
- e. In case of any structural damage as above, the Estate Office shall inform the accounts for deduction of the damage charges from the allottee or await the deposition of the same by the allottee. The Estate Office shall –
- f. Issue No – dues certificate to the allottee on receipt of :-
  - i. Payment receipt/ confirmation of deduction of damage charges from accounts.
  - ii. NOC from Electricity Supply Company towards all electricity dues/cancellation of connection.
  - iii. Clearance for damage free return of any other furniture/stores issued by the Estate office or payment in lieu thereof or payment of damage charges against these items.
- g. After obtaining all the clearances as above, the Estate Office will generate a Vacation report letter with a copy to the accounts which will form the basis to undertake repair/replacement works in the vacated residence.

#### 11. NON-ACCEPTANCE OF ALLOTMENT OFFER OR FAILURE TO OCCUPY ALLOTTED RESIDENCE AFTER ACCEPTANCE

- a. If an employee on receipt of an allotment order refuses or fails to accept the allotment of residence within 15 days or take possession within 15 days from date of issue of acceptance letter, and a total of 30 days from the issue of letter of Memorandum for allotment, the allotment order shall stand cancelled and the concerned employee shall be debarred for allotment for a period of one year from the date of issue of letter of Memorandum plus one month.
- b. If an employee, in occupation of a residence of a lower type than his/her entitlement applies for a residence of his/her eligible type and on allotment of such eligible type of residence fails to accept the allotment, he/she may be permitted to stay in the residence already in his/her occupation provided that he/she shall not be eligible to apply again for one year.

#### 12. CHANGE OF RESIDENCE

- a. The term 'Change of Residence' shall include both the change within the same/similar type of residences as well as change to a higher or lower Type of residence subject to entitlement and various other provisions as laid down in these rules.
- b. Any 'Change of Residence', both within same/similar Type as well as to a higher or lower Type, even if eligible, shall not be permitted under the following circumstances:
  - i. Within 12 months of last allotment both within same/similar Type as well as to higher or lower Type, even if eligible.
  - ii. During the period of twelve months immediately preceding the date of superannuation;
  - iii. If an inquiry/disciplinary proceedings of any type is in progress against an allottee of a residence.

Not more than one change shall be allowed within the same/similar type of

  
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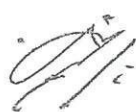


residences irrespective reasons/grounds of request.

- d. Request for change of allotment shall be made along with the fresh allotments. However, all cases of change of allotments, if eligible, shall be dealt first and then the fresh cases will be taken up for allotment as laid down.
- e. All rules and conditions of acceptance etc as laid down for fresh applicants shall also be applicable to the applicants seeking change of residence. For example, if an employee fails to accept the change of residence offered to him/her as laid down in the procedure of allotment, he shall not be eligible to seek fresh change for one years.
- f. If an employee after accepting the change of residence fails to take possession of the same within 15 days he/she shall be charged license fee for such residence in addition to the normal license fee for the residence already in his possession for the period upto which the allotment of the new residence continues to subsist.

### 13. OUT OF TURN ALLOTMENTS

- a. **Allotment on Medical Grounds. Due to acute shortage of accommodation in HBTU Campus, no house will be kept vacant in anticipation for allotment on medical grounds. The house allotment committee may therefore make out of turn allotment on medical grounds purely on adhoc basis and only out of the available vacant houses as under:-**
  - i. Only the following residences shall be considered for allotment on medical grounds and for physically handicapped employee/staff –
    - (a) 01 Type IV Qtr ( on GF) – for adhoc allotment on medical grounds to all those otherwise eligible for Type V and Type IV house.
    - (b) 01 Type II Qtr (on GF) – for adhoc allotment on medical grounds to all those otherwise eligible for Type III and Type II house.
  - ii. **For Heart Ailments.** University employees suffering from heart ailment will be considered for adhoc allotment on medical grounds and the concession will be restricted to self-ailment only, i.e, if the employee himself is suffering from Cardiac ailment.
  - iii. **For TB and Cancer.** In case of pulmonary TB and Cancer, illness of the University employee and his own family i.e wife/husband and the children should alone be considered for the concession of ad hoc allotment.
- b. **Allotment of Quarters to SC/ST Employee.**
  - i. **Reservation.** Following houses out of the available total number of houses shall be reserved for the SC and ST employees –
    - a. **Type-IV and Type-V** - 15 % of total Qtr in HBTU will be reserved for SC and ST category in all types.
  - ii. **Utilization of vacancies against SC/ST reservations.**
    - a. **During any house allotment committee meeting, out of turn allotment against reserved vacancies to the SC/ST candidates will be considered only till all the vacancies as given have been utilized.**
    - b. **Till the vacancies are fully utilized, the procedure of allotment shall remain the same as given in these rules except that these will be applied out of turn.**
    - c. **In case, there is a vacancy but no SC (or ST candidate) is available then the first priority will be given to the next ST (or SC candidate). If there are no SC and ST candidate, the vacancy shall be transferred to general pool.**
    - d. **No house shall be kept vacant if there are no SC/ST candidates**

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available for allotment.

- e. Beyond the vacancies as reserved above, all SC/ST candidates shall be treated at par with the general candidates.

#### 14. TEMPORARY ALLOTMENT FOR PERFORMING MARRIAGE/FAMILY FUNCTION ETC. IN THE FAMILY OF AN ALLOTTEE

- a. On receipt of an application, the Vice Chancellor may make temporary allotment, not exceeding five days including the day of marriage/function, to a University employee if a vacant residence is available (including any residence earmarked for allotment on medical grounds but not yet allotted) or likely to be available during the period for which allotment has been applied for. This will however be permitted on depositing an advance license fee for minimum one month, if HBTU resources are used then the actual electricity and water charges for the duration occupied and Rs 1000/- or any other amount approved by the Vice Chancellor towards various incidental expenses.
- b. Disciplinary action besides payment of penal license fee for minimum one month will be charged if the residence allotted is not vacated on expiry of the period of temporary allotment besides disciplinary action under CCS (CCA) rules and forcible eviction under Public Premises (Eviction of unauthorized occupants) Act 1971.

#### 15. PERIOD OF ALLOTMENT

- a. An allotment shall be effective from the date it is accepted by the employee and shall continue to be in force until:
- Cancelled by the Vice Chancellor due to change/revision of entitlements or change/revision of the rules or for any other reason considered appropriate for cancellation.
  - Surrendered by the allottee, the allottee ceases to occupy the residence or 15 days from the date of allotment of new residence if change of allotment has been sought.
  - On expiry of the permissible retention period approved as given in these rules.

#### 16. SURRENDER OF ALLOTMENT AND PERIOD OF NOTICE

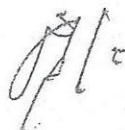
- a. An allottee may at any time surrender the allotment by giving application to the Estate Office at least 07 days prior to the date of vacation of the residence. The allotment of the residence shall be deemed to have been cancelled with effect from the 16<sup>th</sup> day after the date on which the application is received by the Estate Office or the date specified in the notice, whichever is later. However, the accounts office shall make all recoveries payable by the employee as intimated by the Estate Office.

#### 17. CANCELLATION OF ALLOTMENT

- a. The Vice Chancellor may on the recommendation of the Estate Office after due examination by the House Allotment Committee may cancel the existing allotment and allot an alternative residence of the same type or in emergent circumstances an alternative residence of the lower type, if the residence in occupation of the employee is required to be vacated for some bonafide public purpose. Allotment will be cancelled in addition to the disciplinary action that may be taken against the allottee if he/she :-
- Unauthorized sublets the quarters.
  - Erects any unauthorized structure in any part of the residence.
  - Tampers with the electric or water connections.
  - Puts the residence into improper use.
  - Conduct prejudicial to harmonious relations with his neighbors.
  - Has knowingly furnished incorrect information for securing allotment.

#### 18. ALLOTMENT OF HIGHER/LOWER TYPE RESIDENCE OTHER THAN TO A ELIGIBLE CATEGORY

- a. No employee shall be compelled to accept a residence of a type lower than that to which he





is entitled under these rules. However, on the request from an employee, a residence next below the type to which he is otherwise entitled may be given by the House Allotment Committee subject to availability and requirement of the applicant. Such allotments will be restricted to a maximum of only one Type lower than that eligible. Such an allottee must make application for his entitled type of residence as and when vacancy arises and he will not automatically be considered for the same.

- b. No house of higher Type shall be allotted to any lower sub-category. However, a house advertised thrice and yet not occupied can be considered for allotment to a staff member of the next lower sub-category with the approval of the Vice Chancellor on the recommendations of the house allotment committee.

#### 19. SUB-LETTING AND SHARING OF ACCOMODATION

- a. The allottee shall not sublet part or whole of the residence allotted to him/her. Besides, no allottee shall be permitted to co-share any part of the residence with any other employee or place anyone in the house in the name of security except when the allotment itself may have been made with the approval of the Vice Chancellor.
- b. An allottee who sublets part or whole of the residence allotted to him/her shall render him/her liable to cancellation of the allotment and eviction from the allotted residence. He /She shall also, render himself/herself liable to disciplinary proceedings under the CCS (CCA) Rules as made applicable to the University employees.

#### 20. PERIOD OF RETENTION

- a. A residence allotted to an employee may be allowed to be retained on the occurrence of any of the events mentioned below for the period specified against each from the date of such occurrence subject to the condition that the residence is required for the bonafide use of the employee or the members of his family:

Events	Maximum Permissible period for retention of residence
Resignation, dismissal or removal from service or termination of service or unauthorized absence without permission	1 month
Retirement or terminal leave	2 months on normal license fee, another 2 months on double the normal license fee and another 02 months on four times the normal license fees. <b>On medical/education grounds – Further retention of 01 months on six times the normal license fee.</b>
Death of the allottee	24 months on conditions given in these rules
Transfer of an employee from HBTU to another department /station	2 months
Temporary transfer on foreign assignments/deputation to a place outside India	6 months
Leave (Other than leave preparatory to retirement, terminal leave, medical leave, sabbatical leave and study leave)	For the period of leave but not exceeding 4 months
Medical Leave	Full period of leave as a per certificate by a medical board of any Government Hospital

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Maternity leave	Period of maternity leave plus leave granted in continuation as per the instructions issued by the Govt. of India/HBTU from time to time.
Lien/Deputation inside India	Not exceeding 06 months on payment of advance normal license fee. Entire period of deputation/lien, if the faculty/staff has not been provided accommodation by the borrowing organization.
Doctoral studies under QIP or any Govt funded schemes	Not exceeding 06 months on payment of months advance normal license fees. Entire period of doctoral studies, if no suitable accommodation is provided to him by the Institute/University.
Study leave/sabbatical leave	Full period of leave not exceeding 12 months on payment of advance normal license fees
All other cases of leave	To be approved by Vice Chancellor

- b. All types of retentions shall stand only on payment of advance licence fee for the full period as laid down.
- c. **Retention on Death of Allottee.** When a Government servant in occupation of Government residence dies while in service, his/her eligible dependant (near relation) may be allotted Government accommodation on payment of normal license fee for the period shown herein earlier on the following conditions:-
- The dependent employee should have resided with the deceased employee for at least six months prior to date of death.
  - The eligible dependant will be permitted to stay only and only if the dependent is unemployed. The University does not undertake to provide or facilitate employment to any dependents of the deceased. Such a dependent will be required to vacate the house within 02 months if he or any of his family members gets an employment. However, in no case will the total duration of such stay exceed 24 months from the day of death of the allottee.
  - All dues / outstanding charges pertaining to the premises occupied by the deceased employee should have been completely cleared before occupation by the dependents.
  - The concession will not be admissible if the deceased employee or the dependant owns a house / plot anywhere in UP.
- d. **Regularization in case of re-posting/return from lien/leave.** The employee shall be eligible to maintain/continue with his allotment only in case he returns from the posting/lien/leave etc duly approved by the University **within specified period** and has fulfilled all his obligations of payment of advance payment of license fee that his existing allotment shall be permitted to continue. In all other cases, on his return from posting/lien/leave duly approved by the University, he shall have to apply **afresh** as and when a vacancy arises, however, his original date of seniority in HBTU will be preserved.

## 21. RETENTION BEYOND PERIOD OF PERMISSION

- a. The Vice Chancellor may, for reasons to be recorded in writing, allow retention of University residence for a period not exceeding six months beyond that permitted under these rules **on advance payment of six times the normal license fee**, if he is satisfied that the retention of the residence is justified for any of the following reasons:
- Serious or chronic illness in the family of the employee;
  - Any other reason considered appropriate by the Vice-Chancellor.
  - This concession will not be applicable in cases of resignation, terminal retirement and where disciplinary proceedings may be in progress.

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## 22. OVERSTAY IN RESIDENCE AFTER CANCELLATION OF ALLOTMENT

- a. Where, after the allotment has been cancelled or is deemed to have been cancelled under any provisions of these rules, the residence remains or has remained in occupation of the employee to whom it was allotted or of any person claiming through him, the allottee or such other person shall render himself liable to the following:
  - i. Payment of penal license fee for use and occupation of the residence and damages equivalent to twice the normal charges for furniture, services, garden etc.
  - ii. Disciplinary proceedings for violation of CCS(Conduct) Rules, 1964, and/or any other rules in this regard applicable to the University employees.
  - iii. Any other proceedings that may be taken up at the discretion of the Vice Chancellor for getting the residence vacated.

## 23. PERSONAL LIABILITY OF THE EMPLOYEE

- a. The allottee shall be personally liable for payment of the license fee and other charges for the accommodation and for any damage, beyond reasonable wear and tear, caused thereto or to the furniture or fittings or services provided therein by the University during the period of occupation and until full vacant possession thereof has been restored to the Estate Office.
- b. Non-payment of license fee and other charges for the accommodation shall constitute breach of these allotment rules.
- c. If the allottee fails to make payment of prescribed license fee and other charges the allotment may be cancelled.
- d. An allottee shall use the house strictly for the purpose of residing of self and his/ her family, and shall maintain the house and the compound in a clean and hygienic condition.
- e. An allottee shall ensure that no water is wasted by leakage in the water supply fittings or by careless or extravagant use of the same. He/she would report to the Institute any damage to or defect in the buildings, water supply, sanitary installations and leakage of electricity etc. in the house for necessary repairs.
- f. An allottee shall not make any addition or alteration to the building, or make any unauthorized construction or temper with fittings or electrical installations or make extensions to the electric or water supply lines and sanitary fittings or other fixtures in the residence without the specific permission of the Vice Chancellor.
- g. No cattle, poultry etc. shall be kept in the house or in its compound. Care should be taken to ensure that pet animals do not cause any inconvenience to others.
- h. No inflammable material in bulk should be stored in the houses or in their compounds.
- i. An allottee shall be personally responsible for any damage beyond normal wear and tear of the fixtures, sanitary fittings, electrical installations, furniture, fencing etc. provided in the house or theft of any of these items during the period of his/her occupation of the house.
- j. Incidence of any infectious disease to him/her and any of his family members shall be reported by the allottee to the Medical Officer of the University immediately and all precautions shall be taken to prevent spreading of the infection

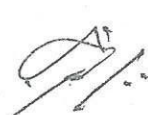
## 24. FURNISHING OF INFORMATION REGARDING TRANSFER/DEATH OF AN ALLOTTEE TO THE ESTATE OFFICE

- a. It is compulsory to intimate the Vice Chancellor/Estate Office on transfer on Foreign Service/Deputation basis or retirement or death of the allottee immediately on the occurrence of such event to enable the Estate Office to take necessary follow up action in respect of the University accommodation.

## 25. PROVISION RELATING TO LICENCE FEE

- a. The rates of license fee payable by the allottee for different types of residences shall be as per the notifications and/or instructions issued by HBTU/Government of U.P., from time to time.
- b. Where the allotment of residence or alternative residence has been accepted, the liability for license fee shall commence from the date of occupation or automatically after 15 days of issue of acceptance letter or 30 days from the issue of letter of memorandum of allotment, whichever is earlier.

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- c. Where an employee after accepting the allotment fails to take possession of the residence within 15 days from the date of issue of possession letter leading to automatic cancellation of allotment, he/she shall be charged license fee for at least one month.
- d. Where a University employee is considered to be in deemed possession of the residence even for 01 day in accordance with the provisions of these Rules, he shall not be entitled to HRA for at least one month.
- e. If on allotment of an alternative or entitled residence the former residence is not vacated by the date already mentioned in the preceding rules, the allottee shall be liable to pay penal license fee and damages for continued occupation of the former residence with effect from the date he/she takes possession of the newly allotted residence.

**26. PENAL LICENCE FEE**

- a. The rates of penal license fee shall be 50 times the applicable normal license fee applicable at that point of time.
- b. Vice Chancellor, HBTU shall have power to waive off the penal license fee.
- c. Vice Chancellor, HBTU shall have power to revise the penal license fee from time to time.

**27. UNDERTAKING FROM THE LICENCEE**

- a. Each employee shall give an undertaking at the time of allotment of residence that he/she shall vacate the residence on cancellation or deemed cancellation of allotment failing which he/she shall be liable to pay penal license that the University shall have authority to withhold his/her gratuity and leave encashment/last month salary etc.  
'Provided, that gratuity and leave encashment/last month salary etc. may be released on furnishing of bank guarantee by the employee for an equivalent amount. Bank guarantee shall be discharged after vacant possession of the residence is surrendered to the University and all the dues relating to the residence have been settled, failing which the bank guarantee shall be invoked.'
- b. All employees who are in occupation of university residences and have not furnished an undertaking specified under these rules shall furnish the same forthwith or within such time as may be prescribed by the Vice Chancellor.

**28. CONSEQUENCES OF BREACH OF RULES AND CONDITIONS**

- a. If an allottee including any member of his family who under these rules is permitted to stay in the residence sublets the residence, charges license fee or shares his residence with anyone except those permitted in these rules or erects any unauthorized structure in any part of the residence or any portion thereof for purposes other than that for which it has been allotted or tampers with the electric or water connections or commits any other breach of rules or of the terms and conditions of the allotment or uses the residence or premises or allows it to be used for any purposes which the Vice Chancellor considers to be improper or conducts himself in a manner which in the opinion of the Vice Chancellor is prejudicial to the maintenance of harmonious relations with his neighbors or has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the Vice Chancellor may, without prejudice to any other action including disciplinary proceedings that may be taken against such allottee, cancel the allotment after giving show cause notice and initiate disciplinary action as per CCS(CCA) Rules.
- b. If the allottee sublets his/her residence or any portion thereof or garages (if any) appurtenant thereto in contravention of these rules he may without prejudice to any other action that may be taken against him, be charged penal license fee/damages as laid down in these rules for a period as may be approved by the Vice Chancellor on the recommendations of the Estate Office. Further, not only may the allotment be cancelled but the employee may also be debarred from re-applying for allotment of a residence in HBTU Campus for a period not exceeding 03 years as may be decided by the Vice Chancellor.
- c. Where action to cancel the allotment is taken on account of subletting of the whole or part of the allotted residence a period of 30 days shall be allowed to the allottee and any other person residing with him/her to vacate the residence. The allotment shall be cancelled wef the date of

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- vacation of the premises or on expiry of 30 days from the date of order for cancellation of allotment, whichever is earlier.
- d. Where the allotment of residence is cancelled for conduct prejudicial to the maintenance of harmonious relations with the neighbors, the allottee, at the discretion of the Vice Chancellor may be allotted another residence of the same type at any other place.
  - e. The Vice Chancellor shall have power to take all or any of the actions under these rules including cancellation of any allotment in respect of any allottee and to declare the allottee ineligible for further allotment for a period not exceeding 03 years for any reasons considered appropriate by him.
  - f. In all cases, where the allotment has been cancelled under these rules, the allottee shall have to vacate by the last day as laid down after which license fee at the penal rate will automatically become effective and the Estate office shall proceed to take action under Public Premises (eviction of un-authorized occupants) Act 1971.

## 29. MAINTENANCE OF RESIDENCE, MISUSE AND DAMAGE CHARGES

- a. The allottee shall maintain the residence and premises in a clean condition to the satisfaction of Estate Office as approved by the Competent Authority. He /She shall not grow tree(s), shrubs or plants contrary to the instructions of the Estate Office nor cut or lop off any existing trees or shrubs in any ground, courtyard or compound attached to the residence save with the prior permission in writing of the Estate Office. Any plantation or vegetation grown in contravention of the instructions may be got removed by the Estate Office at the risk and cost of the allottee. Further, the allottee shall also be liable to damage charges as given in these rules
- b. **Maintenance of Residence**
  - i. Estate office shall handover the residence to the allottee along-with a complete inventory of civil and electrical items to the allottee. The allottee shall be responsible for maintenance of complete residence including the inventory of civil and electrical items taken over by him/her.
  - ii. The allottee shall, however, not be responsible for items of inventory which are approved for replacement once it goes unserviceable so long as he deposits the item. In addition, all works approved by the Vice Chancellor such as new works, addition/alteration works, special repair works, periodical maintenance works etc shall be executed from within the HBTU resources.
  - iii. All items of inventory once taken over will have to be deposited back at the time of vacation in serviceable condition (including unserviceable items in respect of items approved to be replaceable by the Estate Office/Engr Cell)
- c. **Damage Charges**
  - i. The rules regarding the damage charges shall be applicable till successful taking over possession of the residence by the next allottee.
  - ii. All such items which are approved by Vice Chancellor to be replaced will be replaced strictly on deposition of used items once rendered unserviceable otherwise the allottee shall be liable to pay the market cost of such item as damage charges.
  - iii. All other types of damages will be assessed by the Estate Officer and the allottee shall be liable to pay the same at prevailing DSR rates in respect of scheduled items and market rates in respect of non-scheduled items.
- d. **Additions/alteration in Government quarters at the request of the allottees-** Certain facilities have been prescribed in the Government quarters as per the currently applicable yardstick for the respective types of quarters. If these facilities have not been provided at the time of original construction, they will be carried out, if approved by the Vice Chancellor, during the intervening period between one handing over and the next taking over of such quarters and before further allotment thereof. In respect of quarters under occupation, if such a work has been approved by the Vice Chancellor, the same will be carried out in consultation with the allottee. It will be mandatory for all the allottees to get all the works executed in their

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residences approved by Vice Chancellor as addition/alteration works. However, in case an allottee wishes to get any addition/alteration work done in his house, other than approved by the Vice Chancellor at his own cost, he will be required to seek specific permission of the Vice Chancellor through the Estate Office.

### 30. INTERPRETATION OF RULES

- a. If a question as to the interpretation of these rules arises or if an error of any kind is noted after promulgation of these rules, the Vice Chancellor shall be competent to take a decision in this regard and his decision shall be binding on all.

### 31. RELAXATION OF RULES

- a. The Vice Chancellor, on the recommendation of the Allotment Committee, may, for reasons to be recorded in writing, recommend relaxation of any of the provisions of these rules in case of an employee or class of employees or residence or type of residences including cases where waiving off of the penal license fee is involved.

### 32. CONTINUANCE OF ALLOTMENTS MADE PRIOR TO THE ISSUE OF THESE RULES

- a. Any valid allotment of residence, under the provisions of these HBTU house allotment rules 2024, which may have otherwise been made in the past based on the allotment rules in force immediately prior to commencement of these rules shall be deemed to be an allotment made under these rules.
- b. However, all allotments which render themselves as illegal and unauthorized subsequent to promulgation of these rules shall be reversed in a gradual manner with the oldest occupant offered the residence that falls vacant and so on. All such residents will have to accept the residence that falls vacant and to which they are authorized as per these rules. Failing to take over the authorized residence thus allotted to them as per these rules within the notified period shall render themselves liable to action similar to that is applicable to any unauthorized occupant under Public Premises (Eviction of unauthorized occupants) Act 1971 as well as disciplinary action under CCS (CCA) rules.

### 33. CODE OF CONDUCT FOR ALLOTTEES OF INSTITUTE RESIDENCE

- a. The University residences are allotted for living for the allottee and his/her family and close relations as defined. No person other than permitted is allowed to reside in the residence. If an allottee or his/her family is not staying in the house, it must be vacated, except as permitted in these rules.
- b. No allottee is permitted to sublet the residence allotted to him partially or fully or use it for any trade or business. If a complaint is received to this effect, appropriate action will be taken by the University authorities.
- c. Sharing of the residence by the allottee with anyone else, other than those permitted is strictly prohibited.
- d. Mutual exchange of residence by allottees without permission from the University is strictly prohibited.
- e. The allottees will pay regularly license fee, electricity and water charges for the residence as prescribed by the University from time to time.
- f. Any addition or alteration in the University residence shall not be allowed. However, the University may decide for identical addition or alteration in a group of identical houses.
- g. Milk cattle or any other cattle will not be kept in the University residence or its out-house, garden etc.
- h. The allottees will not tamper with the electricity installation, water supply and sanitary fittings or other fixtures in the residence provided by the University.
- i. Unauthorized use of electricity or water supply in any manner will be treated as a serious offence and render the allottee liable to disciplinary action.
- j. The allottee will immediately report to the concerned authority about any defects in installations leading to wastage of water or leakage of electricity, etc.

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- k. The allottees may maintain collared dogs or any other pets provided that they take extra care/responsibility so as not to cause any danger or nuisance to neighbors in any way.
- l. The allottees are expected to conduct themselves in a courteous and polite manner with the neighbors. If any complaints are received about any resident being quarrelsome or indulging in objectionable activities like entertaining undesirable characters, disorderly behavior, getting intoxicated outside the house, etc., appropriate disciplinary action including cancellation of allotment of such residence shall be taken by the University authorities.
- m. The allottee will not encroach upon the University land or the land of the neighboring residences for gardening or for any other purpose.
- n. The allottee will not undertake cutting or lopping of the trees in the compound of their residences or nearby areas on his own without permission.
- o. Any fruit bearing tree(s) in the compound of the residence shall be the property of the University. The allottee may use the fruits for his own eating purposes. In case the resident sells the crops he will have to deposit 75% of the sale proceeds with the University.
- p. Any timber yield from the tree(s) in the campus of the residences will be deposited by the allottee with the Estate Officer of the University.
- q. If an outhouse is attached to a residence, the allottee shall furnish the name and age of the person staying in the outhouse to Estate Office. The allottee shall be fully responsible for the conduct of the person residing in the out-house. No commercial activities will be allowed from the out houses. Only the person, spouse and their children can stay in the outhouse. Violation of this rule will invite a penalty to the allottee @ 50times of the normal license fee.

**32.0 REVIEW**

- a. The Vice Chancellor, if considered appropriate, may order review of these rules at any point of time. In case of any dispute, the decision of Vice Chancellor shall be final.

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