



NOTIFICATION

It is hereby notified that the Competent Authority under section 18(6)(g) of the University Act has approved the **House Allotment Rules and Regulations, 2024** and the same have come into force with effect from the date of its approval i.e. **21.11.2024**.

Consequently, House Allotment Rules & Regulations, 2021, hereby repealed and ceased to have effect from the aforementioned date.

All concerned are advised to take note of these Rules & Regulations for future reference and compliance. The House Allotment Rules and Regulation, 2024 may be accessed on official website of the University.

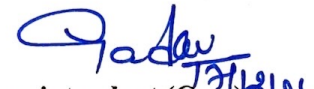

17.12.2024
**Deputy Registrar (Gen.)
for Registrar**

Endst. No.: DBRANLU/Gen./2024/2215-2219

Date: 17/12/2024

A copy of the above is forwarded to the following for information and further necessary action, if any:

1. All the Deans/Directors/Branch Heads/In-Charges, DBRANLU, Sonapat.
2. The Deputy Director (Audit), DBRANLU, Sonapat.
3. Head (IT Cell), DBRANLU, Sonapat with a request to upload attached HAR&R, 2024 on University website.
4. P.A to Vice-Chancellor (for kind information of the Hon'ble Vice-Chancellor), DBRANLU, Sonapat.
5. P.A to Registrar (for kind information of the W/Registrar), DBRANLU, Sonapat.


17/12/24
**Superintendent (Gen.)
for Deputy Registrar**



HOUSE ALLOTMENT RULES & REGULATIONS, 2024

1. SHORT TITLE AND APPLICATION

- i. These rules may be called allotment of houses in the campus of **Dr. B.R. Ambedkar National Law University** to its eligible employee.
- ii. These shall come into force with effect from the date of approval of the Competent Authority.
- iii. These rules shall also apply to house allotments conducted under the House Allotment Rules and Regulations (HAR&R), 2021, to the extent that such allotments are not rendered void prior to their intended termination/vacation by virtue of the application of the HAR&R, 2021.

2. DEFINITIONS

In these rules, unless the context otherwise requires:

- i. **“University”** means the Dr. B.R. Ambedkar National Law University, Sonapat.
- ii. **“Vice-Chancellor”** means the Vice-Chancellor of Dr. B.R. Ambedkar National Law University, Sonapat.
- iii. **“Allotment”** means the grant of a licence to a university eligible employee to occupy a house or a portion thereof owned, leased or requisitioned by the University, for use by him as residence.
- iv. **“Committee”** means the House Allotment Committee.
- v. **“Chairman”** means the Chairman of the House allotment Committee.
- vi. **“Secretary”** means the Head of General Branch.
- vii. **“Eligible Employee”** means an employee of the Dr. B.R. Ambedkar National Law University on regular basis or on foreign service at Dr. B.R. Ambedkar National Law University.
- viii. **“Emolument”** means only basic pay and no allowances.

In case of an employee under suspension and in receipt of subsistence allowance, pay shall mean the amount of subsistence allowance, provided that if he/she is subsequently allowed to draw pay for the period of suspension, the difference between the licence fee recovered on the basis of subsistence allowance and the licence fee due on the basis of the pay ultimately drawn, shall be recovered. The pay of an employee on leave means the pay drawn by him in the last completed calendar month of duty performed by him prior to his departure.

- ix. **“Family”** means an employee, his/her spouse, children including grand children, parents and grandparents and other legally dependents residing with him /her.
- x. **“House/Residence/Flat”** means a building or part thereof used for residential purposes and situated within the University campus.
- xi. **“License Fee”** means the sum of money or rent payable monthly for occupation for a house allotted under these rules. The same will be charged at the rates prescribed by the Competent Authority, time to time.
- xii. **“Penal Licence Fee”** means 60% of the basic pay.



- xiii. **“Market Rent”** shall mean the rental value assessed for the university residences by the Public Works Department (PWD) of Haryana Government and notified vide Endst. No.: DBRANLU/Gen./2022/465-468 dated 31.08.2022 and as amended time to time.
- xiv. **“Subletting”** means letting out and includes sharing of the whole or any part of the residence by an allottee with another person with or without payment of rent by such person and without permission of House Allotment Committee/Competent Authority.
- xv. **“Temporary Transfer”** means a transfer of employee which involves an absence from his place of posting for a period not exceeding 180 days.

3. HOUSE ALLOTMENT COMMITTEE

(a) Constitution: There shall be a House Allotment Committee constituted by the Vice-Chancellor from time to time and consisting of the followings:

- i. The Registrar (Chairman)
- ii. VC’s nominee
- iii. Professor – 01
- iv. Associate Professor – 01
- v. The Head of General Branch (Ex-officio Secretary)

(b) Functions of HAC:

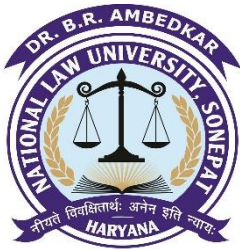
- i. To forward the recommendations of allotment of vacant house(s) as per these rules for approval of the Vice-Chancellor.
- ii. To propose revision/amendment of House Allotment Rules.
- iii. To entertain such representations/complaints as are put up before the committee on the direction of the Vice-Chancellor/Chairman.
- iv. To prepare/print and circulate the House Allotment Rules as approved by Competent Authority.
- v. To ensure proper utilization of houses.
- vi. To exercise powers of cancellation of allotment and take any other action against the allottees for breach of rules and conditions for allotment of residences with the approval of the Vice-Chancellor; and
- vii. To consider such other matters relating to the university houses as may be referred to it from time to time by the university authorities.

(c) Functions of Chairman:

- i. To ensure that all procedures and decisions regarding house allotments are conducted in a fair and transparent manner, adhering to the House Allotment Rules & Regulations, 2024.
- ii. To consider representations addressed to him for putting up before HAC.

(d) Tenure and Quorum of HAC

- i. The term of the House Allotment Committee shall be for a period of 02 year or as notified with the approval of the Vice-Chancellor.



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- ii. The chairman and one half of the other members will form the quorum of the meeting of HAC.

4. (a) CLASSIFICATION OF THE UNIVERSITY HOUSES

TYPE OF FLATS	DETAILS	NUMBER OF FLATS
Type – I	01 BHK	08 Flats (D-1 to D-8)
Type – II	02 BHK	08 Flats (C-1 to C-8)
Type – III	03 BHK	24 Flats (B-1 to B-24)
Type – IV	03 BHK + 01 Servant Room	06 Flats (A-1 to A-6)

(b) FLATS UNDER DISCRETIONARY QUOTA

The ratio between allotment of flats on the seniority basis and under discretionary quota of the Vice-Chancellor would be 90% and 10% respectively of the Houses available in each category where houses are more than 10 in number. Fraction less than .5 shall be ignored and equal to and above .5 will be considered as one.

The houses under discretionary quota will be allotted to eligible employee for that particular category of house by the Vice-Chancellor. However, if the DQ flat(s) remain vacant for more than two months, the HAC may recommend the said flat(s) on seniority basis for temporary allotment subject to the undertaking by the allottee that he/she will vacate the said flat within one month as and when the Vice-Chancellor wishes to exercise the discretionary power.

(c) ENTITLEMENT SLABS FOR DIFFERENT CATEGORIES OF HOUSES

Sr. No.	TYPE OF FLATS	Pay Level as per 7 th Pay Commission	
		Functional Pay Level	ACP Level
1.	Type – I	L-5 and below	ACPL – 5 and below
2.	Type – II	L-6 to L-9	ACPL – 9 to ACPL – 11
3.	Type – III	L-10 to L-12	ACPL – 12 to ACPL – 16
4.	Type – IV	L-13 and above	ACPL – 17 and above

(d) LICENSE FEE, MAINTENANCE AND OTHER CHARGES

Type of Houses	License Fee (per month)	Maintenance Charges (per month)	Other Charges
Type – I	200/-	50/-	Electricity charges are to be borne by the allottee as per prevalent rates of the University in this regard.
Type – II	300/-	100/-	
Type – III	400/-	200/-	
Type – IV	500/-	300/-	

- Any further amendment in these charges by the State Government/University shall be applicable upon the allottees.



5. CRITERIA FOR ALLOTMENT

- i. Allotment of houses will be made on the basis of seniority list prepared specially for the purpose of House Allotment of all Regular University Employees (Both Teaching and Non-Teaching), which will be prepared for each type of house as per the date of joining of the employees to the university services.
Provided that where two or more employees have the same seniority, allotment will be made on the basis of factor(s) as sequenced below:
 - (a) Seniority in the respective cadre.
 - (b) The employee older in age, shall be considered senior.
 - (c) If still inconclusive, the employee with higher emoluments, shall be considered senior.
 - (d) If still inconclusive, any other factor(s) as may be determined by the Vice-Chancellor.
- ii. A tentative seniority list of different categories of houses shall be prepared and circulated by Secretary, HAC to the employees giving 07 days' time for filing objections. The objections received shall be considered by the Secretary, HAC for removal of errors at its level and thereafter by House Allotment Committee, if required. After examining the objections, the final seniority list shall be approved by the Chairman, HAC. Thereafter, it shall be circulated. If no objection is received within the stipulated period, the list circulated will be deemed as final. The seniority list shall be updated and circulated at least once a year.
- iii. Once the seniority list of all the regular employees is finalised, fresh application for preparation of revised seniority list, shall not be invited from all University employees, instead the existing seniority list may be updated after issuing a circular every six months i.e., in the month of January and July; that those employees whose name does not exist in the existing seniority list could apply for the same and thereafter their name may be added in the existing seniority list at appropriate place as per their entitlement and these additions, shall also be circulated. The name of the official who refuses the allotment of house will also be deleted from the seniority list for a period of one year.
- iv. The University employee joining the duty on his/her appointment as regular/deputation may submit the application on prescribed proforma for inclusion of his/her name in the seniority list of entitled type of house to the Secretary, HAC within one month of his joining. The applications so received will be entered in the seniority list before inviting applications for the allotment of house(s) in subsequent allotment cycle.

6. PROCEDURE FOR INVITING APPLICATIONS FOR ALLOTMENT

- i. The Secretary, House Allotment Committee shall publish a detailed schedule of inviting applications for the allotment of vacant house(s) on the prescribed proforma as at Annexure-A. A list of available houses of each type to be considered for allotment in that allotment cycle shall be prepared and published through notification. The allotment cycle, shall be undertaken preferably every two months or at the receipt of minimum one application, whichever is later.
- ii. A seven (07) working days period from the date of notification, shall be given to eligible employees to submit their application.



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Provided that applications received 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.

- iii. Every eligible employee may submit an application, counter signed by the Head of Establishment Branch, to the Secretary, HAC and give his preferences for allotment of house for which he/she is eligible under these rules.
- iv. It shall be obligatory on the part of Head of Establishment Branch to scrutinize all the applications and record certificate under his own signature that the details i.e. date of joining in the university, emoluments, date of birth etc. have been checked.
- v. It shall be obligatory on the part of every Branch Head/Deans/Library Head to ensure that the notification circulated by Secretary, HAC, inviting applications for allotment of various categories of houses, has been brought to the notice of all employees working in his Branch/Department and as a token of it, signature of the individual have been taken and kept in safe custody.
- vi. The application received in piecemeal, direct or without certificate as at (iii) and (iv) will be rejected straightway and sole responsibility for the same, will rest with the applicant.

7. ALLOTMENT OF HOUSES

- i. The house will be considered for allotment on its actual vacation.
- ii. The Secretary shall compile and present all valid applications before the House Allotment Committee (HAC). On the basis of seniority and the house preferences submitted by the eligible employees, the HAC shall submit its recommendations, including the proposed allotments and the waiting list, to the Competent Authority for approval.
- iii. The HAC shall prepare a waiting list of maximum five employees in each category, which will remain valid until the next HAC meeting.
- iv. Upon approval by the Competent Authority, the Secretary, in the capacity of Head of the General Branch, shall issue allotment letters to the designated employees, a copy of which shall also be forwarded to the C&M Branch, Accounts Branch and Supervisor/In-charge (Housekeeping Services) for further necessary actions, accordingly.
- v. If an employee declines the allotted house, the Secretary shall offer the house to the next eligible employee from the waiting list.
- vi. Prior to the occupancy, the Construction and Maintenance Branch (CMB), shall conduct a thorough inspection of the flat to confirm that it meets all liveability standards and habitable conditions. All necessary repairs and maintenance work, if required, must be completed before occupancy and the same shall be conveyed to the General Branch and the employee concerned, at the earliest. The key to the flat shall be handed over to the allottee by a representative of the C&M Branch upon completion of the maintenance process with information to General Branch. The allottee shall be provided with the inventory list for review, acknowledgment and signature. The signed inventory list shall be retained as a record by the C&M Branch for the future references.
- vii. Where an allottee fails to accept the allotment of a house or fails to take possession of that house within 10 days of the date of issuance of allotment letter or the date



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of completion of the maintenance respectively, he/she shall not be eligible for another allotment of house of that category for a period of one year from the date of issuance of the allotment letter. However, the Secretary House Allotment shall be competent to extend the period of taking possession of the house by another 10 days on reasonable grounds. On the expiry of debarred period, his/her name will automatically be included in the seniority list as per the entitlement.

Explanation: -

- (a) If an employee does not accept the allotment second time also, he/she shall be debarred for further allotment of house of that category for two years; and
 - (b) If the employee does not accept allotment even third time he will be debarred for three years. The next refusal to accept the allotment will render him ineligible for allotment for rest of the service.
- viii. Where an allottee accepts the allotment of house, he/she shall submit a possession letter to the Secretary, HAC under intimation to finance officer (Accounts Branch) within the stipulated time. An employee shall not be entitled to House Rent Allowance from the date of taking possession of the allotted house.

8. ALLOTMENT TO HUSBAND AND WIFE, ELIGIBILITY IN CASE OF OFFICIALS/OFFICERS ARE MARRIED TO EACH OTHER

- i. 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 house in the university campus, 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.
- ii. Where two eligible employees in occupation of separate houses allotted under these rules marry each other, they shall within one month of the marriage surrender one of the houses.
- iii. Where a university 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.
- iv. Where both husband and wife are employed on regular basis in the university, then entitlement of each of them for allotment of a university house under these rules, shall be considered independently.
- v. When a university employee in occupation of a house in the university campus retires/resigns/goes on deputation/dies, the same house may be transferred in the name of his/her spouse subject to the condition that the spouse is also a regular employee of the university and is entitled to the same type of house. In case the spouse is not entitled to the same type, he/she may be allotted a residence of his/her entitlement, if/when available:
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 retired/resigned/deputed/deceased employee even though the spouse may be entitled to such higher type.



9. ALLOTMENT OF HOUSES TO EMPLOYEES IN ONE TYPE HIGHER AND LOWER ENTITLEMENT

Notwithstanding anything contained in clause 4 (c) & (d), in the event of any house(s) of any category remain(s) vacant for a continuous period of three (03) months even after allotment to all eligible applicants of respective category, the House Allotment Committee shall, in order to avoid financial loss to the university, proceed to allot the vacant house(s) as follows:

- i. The vacant house(s) shall be offered to eligible employees of one step lower entitlement, who are either already occupants of their entitled house or are on the waiting list for such entitlement.
- ii. Upon such allotment and subsequent shifting of employee(s), the house(s) vacated in original entitlement shall then be allotted to other applicant(s) in the waiting list of such entitlement category and also offered to the occupants of lower entitlement, if any house(s) still remain vacant. This process shall be followed across all categories of houses, until maximum occupancy of the university houses is not achieved.
- iii. The eligible employee(s) who has applied for entitled house but could not be allotted the house due to its non-availability, shall also be considered for allotment of the vacant house of one step lower entitlement.
Provided that the lower entitlement house(s) must have remained vacant for a continuous period of three months before it can be allotted to the eligible employee(s) under this sub-rule.
- iv. All such allotments shall be made only on the basis of seniority.
- v. Where, any employee(s) who has been offered a house of one type higher entitlement shall be liable to pay normal licence fee applicable to that category of house. However, if an allotment of a higher type is made at the employee's request, two times the normal rate of licence fee, applicable to that category of house, shall be charged.
- vi. The House Allotment Committee is empowered to take decisions in line with the above provisions in case of any ambiguity.

10. PERIOD FOR WHICH ALLOTMENT SUBSISTS AND CONCESSIONAL PERIOD FOR FURTHER RETENTION

- i. An allotment shall be effective from the date of possession of the house by the eligible employee and shall remain in force until: -
 - a. the expiry of the concessional period permissible under column II of the table given in sub-rule (ii).
 - 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.
- ii. A university house allotted to an eligible employee may be retained on the happening of any of the events specified in column I, of the table at next page for the period specified in corresponding entry in column II thereof provided that the university house is required for the bonafide use of the employee or members of



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this family. Such employees shall be liable to pay electricity charges and the charges as mentioned in the Table below.

TABLE

Sr. No.	Events (Column I)	Period of retention of house (Column II)
1.	Retirement or Terminal leave	6 months on normal license fee and maintenance charges Further 3 months on market rent with approval of the Vice-Chancellor
2.	Resignation, dismissal, removal or termination of service or unauthorized absence from duty	2 months on normal license fee and maintenance charges
3.	Repatriation to the parent organization on completion of tenure of appointment.	2 months on normal license fee and maintenance charges
4.	Death of the allottee	12 months on normal license fee and maintenance charges Further 3 months on market rent with approval of the Vice-Chancellor
5.	Deputation/lien	12 months on rent equals to the HRA (drawn by him/her) + license fee + maintenance charges, to be paid by the allottee concerned directly to the University. Further extension with approval of the Vice-Chancellor.
6.	All type of leave/training	For the entire period of leave/training on normal license fee and maintenance charges

Explanation: -

- If the house is not vacated on the expiry of the above specified period, the employee will be charged penal license fee for the period of unauthorized occupation and eviction proceedings shall be initiated against the employees as per prevailing rules.
- The period for retention shall count from the last date on which the employee was on duty in the university.
- A university employee who has retained the house by virtue of the concession under event (2), shall on re-employment or reinstatement, as the case may be, within the period specified in the above table, be entitled to retain the residence and shall also be eligible for any further allotment under these rules:
Provided that if the emolument of a university employee on re-employment/reinstatement do not entitle him to the type of house previously occupied by him, he shall be allotted a house of the type to which he is entitled.



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- (d) In case the university employee on deputation/lien rejoins the university within the period as prescribed in column II of the table, the allotment of the same house shall be regularized in his/her name:
- (e) Where an eligible employee, who is already in occupation of a 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 licence fee for the entire period i.e., from the date he takes the possession of the new house to the date of vacation of the former house.

11. PROVISION RELATING TO LICENCE FEE

- i. Where an allotment of house has been accepted, the liability for licence fee shall commence from the date of possession of the house.
- ii. Where a University employee, fails to accept the allotment or after accepting the allotment, fails to take possession of that accommodation within the stipulated time, he/she shall be liable to pay one month's licence fee along with other penalties applicable under these rules.

12. MAINTENANCE OF RESIDENCE

- i. Every allottee, to whom house has been allotted shall maintain the allotted premises in clean and hygienic conditions to the satisfaction of the University and shall be responsible for any damage beyond fair wear and tear of all fitting and fixtures provided in the allotted premises during the period for which the residence remains allotted to him.
- ii. The allottee shall not grow any tree, shrubs or plants contrary of the instructions issued by the University nor cut or lop any existing trees or shrubs in any garden attached to the residence save with prior permission in writing of the officer as authorized by the Vice-Chancellor. Trees, plantation or vegetation grown in contravention of this rule may be caused to be removed by such officer at the risk and cost of the University employee concerned.
- iii. No permanent or temporary structural addition/alteration in any part of the house shall be made by the university employee without the permission in writing of the Competent Authority.
- iv. No unauthorized extensions from electric or water connections, shall be made.
- v. Every allottee, shall, at all reasonable times, permit any officer of the university or employees of the Maintenance/Engineering or Medical/Health Department to enter the allotted premises for inspection etc.
- vi. In accordance with the maintenance requirements of university residential flats, the Construction and Maintenance Branch shall be responsible for conducting the whitewashing of all such flats every three (3) years.

The schedule for whitewashing shall be prepared in advance and implemented systematically, ensuring minimal inconvenience to the occupants.



13. SUBLETTING AND SHARING OF RESIDENCE

- i. No eligible employee shall share the house allotted to him/her with or without consideration of rent, except with the members of his family and close relations. The servant room in Type-IV flats 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 Competent Authority:
Provided that the Competent Authority may, for the reasons to be recorded in writing, allow a university employee to share the house 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/her house. However, a university employee proceeding on leave or training as the case may be, may accommodate in the residence any other university employee, eligible for the allotment of any university house, as a care taker for such period with the prior permission of the Secretary, House Allotment Committee. In the event of such arrangement, the licence fee shall be payable by the university employee to whom the house is allotted.

14. CONSEQUENCES OF BREACH OF RULES AND CONDITIONS

Where a university employee to whom a house has been allotted:

- i. sublets the residence; or
- ii. erect any unauthorized structure or makes any structural alterations in any part of the residence; or
- iii. uses the residence or any portion thereof for any purpose other than that for which it is meant; or
- iv. if he uses the premises allotted to him in a manner causing annoyance or nuisance to the neighbourhood.
- v. tampers with the electric or water connections, or
- vi. has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment; or
- vii. commits any other breach of the rules or the terms and conditions of the allotment letter.

The Vice-Chancellor, without prejudice to any other disciplinary action that may be taken against him/her, shall be competent to take action against the allottee including levy of penal licence fee or cancellation of allotment and order for vacation, as the circumstances of the case may warrant.

15. CHANGE OF RESIDENCE

- i. A university employee, to whom a residence has been allotted under these rules, may apply for permission to the Chairman, HAC for a change to another residence of the same type on the prescribed proforma as at Annexure-C. Not more than one change shall be allowed in respect of one type of residence allotted to a university employee. No change shall be allowed within one year of allotment of house.
Provided that no change of residence shall be allowed during the period of six months immediately preceding the date of superannuation.



- ii. A university employee, whose request to change the residence has been approved, shall shift to the new house within 15 days of issuance of allotment letter for such house, failing which he/she shall be charged normal licence fee for such residence for a period of twenty-one days in addition to the normal licence fee for the residence already in his/her possession, the allotment of which shall continue to subsist. The allotment of the former house shall be deemed to have been cancelled from the date of occupation of the new house. He/she 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 licence fee for the entire period i.e., from the date he/she takes the possession of the new house to the date of vacation of the former house.

16. MUTUAL EXCHANGE OF RESIDENCE

Employees residing in same type of houses may apply for mutual exchange of houses to the Chairman, HAC, on the prescribed proforma as at Annexure-B. The HAC will consider such requests & decide accordingly. Mutual exchange will not be allowed if any one of such employees is going to retire from university services within a period of less than one year. Further, the permission for mutual exchange shall be subject to the following conditions:

- i. Both the employees shall be required to reside in the mutually exchanged houses for a minimum period of one year from the date of permission. During this period both the employees will not be considered for allotment of any other category of house.
- ii. Normal licence fee will continue to be charged from both such allottees for one year from the date of mutual exchange. In case any of the employee vacate the house at its own before one year, he will have to pay the normal licence fee and will also not be entitled for house rent allowance for the remaining period of one year.

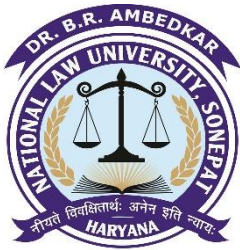
17. EARMARKED HOUSES

There shall be houses, earmarked for the following officers and these officers shall have to vacate house within one month of cessation to hold that post for which the house has been earmarked.

- i. **Vice-Chancellor** – Vice Chancellor Residence and Campus Office
- ii. **Registrar** - Registrar Residence

18. SURRENDER OF ALLOTMENT AND PERIOD OF NOTICE

- i. A resident, at any time, may surrender the allotted house by giving intimation to the Secretary, House Allotment Committee, at least thirty days before the date of vacation of his/her allotted house. The allotment of the residence shall be deemed to have been cancelled with effect from the 31st day, after the day on which the intimation regarding surrender is received by the Secretary or on the date specified by the concerned in such intimation, whichever is later. If he fails to give due notice, he shall be responsible for payment of licence fee for 30 days or the number of days by which the notice given by him falls short of the period specified above. Provided that the Vice-Chancellor may accept a notice for shorter period in exceptional circumstances.



- ii. Employee, who surrenders the residence under sub-rule (i) shall not be considered again for allotment of university accommodation for a period of one year from the date of such surrender except for earmarked houses.
- iii. On the day, the flat is vacated, the C&M Branch shall inspect the house to ensure that all fittings, fixtures, and inventories match with the inventory list signed by the allottee at the time of taking possession. The house shall then be taken over by the C&M Branch in written, locked and findings be conveyed to the Secretary, HAC, so that a vacation certificate may be issued to the concerned accordingly.

19. INVENTORY OF RESIDENCE

The employee who has been allotted a residence shall sign an inventory of fixtures and fittings at the time of taking over the residence and shall ensure its proper handing over to the University at the time of vacation, failing which, recovery on account of damage shall be made.

20. OVERSTAY IN RESIDENCE AFTER CANCELLATION OF ALLOTMENT

- i. 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 eligible employee to whom it was allotted, such employee shall be liable to pay to the damages, if any, caused during such period and penal licence fee as per following rates per month till the residence is vacated by the employee concerned:
 - a. In first month of overstay – 1 time of the penal licence fee
 - b. In second month of overstay – 2 times of the penal licence fee
 - c. In third month of overstay – 3 times of the penal licence fee
- ii. The stay beyond this period will be treated as illegal and disciplinary action will be taken as per rules. The house shall be got vacated by the officer as authorized by the Vice-Chancellor by invoking the provisions of The Haryana Public Premises and Land (Eviction and Rent Recovery) Act, 1972, as amended time to time.

21. INTERPRETATION OF RULES

If any question arises as to the interpretation of these rules, it shall be decided by the House Allotment Committee whose decision shall be final and conclusive. House allotment Committee may, further issue instructions or frame any guidelines for the proper implementation of these rules as it may be deemed fit from time to time.

22. APPEAL

An appeal against a decision of the House Allotment Committee, shall lie with the Vice-Chancellor. Such an appeal shall be submitted within fourteen days of notification/intimation of the decision of HAC.

23. REPEAL/SAVINGS

- i. The House Allotment Rules and Regulation 2021, are hereby repealed.
- ii. 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.



DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY, SONEPAT
(Established under Haryana State Legislature Act No. 15 of 2012)

ANNEXURE - 'A'

(Refer Clause 6 (i) of HAR&R, 2024)

APPLICATION FORM FOR ALLOTMENT OF UNIVERSITY HOUSE

To

The Secretary (House Allotment Committee),
Dr. B.R. Ambedkar National Law University,
Rai, Sonapat.

Sub: Application for the allotment of House in the University Campus.

Sir,

The undersigned applies for the allotment of a **TYPE** - ____ house in the University Campus.

1. Name in Block Letter _____
2. Designation & Branch _____
3. Father's/Husband's Name _____
4. Date of appointment in the University _____
5. Whether Regular/Deputation _____
6. Whether PWD /If yes, Type & Percentage of Disability: _____
7. Marital Status _____
8. FPL/ACPL & Basic Pay as on the date of application (as per 7th CPC) _____
9. (a) Date of Birth _____
(b) Date of Superannuation _____
10. Addresses
 - a. Correspondence address _____
 - b. Residential address _____
 - c. Contact Number (Telephone/Mobile) _____
11. Whether the applicant has ever been allotted or vacated a university house. If yes, give details thereof _____
12. Whether you have refused/surrendered/not availed the offer of allotment within the last three years _____
13. Whether the applicant or his/her spouse are under occupation of any accommodation allotted by the University or any other organization under the Government/Semi Government/Autonomous Body/Public Undertaking. If yes, give details thereof _____
14. Whether the applicant has ever been debarred for allotment of a University/Government residence. If yes, give details thereof _____
15. If the applicant or his/her spouse or any of his/her dependent children owns any house in the Municipal Limits of Sonapat. If yes, give details thereof _____

Note: All columns in the application form are mandatory. The application, duly signed by the Head of Establishment Branch, will be considered. Providing of incomplete or false information may result in the rejection of the application and may also lead to disciplinary action.



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DECLARATION BY THE APPLICANT

- I have read all the terms and condition of the “House Allotment Rules & Regulations 2024” of the University and do hereby undertake that I shall abide by these rules as may be amended from time to time in case a residential accommodation is allotted to me.
- I hereby declare that neither any criminal case is pending against me in any court in the country nor I have not been convicted in a criminal case by any court.
- I certify that the particulars given at pre-page are true and correct to the best of my knowledge and belief and nothing has been concealed therein. In case the particulars given herein are found false/incorrect, I shall be liable for disciplinary action in addition to cancellation of allotment of my house.

Preference for Staff Quarters:

Indicate your preference for the Flat Nos., if any, in the row below. You may write up to eight (8) options, and rank them in order of preference from 1 to 8 (with 1 being your first preference and 8 being your last preference).

Preference No.	1	2	3	4	5	6	7	8
Flat No.								

Dated:

Signature of applicant

Name:

List of Enclosures.....

Designation:

FOR OFFICE USE ONLY:

Head of Establishment Branch

Name:

Designation:

Dated Signature with office seal:

FOR OFFICE USE ONLY:

Head of General Branch (Secretary, HAC)

Name:

Designation:

Signature with office seal:

FOR REFERENCE OF THE APPLICANTS:

Sr. No.	Type Of Flats	Total Number of Flats	Pay Level as per 7 th CPC	
			Functional Pay Level	ACP Level
1.	Type – I	08 Flats (D1 to D8)	L-5 and below	ACPL – 5 and below
2.	Type – II	08 Flats (C1 to C8)	L-6 to L-9	ACPL – 9 to ACPL – 11
3.	Type – III	24 Flats (B1 to B24)	L-10 to L-12	ACPL – 12 to ACPL – 16
4.	Type – IV	06 Flats (A1 to A6)	L-13 and above	ACPL – 17 and above



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ANNEXURE - 'B'

(Refer Clause 16 of HAR&R, 2024)

To

The Chairman (House Allotment Committee),
DBRANLU, Rai, Sonapat.

Sub: Application for mutual exchange of same category of house/flat.

We, the undersigned, are occupants of the University house/flat mentioned below and we want to change houses mutually, permission for which may kindly be accorded as per rules. We fully understand that exchange once allowed will be final and it will not be revoked for any reasons. Copy of allotment letters are enclosed herewith.

Name	_____	Name	_____
Designation	_____	Designation	_____
Pay Scale & BP	_____	Pay Scale & BP	_____
Branch	_____	Branch	_____
Date of Birth	_____	Date of Birth	_____
Date of Superannuation	_____	Date of Superannuation	_____
Type of House	_____	Type of House	_____
Present House No.	_____	Present House No.	_____

It is certified that:

- The particular given above by us are true and correct to the best of our knowledge and nothing has been concealed therein. We undertake that in case any of the particular given above are found false/incorrect in any manner, we shall be held responsible for the same and liable for disciplinary action for the concealment of the facts and the request made by us may be considered as withdrawn.
- There is no case of subletting pending against us.
- Allotment has not been cancelled due to any reason (s).
- None of us is going to retire from University services within a period of less than one year.

Further, we do hereby undertake to adhere to the Terms & Conditions mentioned under Clause 16 of the House Allotment Rules & Regulations, 2024.

(Signature of the applicant)

Dated:

(Signature of the applicant)

Dated:



DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY, SONEPAT
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ANNEXURE - 'C'
(Refer Clause 15 of HAR&R, 2024)

To

The Chairman (House Allotment Committee),
DBRANLU, Rai, Sonapat.

Sub: Application for change in same category of house/flat.

The undersigned is occupant of the University house/flat mentioned below and I want to change to another residence of the same type, permission for which may kindly be accorded as per rules. I understand that change of residence once allowed will be final and it will not be revoked for any reasons. Copy of allotment letter is enclosed herewith.

Name	_____
Designation	_____
Pay Scale & Basic Pay	_____
Branch	_____
Date of Birth	_____
Date of Superannuation	_____
Type of House	_____
Present House No.	_____
Date of Allotment of Present House	_____
Reasons for asking change of the house	_____
Whether the request is for a particular type of house number. If yes, give details thereof	_____

I certify that:

- The particular given above by me are true and correct to the best of my knowledge and nothing has been concealed therein. I undertake that in case any of the particular given above are found false/incorrect in any manner, I shall be held responsible for the same and liable for disciplinary action for the concealment of the facts and the request made by me, may be considered as withdrawn.
- There is no case of subletting pending against me.
- Allotment has not been cancelled due to any reason (s).
- I am not going to retire from University services within a period of less than six months.

Further, we do hereby undertake to adhere to the Terms & Conditions mentioned under Clause 15 of the House Allotment Rules & Regulations, 2024.

(Signature of the applicant)

Dated: