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From

(Circulated by email)

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

To

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

Memo No. Enf. Br/2024

18747


Dated:

9/7/24

**Subject: Haryana Shehri Vikas Pradhikaran (HSVP) House Allotment Rules 2024.**

Approved Haryana Shehri Vikas Pradhikaran (HSVP) House Allotment Rules 2024 for allotment of HSVP staff quarters to HSVP employees and other officers/officials of Government, Boards & Corporation all over Haryana are being sent by email to your office. From now onwards staff quarters may be allotted to eligible employees in accordance with these approved rules.

DA/As above

  
**Enforcement Officer  
for Chief Administrator, HSVP  
Panchkula**

Endst No. Enf. Br/2024

18748


Dated:

9/7/24

The copy of above is forwarded to the following for the kind information.

1. The Administrator (HQs), HSVP, Panchkula.
2. The Chief Vigilance Officer, HSVP, Panchkula.
3. The Secretary, HSVP Panchkula.
4. The Chief Controller of Finance, HSVP, Panchkula.
5. The Chief Town Planner, HSVP. Panchkula.
6. The Chief Architect, HSVP. Panchkula.
7. The Chief Engineer-I & II, HSVP Panchkula.
8. The CITO, HSVP, Panchkula with request to upload these rules on HSVP website.
9. The Superintending Engineer. (H.Q.) HSVP Circle, Panchkula.
10. The Legal Remembrancer, HSVP, Legal Cell, Panchkula.

DA/Rules sent by email.

  
**Enforcement Officer,  
for Chief Administrator, HSVP  
Panchkula**

# **Haryana Shehri Vikas Pradhikaran (HSVP ) House Allotment Rules 2024 (DRAFT)**

**1. Short Title:** Haryana Shehri Vikas Pradhikaran (HSVP ) House Allotment Rules 2024

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

- i. "Allotment" means the grant of the license to a Government employee to occupy a house or a portion thereof owned, leased or requisitioned by the Government, for use by them as residence.
- ii. "Allottee" means the individual to whom the residence is allotted.
- iii. "Allotment Year" means the year beginning on 1st April or such other period as may be notified by the Chief Administrator, HSVP.
- iv. "Applicant" means an individual who has applied for an accommodation governed under this rule.
- v. "Chairman" means the Chairman of the House Allotment Committee, as the case may be.
- vi. "Committee" means the House Allotment Committee, as the case may be.
- vii. "DDO" means Drawing and Disbursing Officer.
- viii. "Eligible Office" means an office that falls under the jurisdiction of the Government of Haryana.
- ix. "Emoluments" means the emoluments as defined in this rule i.e. only basic pay and no other allowances are to be taken into account.
- x. "Eligible Employee" means an employee of the eligible office of the government of Haryana working on a regular basis in eligible offices.  

Provided that the Chairman/President/Member of various Commission/Boards/Consumer Forums etc. set up by the state of Haryana and appointed after their retirement etc. and having their own houses in the Urban Estates of Panchkula, or in the Union Territory, Chandigarh, in their own names or in their spouses or their dependent children, shall not be "eligible" for allotment of Government Houses.
- xi. "Enforcement Officer" means Enforcement Officer of HSVP.
- xii. "Executive Engineer (XEN)" means Executive Engineer of HSVP.
- xiii. "Family" means the wife or husband, as the case may be, parents, children, adopted children, step children, brothers and sisters as ordinarily reside with the Government employee.
- xiv. "Government" means the Government of Haryana.
- xv. "House" means a building or part thereof used for residential purposes and situated within the territorial limits of Haryana.

- xvi. "Haryana Shehri Vikas Pradhikaran (HSVP)" means Haryana Shehri Vikas Pradhikaran established under the Haryana Urban Development Authority Act, 1977.
- xvii. "HSVP Employees" means the regular employees of HSVP.
- xviii. "License Fee" means the sum of money payable monthly in respect of a residence allotted under these rules.
- xix. "Non-HSVP Employees" means the regular employees of Government or Boards/Corporations other than HSVP.
- xx. "Priority Date" of an employee in relation to a type of residence to which he is eligible under the provisions of these rules means the date from which he is holding the post under the Government of Haryana and earliest date from which he has been continuously drawing emoluments in a post under the Government of Haryana. Provided that inter se seniority of the officers shall be determined on the basis of the date on their becoming eligible for a particular type of house Provided further that where the priority date of two or more employees is the same the seniority amongst them shall be determined on the basis of the emoluments drawn by them on the date of their becoming eligible for a particular type, the employee in receipt of higher emoluments taking precedence over the employee in receipt of lower emoluments; and where the emoluments are equal, on the basis of their length of service and where the services is also equal on the basis of age, the older person taking precedence over the younger: Provided further that the priority date in respect of an employee shall be maintained at a time for one particular type of residence only. Provided further that the priority date in respect of a retired employee shall be reckoned from the date of his/her employment in an eligible office for allotment of government residence as per his/her entitlement/eligibility for the said purpose, such retired employee has to apply a fresh and also to vacate the house, if any, already under his/her occupation immediately on the expiry of permissible period of retention.
- xxi. "Residence" means a building or a part thereof used as a unit of residence for the time being under the administrative control of the HSVP.
- xxii. "Secretary" means a Secretary of Haryana Shehri Vikas Pradhikaran.
- xxiii. "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.

**Explanation :** Any sharing or accommodation by an allottee with the members of his family and close relations shall not be deemed

to be subletting so long as the government employee is not disqualified from retaining the residence allottee to him.

xxiv. "Superintending Engineer" means Superintending Engineer of HSVP.

xxv. "Transfer" means transfer from the current work station to another workstation.

xxvi. "Zonal Administrator (ZA)" means Zonal Administrator of HSVP.

### 3. Classification of Residence

- i. As otherwise provided in these rules, a Government employee shall be eligible on the basis of the grade pay, for allotment of a residence of the type shown in the following table :-

Type of House	Plinth Area (sq.ft)	Eligibility Criteria	
		Range of Grade Pay	Class of Employee
I	440	Any Grade Pay	Class IV
II	530	1800 - 2800	Class III
III	750	3200 - 4000	Class III
IV	950	4200 - 5200	Class II and Class III
V	1035	5400 - 6400	Class I and Class II
VI	1250	6600 - 8000	Class I
VII	1300	8700 - 9800	Class I
VIII	2200	10000	Class I
IX	2750	Above 10000	Class I

- ii. In case, number of applicants are more than one, with same grade pay for one category of houses, then preference shall be given to the applicant with higher basic pay. Further, if grade pay and basic pay are also same, then applicant with greater length of service shall be preferred. However, this provision will not apply to officers of the Indian Administrative Services (IAS) or Haryana Civil Services (HCS). Given the nature of their work, officers responsible for maintaining law and order shall be given priority. The concerned committee will review and decide on such applications on a case-by-case basis.
- iii. An employee can be allotted a house of one step higher category over and above his actual entitlement with the condition that there is no other

genuine claimant at that time for such type of house. This will ensure the utmost utilization of constructed houses.

- iv. Applications can be submitted by employees any time to the Member Secretary, House Allotment Committee through online mode. Meetings on regular interval can be held by the House Allotment Committees to decide the allotments. If the numbers of applicants are less, committee can take decision on a single file by circulation among the members, initiated by the member secretary.
- v. License Fee/House Rent shall be the sum of money payable monthly in respect of residence allotted under these rules as fixed by the corresponding committee from time to time.
- vi. The applicant shall have to install electric supply meter and water supply meter in his/her own name.
- vii. An applicant desiring change of accommodation in a house of the type, already in his occupation will be given preference over a fresh allotment. Applicants shall be allowed one change only.
- viii. An employee shall not be compelled to accept a residence of a type lower than for which he is eligible under these rules, unless and until he/she is himself/herself interested for such allotment

#### **4. Transit Accommodation Pool**

Regardless of any provisions within these regulations, there shall be a designated transit accommodation pool comprising residences of type IV and above. These residences will be allocated to eligible officers of the All India Service and State Civil Service, with a maximum of 03 houses shall be earmarked for this purpose. The transit accommodation shall be provided for a period of maximum one year or the regular allotment of HSVP Staff Quarter, whichever is earlier.

#### **5. Chief Administrator's Pool of Residence**

- i. The House Allotment Committee constituted to allot the houses under the Chief Administrator's Pool is as follows:-

1	Chief Administrator, HSVP	Chairman
2	Administrator Headquarter, HSVP	Member
3	Chief Engineer, HSVP	Member
4	Secretary, HSVP	Member Secretary

- ii. The house allotments in this category should not exceed 25% of the total vacant houses available as of the first day of the allotment year.

- iii. This committee can allot all types of houses including applications submitted on medical grounds and out of turn basis.
- iv. The outgoing incumbent will have to vacate these earmarked houses within two month of the expiry of their term so that these can be made available to the next incumbent.
- v. The House Allotment Committee shall meet as often as it may be needed but at least once in a period of two months.

#### **6. HSVP's Zonal Pool of Residence**

- i. The composition of the House Allotment Committee is as follows:-

1	Administrator of the concerned zone of HSVP	Chairman
2	Enforcement Officer HSVP (HQs)	Member
3	Superintending Engineer of concerned circle	Member
4	Estate Officer of the concerned zone of HSVP	Member Secretary

- ii. The house allotments in this category should not exceed 75% of the total vacant houses available as of the first day of the allotment year.
- iii. This committee can allot house having plinth area upto 1300 sqft,
  - iii. The outgoing incumbent will have to vacate these earmarked houses within one month of the expiry of their term so that these can be made available to the next incumbent.
  - iv. The House Allotment Committee shall meet as often as it may be needed but at least once in a period of two months.

#### **7. Controlling Authority**

The Chief Administrator HSVP shall be the coordinating and controlling authority in respect of residences belonging to the HSVP. They may, from time to time, add any residence to the pool or withdraw from it for the purposes of allotment of any class or category of eligible Government employees.

#### **8. Procedure for submission of application for allotment/change of Govt. house**

- i. The Government employee eligible for accommodation under this rule shall submit the online application for allotment/change of Govt. house. Provided that the applications received under this Rule on or before 20th day of a Calendar Month shall be considered for allotment in the succeeding month. The applications received from 21st day to the last date of a calendar month shall be entertained/ considered for allotment after the succeeding month.

- ii. After considering the eligible applications, the seniority lists shall be updated every month, on the above mentioned official website of HSVP as well as website developed for house allotment process.
- iii. The eligible applicant can check the status of their seniority list in respect of the type of house for which they have submitted the online application.
- iv. The allotment of vacant Government houses shall be made through the "bidding system" every month. The eligible applicants existing in the current seniority list shall submit maximum three options/bids for allotment of a Govt. house of the type applied for, from 1st to 8th of every month. The allotment of any Government house shall be made to the senior most applicant from the total bids received against that house, on the basis of date of their eligibility/ priority. The applicants who are not allotted Govt. houses after bidding, shall have the option to submit/ exercise their bid from 1st to 8th of the succeeding month of the calendar year. Provided that no allotment shall be made to the eligible applicants who have not participated in the "bid" for allotment of Government house.
- v. The Superintending Engineer (HQ)/Executing Engineer concerned shall submit online, an update report of vacant Government houses fit for allotment/ fit for occupation. The Superintending Engineer (HQ)/Executing Engineer concerned shall indicate against each house whether it is fit for allotment or not due to its major renovation/major repair etc. The houses which are not fit for allotment/ fit for occupation shall not figure in the online update vacation report.
- vi. No written request for allotment of particular houses shall be entertained/ considered by the House Allotment Committee
- vii. The intimation with regard to the allotment of Government houses to the successful applicant shall be given through SMS and official letter issued by the member secretary of the committee.
- viii. After getting the allotment order of the Government house, the applicant shall contact the Superintending Engineer (HQ)/Executing Engineer concerned for taking over the possession of the allotted house within 14 days from the date of issue of the allotment order.
- ix. When a residence falls vacant, it will be allotted to the senior most eligible applicant having the earliest priority date for that type of residence, desiring On Turn allotment or Change of accommodation to that type under the provisions specified in this rule.

## **9. Out of Turn Allotment**

The House Allotment Committee cannot allocate more than 10% of the houses in the allotment year on an out-of-turn basis, regardless of what's written in these rules. Only the following cases are eligible to receive accommodation on an out-of-turn basis:

**(A) Allotment of residence to spouse of Government accommodation is transferred or retires from the Government job.**

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

Provided that such spouse shall not be the employee of department other than his/her spouse.

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

**(B) Exceptional Hardship**

In the following cases of exceptional hardship, out of turn allotment can be done on priority basis :

- i. Cases of Physical and mental handicap, widows, blinds, applicants or their spouses suffering from Cancer or Aids or intellectually challenged or ailment that require frequent dialysis being cases of exceptional hardships warranting out of turn allotment on compassionate grounds would be considered. It is made clear that the disability of the applicant/ dependent of the applicant duly certified by the Medical Board of Haryana.
- ii. When an employee in occupation of a HSVP residence dies in service, accommodation may be allotted to his spouse, or son/ an unmarried daughter, who is already employed in HSVP or who joins service in HSVP within one year of the date of death of the employee. Provided that such accommodation shall not be higher than the type of which such member of the family of the deceased is entitled for, even if bereaved member is entitled to higher type.
- iii. Allotment of houses to widows and daughters of deceased HSVP employees whose appointment made on ex-gratia basis:- Widows and daughters of those HSVP employees who were taken into service on compassionate grounds as a result of death of their husband or father, as the case may be, while in service and also those female employees who lost



their husband or got divorced and needed accommodation on account of social security and economic considerations, may be allotted the HSVP houses. The sons of the deceased employees who are given service by HSVP will not be included in this priority category.

**10. Non-acceptance of allotment or failure to occupy the allotted residence after acceptance**

- i. Where a Government employee fails to accept the allotment of a residence or fails to take possession of that residence, within 14 days of the date of issue of the letter of allotment, they shall not be eligible for another allotment for a period of one year from the date of issue of the allotment letter.
- ii. Where a Government employee occupying a lower type of residence is allotted or offered a residence of the type for which they are eligible, they may, on refusal of the said allotment or offer of allotment, be permitted to continue in the previously allotted residence on the following conditions, namely:-
  - a. That such a Government employee shall not be eligible for another allotment for a period of one year from the date of issue of allotment letter of the higher type.
  - b. While retaining the existing residence, they shall be charged the same license fee as he would have had to pay in respect of the residence, so allotted or offered, or the license fee payable in respect of the residence already in his occupation, whichever is higher.

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

i. A residence allotted to a Government employee may be retained on the happening of any of the events specified in column I, of the Table below for the period specified in corresponding entry in column 2 thereof

<b>Sr. No</b>	<b>Event (column 1)</b>	<b>Subsists and concessional period of retention of residence (Col. 2)</b>
1	Retirement	Four Months on normal license fee
2	Resignation, dismissal or removal from service, termination of services or unauthorized absence without permission	2 months
3	Transfer outside station.	<ul style="list-style-type: none"> <li>• 2 months</li> <li>• 2 months extra on educational grounds</li> </ul>

		of children or medical grounds of self or member of family with the approval of Chairman of the house allotment Committee.
4	All type of leave	For the entire period of sanctioned leaves
5	Deputation outside India	One year
6	On proceeding on training	For full period of training
7	Death of the allottee	One year
8	Maternity Leave	For the period of maternity leaves plus the leave granted in continuation subject to a maximum of five months.
9	Leave preparatory to retirement or Earned Leave granted to Government servant	For the full period of leave on full pay subject to a maximum of 180 days in the case of leave preparatory to retirement and four months in other cases, inclusive of the period permissible in the case of retirement.
10	Study leave in or outside India	For the period of leave but not exceeding six months, if he is in occupation of entitled type. For the entire period of leave, if he is in occupation of accommodation below his entitlement.

ii. The period permissible on transfer mentioned shall count from the date of relinquishing the charge. The period for which the Government employee remains on leave before joining duty at the new office shall not be taken into account in calculating the permissible period.

iii. In case, house is not vacated within stipulated time period mentioned in col. 2 of the above table, HSVP reserves the rights to charge the charges specified under the '**Overstay in the residence**' clause specified in this rule. The employee shall be liable to disciplinary action by the department as well. Also, in case HSVP accommodation is not vacated by the HSVP employee after transfer from station 'A' to 'B', the employee shall not be entitled to any house rent allowance at station 'B' where he has been transferred until and unless he vacates the HSVP accommodation at his previous station 'A'.

iv. Where an allotment of accommodation has been accepted, the liability for license fee shall commence from the date of occupation or the fifteenth day from the date of issue of the allotment order, whichever is earlier.

vi. Where a residence is retained under the above provision, the allotment shall be deemed to be cancelled on the expiry of the admissible concessional periods unless immediately on the expiry thereof the officer resumes duty in an eligible office at the station.

**12. Allotment to Husband and wife, eligibility in case of officers who are married to each other:**

- i. Government employees cannot get a house under these rules unless their spouse who already has a house gives it up. However, if the husband and wife are living separately because of a court order for legal separation, this rule doesn't apply.
- ii. Where two government employees in occupation of separate residence allotted under these rules, marry each other they shall, within one month of the marriage, surrender one of the residences.
- iii. Where a residence is not surrendered as required by sub-rule(2), the allotment of the residence of the lower type shall be deemed to have been cancelled on the expiry of such period and if the residences are of the same type, the allotment of either of them, shall be deemed to have been cancelled on the expiry of such period, as the chairman of House Allotment Committee may decide.
- iv. There will be no special consideration for cases, where both the spouses are working in Government. The working couple can decide which of the two spouses will apply for the house and will get it as per his/her seniority.
- v. Notwithstanding anything contained in sub-rules (i) to (iv)above:-
  - a. If a husband or wife, who already has a house under these rules, gets another house at the same place from a different pool and they wish to retain the other house, they must give up the HSVP houses within one month. However, if the husband and wife are living separately because of a court order for legal separation, this rule doesn't apply.
  - b. Where two officers, in occupation of separate residences at the same Station, one allotted under these rules and another from a pool to which these rules do not apply marry each other, either of them shall surrender any one of the residences within one month of such marriage.
  - c. If a residence is not surrendered as required under clause (a) or (b) above, the allotment of the residence shall be deemed to have been cancelled on the expiry of such period.

### 13. Employees Owning Houses

- i. No employee can get a Government house under these rules if they, their spouse, or any of their dependent children already own a house at the same place where they work, unless he/she is willing to pay double the normal license fee.
- ii. If on the coming into force of these rules, an employee already in occupation of Government residence his spouse or any of this dependent children, owns a house shall surrender the Government residence in his occupation within a period of two months. However, he/she
- iii. will have the option to retain the same on the payment of double the normal license fee.
- iv. Where an employee to whom sub-rule (ii) is applicable does not surrender the Government residence as required, he/she shall be liable to pay damages for use and occupation of the residence equal to double the normal license fee from the date on which he is required to surrender the Government residence.

### 14. Provisions relating to license

- i. Category wise license fee would be as follows

Type of House	Plinth Area (sq.ft)	License fee (Rs. per month)
I	440	200
II	530	300
III	750	400
IV	950	500
V	1035	1000
VI	1250	1500
VII	1300	2000
VIII	2200	2500
IX	2750	3000

- ii. Where an allotment of accommodation or alternative accommodation has been accepted, the liability for license fee shall commence from the date of occupation or the fifteenth day from the date of issue of the allotment order, whichever is earlier.
- iii. Where a Government employee who after accepting the allotment, fails to take possession of that accommodation within 21 days of the issue of the allotment order, he shall be charged license fee from such date for a period of one months.

- iv. Where a Government employee, who is already in occupation of a residence, is allotted another residence and he occupies the new residence, the allotment of the former residence shall be deemed to have been cancelled from the date of occupation of the new residence. He may, however, retain the former residence on payment of normal license fee up to four weeks, for shifting.
- v. Where a government employee to whom a house of higher category had been allotted, who is otherwise not entitled for that category shall be liable to vacate the said house immediately. However, he / she shall have the option for out of turn allotment of the entitled category on payment of normal licence fee. This sub-rule shall not be applicable in the case of allotments of earmarked residence.
- vi. The Estate Officer, responsible for the geographical jurisdiction wherein the accommodation is located, is tasked with collecting license fees and rent from the residents.
- vii. Provisions will be established to enable all non-HSVP employees to make online payments for rent and license fees on a monthly basis
- viii. At the commencement of each financial year, the Chief Controlling Finance Officer of HSVP will conduct a review of the license fee and rent for all categories of houses. If deemed necessary, adjustments to these rates will be proposed. Following approval from the Chief Administrator HSVP, the revised rates will come into effect from the first day of the subsequent month.

**15. Personal liability of Government employee for payment of license fee till the vacation of residence**

A Government employee to whom a residence has been allotted shall be personally liable for the payment of the license fee thereof and for any damages beyond usual wear and tear caused thereto, or to the furniture, fixtures or fittings or services provided therein by the Government during the period for which the residence has been and remains allotted to them or, where the allotment has been cancelled under any of the provisions of these rules, until the residence along with the out-houses appurtenant thereto have been vacated and full vacant possession thereof has been restored to the Government.

**16. Surrender of allotment and period of notice**

- i. A Government employee may at any time surrender an allotment by giving intimation so as to reach the member Secretary, at least fourteen days before the date of vacation of the residence. The allotment of the residence shall be deemed to have been cancelled with effect from the fifteenth day after the day on which the letter is received by the member

Secretary or the date specified in the letter, whichever is later. If he fails to give due notice, he shall be responsible for payment of license fee for fourteen days or the number of days by which the notice given by him falls short of the period specified above:

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

- ii. An employee, who surrenders the residence under this rule, shall not be considered again for allotment of HSVP accommodation for period of one year from the date of such surrender.
- iii. In following cases, there is no need to provide surrender notice :
  - a) When an officer/official in occupation of a lower type of residence than his entitlement is allotted a residence of the type to which he/she is entitled
  - b) When an officer/official on his re-employment is found to be entitled to a lower type of accommodation.
  - c) When an officer/official is given change of residence to another in the same type.
  - d) When the allotment of the residence in occupation is cancelled/deemed to be cancelled under the provisions of the allotment rules
  - e) When the son/daughter etc. of retiring/deceased allottee gets alternative accommodation

### **17. Change of Residence**

- i. A Government employee to whom a residence has been allotted under these rules, on the completion of one year stay in the present house, may apply to the for a change to another residence of the same type.
- ii. Not more than one change will be allowed in respect of one type of residence allotted to a government employee.
- iii. Change shall be offered in the order of seniority
- iv. No change of residence shall be allowed during the period of six months immediately preceding the date of superannuation or within one year of allotment
- v. A Government employee, who fails to accept a change of residence offered to him within twenty one days of the issue of allotment letter shall not be considered again for a change of residence of that type.
- vi. A Government employee, who after accepting a change of residence fails to take possession of the same, shall be charged licence fee for such residence in addition to the normal licence fee for the residence already in his possession, the allotment of which shall continue to subsist.

## **18. Maintenance**

- i. A Government employee to whom a residence has been allotted, shall maintain the residence and premises to the satisfaction of the Engineering Wing of HSVP. Such Government employee shall not grow any tree, shrubs or plants contrary to the instructions issued by the Government nor cut or lop any existing trees or shrubs in any garden, courtyard or compound attached to the residence save with the prior permission in writing of the Engineering wing of HSVP.
- ii. No addition and alternation in the house shall be made by the Government employee without any permission, in writing of the XEN of the concerned circle of Engineering wing. The house allotted to a government employee shall be used by the allottee as a bona fide residence and shall not be kept locked/closed/unoccupied for a period of not more than two months continuously.

## **19. Subletting**

- i. No Government employee shall share the residence allotted to him or any of the out- houses, garages and cow-sheds appurtenant thereto, except with the members of his family and close relations
- ii. No government employee shall sublet the whole or any part of his residence but a government employee proceeding on leave or training as the case may be, may accommodate in the residence any other government employee eligible for the allotment of government accommodation as a caretaker for the period of absence of the original allottee with the written permission of the member secretary who allotted the house. In the event of such arrangement the licence fee shall be payable by the government employee to whom the residence is allotted.
- iii. Sharing accommodation with close relatives shall not be considered subletting. Close relatives include parents, siblings, grandparents, grandchildren, uncles, aunts, cousins, nephews, nieces, in-laws, and legally adopted individuals.

## **20. Consequences of breach of Rules and Conditions**

- i. Where a Government employee to whom a residence has been allotted:
  - a. sublets the residence; or
  - b. erects any unauthorized structure or makes any structural alternations in any part of the residence' or
  - c. uses the residence or any portion thereof for any purpose other than that for which it is meant; or

- d. tampers with the electric or water connections; or
- e. uses the residence or premises or permits or suffers the residence or premises to be used for any purposes which the Secretary considers to be improper; or
- f. has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment; or
- g. commits any other breach of the rules or the terms and conditions of the allotment letter,

The Member Secretary, without prejudice to any other disciplinary action that may be taken against him, may cancel the allotment of the residence.

ii. Where action to cancel the allotment of Govt. House is taken on account of subletting/misuse of the premises by the allottee, the allotment shall be cancelled immediately from the name of the allottee with effect from the date of its occupation by the allottee and period of seven days shall be allowed to the allottee to vacate the premises.

iii. Where the allotment of a Govt. residence is cancelled or deemed to have been cancelled on account of subletting/ misuse, the government employee shall be charged penal rent at the rate of fifty times the normal licence fee from the date of its occupation by the allottee.

iv. Where the allotment of a Govt. residence is cancelled or deemed to have been cancelled on account of subletting/ misuse, the government employee shall be liable for the disciplinary action by his/ her employer under the relevant Conduct Rules.

v. Where the allotment of a Govt. residence is cancelled or deemed to have been cancelled on account of subletting/misuse, the government employee concerned shall not be entitled for another allotment of government residence during his/ her entire service period.

vi. Subletting/ Misuse of Govt. House is an offence under Section 188 of IPC and other relevant sections. The criminal proceedings against the allottee under Section 188 of IPC and other relevant sections shall also be initiated.

## **21. Overstay in the residence**



- i. Overstaying is defined as the act of remaining in the allocated residence beyond the authorized period specified by the house allotment committee or after an official order to vacate has been issued. This includes failure to vacate the premises within the stipulated timeframe following the termination of the allotment due to retirement, transfer, cancellation, or any other reason as determined by the concerned house allotment committee.
- ii. Any allottee who is overstaying in the quarters provided under this rule is liable to pay the overstaying charges as specified below.

<b>Period of overstay</b>	<b>Charges for overstaying</b>
1 to 60 days	20 times the normal license fee
61 to 120 days	50 times the normal license fee
121 days to 150 days	100 times the normal license fee
Beyond 151 & upto date of vacation	200 times the normal license Fee

- iii. Where after an allotment has been cancelled or is deemed to have been cancelled under any of the provisions of these rules, the residence remains or has remained in occupation of the Government employee to whom it was allotted, such Government employee shall be liable to pay damages for use and occupation of the residence, service, furniture and garden charges equal to 100 times of the normal license fee for the first three months of overstay and 200 times from the fourth month onwards till actual vacation.

## **22. Advance Deposit**

The Non-government individuals are required to pay a security deposit in advance, which amounts to Rs. 30,000/-. This deposit must be submitted to the respective Drawing and Disbursing Officer (DDO). Upon surrendering the allocated residence, the allottee is eligible for a refund of this deposit, provided there are no outstanding dues at the end of the allotment period. HSVP does not provide any interest on this deposit. Typically, HSVP aims to return the deposit within 15 days from the surrender of the house under normal circumstances

## **23. Mutual Exchange**

- i. Government employees, to whom residences have been allotted under these rules, after the completion of 2 years stay in the present house, may apply for permission of mutual exchange.
- ii. In the event of a mutual exchange, the government employee shall be allocated a house of the same type as their current residence.
- iii. No mutual exchange of residence shall be allowed during the period of 2 years immediately preceding the date of superannuation or within two years from the date of allotment.
- iv. No more than one mutual exchange shall be allowed in one allotment year of the type of house under the occupation of the applicant.

#### **24. Penalty**

1. In case of following incidences, the relevant house allotment committee may impose penalty on the allottee :-

- i. Unauthorized Subletting: If the resident sublets or allows someone else to occupy the accommodation without prior approval from the relevant authorities, they may face penalties.
- ii. Violation of Occupancy Terms: If the resident exceeds the maximum occupancy limit specified for the accommodation or allows unauthorized individuals to reside in the premises, penalties may apply.
- iii. Non-Payment of Rent: Failure to pay rent on time or defaulting on rent payments without valid reasons may result in penalties being imposed on the resident.
- iv. Damage to Property: Any intentional or negligent damage caused to the property beyond normal wear and tear by the resident or their guests may lead to penalties for the resident.
- v. Breaching Terms of Agreement: Violation of any terms and conditions specified in the accommodation agreement or policy, such as engaging in illegal activities on the premises, may result in penalties.
- vi. Unauthorized Alterations: Making unauthorized alterations or modifications to the accommodation without prior approval from the authorities may lead to penalties for the resident.
- vii. More than one accommodation: No allottee can, under any circumstances, use more than one accommodation under this rule. If any employee due to misrepresentation or otherwise is found to be in possession of more than one accommodation and that if he does not report the fact of such use of more than one quarters

within seven days of any such use, he shall be deemed to be in unauthorized use of both quarters. He may, by notice, be required to vacate both the quarters from the date of notice. His name, further, shall be cancelled from the seniority list and if he applies again for accommodation his name shall be entered in the supplementary list.

2. The concerned DDO will be held responsible for the geographical jurisdiction wherein the accommodation is located, is tasked with collecting the penalties from the residents.

## **25. Preferences**

1. Notwithstanding the regulations outlined in this rule, the allottee may receive higher priority in the house allotment process in the following scenario. The sequence of preferences adhered to will mirror the order detailed below:-

- i. **Allottee or Dependent with Chronic Disease:** Priority may be given to allottees or their dependents who have chronic diseases or medical conditions requiring special accommodation or proximity to medical facilities. The chronic diseases and conditions under this clause include, cancer, ailment requiring frequent dialysis (at least once in a month), mentally/intellectually challenged individual in the family, family with special children (child with any kind of syndrome affecting physical and intellectual growth of a child). In addition to the above examples specified, all the chronic diseases specified under list of chronic diseases specified in the policy of Health Department of Haryana.
- ii. **Individual or Family with Children Less Than 10 Years Old:** Families with children under the age of 10 years old may receive preference to ensure their housing needs, including safety and proximity to educational institutions, are adequately met. This provision is applicable to the family or individual who have adopted a child legally.
- iii. **Allottee or Dependent with Disabilities:** Preference may be given to allottees or their dependents with disabilities to ensure accommodation that is accessible and meets their unique requirements for mobility and comfort. The disabilities under this clause include, partial or complete blindness, orthopedic handicaps, heart ailments.

2. At the time of the application, the applicant needs to provide necessary proofs to justify the request to get preference.

- i. To get preference under the Allottee or Dependent with Chronic Disease and Allottee or Dependent with Disabilities scenario, the applicant needs to submit a medical certificate issued by Medical Board of Haryana
- ii. To get preference under the provision of Individual or Family with Children Less Than 10 Years Old, the applicant needs to submit the relevant documents that are enough to establish the parental relationship between the applicant and the child.

#### **26. Continuance of allotments made prior to the issue of these Rules**

Notwithstanding anything contained in these rules, an allotment which subsists immediately before the commencement of these rules, shall be deemed to be an allotment duly made under these rules subject to the following conditions, namely:-

- i. Where a government employee to whom a house of higher category had been allotted without duly approval of the competent authority, who is otherwise not entitled for that category shall be liable to vacate the said house immediately. However, he / she shall have the option for out of turn allotment of the entitled category on payment of normal license fee.
- ii. The house already allotted to the employees of ineligible offices and other such categories shall be got vacated on resignation, dismissal, retirement or death etc.
- iii. Where the allotment of a residence has already been cancelled or deemed to have been cancelled, the Government servant shall be charged license fee at the rate of fifty times the normal license fee from the date of commencement of these rules
- iv. Where a residence is already in occupation of an officer who himself, his spouse or any of his dependent Children, owns a house at the same work station shall surrender the government residence in his occupation within a period of two months. However, he will have the option to retain the same on the payment of double the normal license fee.
- v. Where a government employee on deputation to HSVP is in occupation of a residence at the time of commencement of these rules on his repatriation to his parent department, shall be allowed

to continue in occupation of the government residence on payment of normal license fee provided, they are entitled to the said and provided category on repatriation

- vi. Where a government employee is in occupation of half portion of a government residence he shall be allotted full residence in case of vacation of the second half portion of the same house due to any reason

#### **27. Enactment of Public Premises and Land (Eviction and Rent Recovery) Act, 1972/1973 applicable to Punjab and Haryana.**

If the allottee refuses to vacate the residence despite the order of the house allotment committee, they will be subject to penalties under the Public Premises and Land (Eviction and Rent Recovery) Act, 1972/1973, as applicable to Punjab and Haryana. The Estate Officer concerned or any other authorized person under the Public Premises and Land (Eviction and Rent Recovery) Act, 1972/1973 is authorized to take the necessary steps specified under this act to evict the allottee and recover the outstanding rent.

#### **28. Interpretation of Rules**

If any question arises as to the interpretation of these rules, it shall be decided by the house allotment committee headed by Additional Chief Secretary, Town and Country Planning whose decision shall be final and conclusive. He, may, further issue instructions or frame any guidelines for the proper implementation of these rules as he may deem fit from time to time.

#### **29. Repeal**

The "Guidelines for Allotment of HUDA staff quarters to HUDA employees all over Haryana" issued on 28.10.2016 by memo bearing no. Enf. Br. / 2016/100900 is hereby repealed.

Notwithstanding such repeal, anything done or any action taken under or purported to have been done or taken under or in pursuance of the rules so repealed shall be deemed to have been done or taken under or in pursuance of these rules by the House Allotment Committee headed by the Chief Administrator HSVP, as the case may be.