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PART III

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE
REFORMS

(GENERAL ESTABLISHMENT BRANCH)

Notification

The 17 February, 1983

No. GSR21/Const./Art.309/83.- In exercise of the powers conferred by article 309 of the Constitution of India, the Governor of Punjab is pleased to make the following rules regulating the allotment of Government houses belonging to the general pool in Punjab, namely:-

1. **Short Title and application.**—(1) These rules may be called the Punjab Government Houses (General Pool) Allotment Rules, 1983.

(2) They shall come into force on the date of their publication in the Official Gazette.

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

- (a) **"allotment"** means the grant of permission to an employee to occupy a house or a portion thereof owned or controlled by the Government for use by him as residence in accordance with the provisions of these rules;
- (b) **"allottee"** means an employee to whom a house is allotted under these rules;
- (c) **"emoluments"** means the amount drawn monthly by an employee as—(i) the basic pay, (ii) technical pay, special and personal pay, and (iii) any other amount which may be specifically classed as pay by the Government;
- (d) **"family"** means the wife or husband, as the case may be children, step-children, legally adopted children, parents, brothers and sisters as ordinarily reside with the employee and are dependent on him;
- (e) **"employee"** means any person appointed on regular basis to any civil service or post in connection with the affairs of the State of Punjab;
- (f) **"Government"** means the Government of the State of Punjab;
- (g) **"Priority date"** of an employee in relation to a type of house to which he is eligible under rule 4 means the date of application for allotment of a house or the date of his joining at the station, where the house is to be allotted, whichever is later;

Provided that where the priority date of two or more employees is the same, it shall be determined on the basis of emoluments drawn by them on that date, the employee in receipt of higher emoluments taking precedence over the employee in receipt of lower emoluments, and where the emoluments are also equal, on the basis of their length of service, the employee with longer service taking precedence, and where the

service is also equal, on the basis of age, the older person taking precedence over the younger:

Provided further that the priority date in respect of an employee shall be maintained at a time for a particular type of house only;

Provided further that the priority date in respect of an employee who has not vacated the house allotted to him at his previous station of posting after the expiry of two months from the date of transfer shall be determined from the date he actually vacates the house in his possession at his previous station of posting;

- (h) **"normal rent"** means the sum of money payable monthly in accordance with the provisions of clause (b) of rule 5.29 of the Punjab Civil Service Rules, Volume I, Part I, in respect of a house allotted under these rules;
- (i) **"house"** means and house owned or controlled by the Government and is included in the general Pool of houses for allotment;
- (j) **"Secretary"** means Secretary of a House Allotment Committee set up under rule 3;
- * (JJ) **"Single Women Employee"** means an employee who is a woman and who is unmarried, divorced, legally separated or a widow.
- (k) **"subletting"** includes sharing of house by an allottee with another person with or without payment of rent by such other person;

Provided that sharing of house by an allottee with the members of his family shall not be deemed to be subletting;

- (l) **"temporary transfer"** means a transfer which involves absence of the employee from the place where he is allotted a house for a period not exceeding six months;
- (m) **"transfer"** means transfer of the employee from a station where he is allotted a house to any other station or to an office at the station where he is eligible for allotment of the house:

Provided that an employee who is in occupation of a house at the time of proceeding on foreign service with state-owned or controlled autonomous body/corporation or Public sector undertaking at the same station shall be allowed to continue in occupation of the house on payment of rent at such rate as specified in rule 10.27 of Punjab Civil Services Rules, Volume I, Part I, as long as he retains lien on a post in an office under the Government ;

- (n) **"type"** in relation to an employee means the type of house to which he is eligible under these rules.

* (Amended vide No. GSR/46/Const./Art-309/Amd.(6)90, Dated 29/08/1990)

3. **House Allotment Committee.**--(1) There shall be a Committee,

to be called the House Allotment Committee, at State Headquarter, in each District and Sub-Division for the allotment of houses.

The powers and functions of House Allotment Committee at State Headquarter shall be exercised by the Chief Secretary to Government of Punjab or by an officer to whom the authority is delegated in this regard by the Chief Secretary to Government of Punjab.

(Amended vide No. GSR/20/Const./Art-309/Amd.(13)2009, Dated 12/03/2009)

(2) The constitution of Committee referred to in sub-rule (1) at the headquarters of each District except the districts of Patiala, Ferozepur, Jalandhar, Faridkot and Roopnagar shall be as follows :-

(a) Deputy Commissioner	Chairman
(aa) District and Session Judge	Member
(b) Executive Engineer, Department of Public Works, Building and Roads, Provisional Division	Member
(c) One representative to be nominated by the Deputy Commissioner <i>every</i> year by rotation from the officers of the other departments posted at District Headquarters.	Member
(d) Assistant Commissioner (General)	Secretary

(Amended vide No. GSR/95/Const./Art-309/Amd.(2)83, Dated 07/12/1983, No. GSR/59/Const./Art-309/Amd.(4)84, Dated 25/06/1984, GSR/20/Const./Art-309/Amd.(13)2009, Dated 12/03/2009 and No.GSR/14/Const./Art-309/Amd.(16)2021, Dated 03/02/2021)

(3) The constitution of the House Allotment Committee at the headquarters of Ferozepur, Jalandhar, Faridkot and Roopnagar Districts shall be as follows:-

'A' HOUSE ALLOTMENT COMMITTEE (UPPER)

(a) The Commissioner of the Division	Chairman
(b) Deputy Commissioner	Member
(bb) District and Sessions Judge and	Member
(c) Senior Most Superintending Engineer, Department of Public Works, Building and Roads Provincial Circle	Member
(d) Deputy Inspector General of Police of the Range	Member
(e) Assistant Commissioner (General)	Secretary

(Amended vide No. GSR/95/Const./Art-309/Amd.(2)83, Dated 07/12/1983, No. GSR/55/Const./Art-309/Amd.(3)84, Dated 30/05/1984, No. GSR/59/Const./Art-309/Amd.(4)84, Dated 25/06/1984, No. GSR/20/Const./Art-309/Amd.(13)2009, Dated 12/03/2009 and No. GSR/14/Const./Art-309/Amd.(16)2021, Dated 03/02/2021)

'B' HOUSE ALLOTMENT COMMITTEE (LOWER)

- | | | |
|------|---|-----------|
| (a) | Deputy Commissioner | Chairman |
| (aa) | District and Sessions Judge | Member |
| (b) | Senior most Executive Engineer Department of Public Works, Building and Roads | Member |
| (c) | One representative to be nominated by the Chairman every year by rotation from the officers of the Department posted in the District headquarters | Member |
| (d) | Assistant Commissioner (General) | Secretary |

(Amended vide No. GSR/95/Const./Art-309/Amd.(2)83, Dated 07/12/1983, No. GSR/55/Const./Art-309/Amd.(3)84, Dated 30/05/1984, No. GSR/59/Const./Art-309/Amd.(4)84, Dated 25/06/1984, No. GSR/20/Const./Art-309/Amd.(13)2009, Dated 12/03/2009 and No. GSR/14/Const./Art-309/Amd.(16)2021, Dated 03/02/2021)

(4) The Constitution of the House Allotment Committee at the headquarters of Patiala District shall be as follows:-

'A' HOUSE ALLOTMENT COMMITTEE (UPPER)

- | | | |
|------|---|-----------|
| (a) | Commissioner of the Division | Chairman |
| (aa) | Excise and Taxation Commissioner, Punjab, Patiala | Member |
| (b) | Deputy Commissioner | Member |
| (bb) | District and Sessions Judge and | Member |
| (c) | Senior most Chief Engineer, Department of Public Works, Building and Roads at | Member |
| (d) | Deputy Inspector General of Police of the Range | Member |
| (e) | Assistant Commissioner (General) | Secretary |

(Amended vide No. GSR/95/Const./Art-309/Amd.(2)83, Dated 07/12/1983, No. GSR/61/Const./Art-309/Amd.(1)83, Dated 21/06/1983, No. GSR/59/Const./Art-309/Amd.(4)84, Dated 25/06/1984 and No. GSR/20/Const./Art-309/Amd.(13)2009, Dated 12/03/2009)

'B' HOUSE ALLOTMENT COMMITTEE (LOWER)

- | | | |
|------|---|-----------|
| (a) | Deputy Commissioner | Chairman |
| (aa) | District and Sessions Judge | Member |
| (b) | Senior most Executive Engineer Department of Public Works, Building and Roads | Member |
| (e) | One representative to be nominated by the Chairman every year by rotation from the officers of the Department posted in the District headquarters | Member |
| (f) | Assistant Commissioner (General) | Secretary |

(Amended vide No. GSR/95/Const./Art-309/Amd.(2)83, Dated 07/12/1983, No. GSR/59/Const./Art-309/Amd.(4)84, Dated 25/06/1984 and No. GSR/20/Const./Art-309/Amd.(13)2009, Dated 12/03/2009)

(5) The constitution of the House Allotment Committee at head-quarters of each Sub-Division shall be as follows:-

- | | |
|---|------------------|
| (a) Sub-Divisional Magistrate | Chairman |
| (b) Deputy Superintendent of Police | Member |
| (c) Tehsildar | Member |
| (d) Sub-Divisional Officer, Department of Public Works, Building and Roads concerned with the maintenance of the houses | Member Secretary |

(Amended vide No. GSR/20/Const./Art-309/Amd.(13)2009, Dated 12/03/2009)

- (6) At the headquarters of Patiala, Jalandhar, Ferozepur, Faridkot and Roopnagar Districts where there are two separate Committees known as House Allotment Committee (Upper) and House Allotment Committee (Lower), the Government houses of 'A' to 'E' type shall be allotted by the House Allotment Committee (Upper) and house of 'F' and 'G' type by the House Allotment Committee (Lower).

(Amended vide No. GSR/55/Const./Art-309/Amd.(3)84, Dated 30/05/1984, No. GSR/20/Const./Art-309/Amd.(13)2009, Dated 12/03/2009 and No. GSR/14/Const./Art-309/Amd.(16)2021, Dated 03/02/2021)

(4) **Classification of houses for allotment.**-(1) Save as otherwise provided in these rules, an employee drawing emoluments specified in column (2) of the Table below shall be eligible for allotment of a house of the type, specified in the corresponding entry in column (1) thereof:-

THE TABLE (Punjab State)

Type of House	Pay of Range
'A'	Employees drawing Basic Pay of Rs. 16350 or above;
'B'	Employees drawing Basic Pay between Rs. 14300 and 16349;
'C'	Employees drawing Basic Pay between Rs. 12000 and 14299;
'D'	Employees drawing Basic Pay between Rs. 10025 and 11999;
'E'	Employees drawing Basic Pay between Rs. 5480 and 10024;
'F'	Employees drawing Basic Pay between Rs. 3330 and 5479;
'G'	Employees drawing Basic Pay between Rs. 2520 and 3329;

Note- For determining eligibility the basic pay range mentioned in the rule above shall stand enhanced as per the General Conversion Table notified or to be notified from time to time by the Punjab Government in the Department of

Finance (in F.P.-1 Branch) with effect from the date of General revision of the pay scales of the employees is implemented from time to time.";

(Amended vide No. GSR/20/Const./Art-309/Amd.(13)2009, Dated 12/03/2009)

(1-a) Save as otherwise provided in these rules a State Government employee, who is posted at Chandigarh or at State Level office situated at Sahibzada Ajit Singh Nagar and who fulfils the eligibility specified in column-3 of the Table below shall be eligible for allotment of a house of the type specified in the corresponding entry in column(2) thereof.

THE TABLE (Union Territory of Chandigarh)

Sr. No.	Type of Houses	Eligibility
1.	Senior Officers Houses (Sector-39)	Senior Officers IAS/IPS cadre in the scale of 37400-67000 GP 10000/- or above scale. The existing 21 Senior Officers houses shall be allotted as Under:-- a) 16 houses of this category shall be allotted to the officers belonging to IAS cadre in the scale of 37400-67000+10000 Grade Pay or above. b) 5 houses of this category shall be allotted to IPS Officers not below the rank of I.G. and other Heads of Department in the scale of 37400-67000+10000 Grade Pay or above.
2.	Type VIII (Flats in Sector 39 and 42)	All Officers IAS/IPS, PCS and other employees in the scales of Rs. 37400-67000+GP 8700/- and above.
3.	Type-IX (Sector-38)	Grade Pay 5400-8699/-
4.	Transit accommodation (Sector-24)	Any Group 'A' or Group 'B' officer on transfer to Chandigarh from other stations upto six months or regular allotment whichever is earlier.
5.	Type-III (Sector-39)	Grade Pay 4800-5399/-
6.	Type-II (Sector-39)	Grade Pay 3200-4799/-
7.	Type-I (Sector-39)	Grade Pay 1650-3199/-

Note.—For determining eligibility the basic pay range mention in the rule above shall stand enhanced as per the General Conversion Table notified or to be notified from time to time by the Punjab

Government in the Department of Finance (in F.P.-1 Branch) with effect from the date General revision of the pay scales of the employees is implemented from time to time"; and

(Amended vide No. GSR/20/Const./Art-309/Amd.(13)2009, Dated 12/03/2009, ID No. 13/39/2010-3PP3/798 Dated 10/06/2011, Office Order No. 4/6/94-4ADO1(P.F.)/313-314 Dated 08/01/2014 and No. GSR/14/Const./Art-309/Amd.(16)2021, Dated 03/02/2021)

(2) An application for allotment shall be entertained from an employee only for the house of the type to which he is eligible, under sub-rule (1) and (1-a);

Provided that if the house of the type to which he is eligible for allotment is not available, he shall be entitled to apply for a house one type below to which he is eligible:

Provided further that if the employee is allotted a house of one type below to which he is eligible, he shall vacate the same on the allotment of the house of the type to which he is eligible.

Note:— At a particular district headquarter or Sub-Divisional Headquarter where houses of all types are not available the Chairman of the House Allotment Committee shall ensure that the scale of accommodation allotted shall not exceed that which is appropriate to the status of that employee.

5. General Pool of Houses-- A house which has not been earmarked for any particular class of employees by designation under rule 21 or has not been allocated to any particular department shall form part of the general pool of houses at the state headquarter and headquarters of the district or the sub-division separately and will be allotted to the employees eligible for allotment of houses under these rules by the House Allotment Committee concerned.

(Amended vide No. GSR/20/Const./Art-309/Amd.(13)2009, Dated 12/03/2009)

6. Application for allotment —An employee who seeks allotment of a house under these rules shall apply to the Secretary concerned in Form 'A' appended to these rules.

7. Allotment of houses.—(1) Save as otherwise provided in these rules, when a house falls vacant, it shall be allotted to an applicant desiring change of accommodation in that type under the provisions of sub-rule (5) of rule 12 and if not required for this purpose to an applicant desiring change of accommodation in that type under the provisions of sub-rule (1) of rule 12 and if not required for this purpose to an applicant who is a single women employee without accommodation having the earliest priority date for that type of house, subject to the following conditions.--

- (i) A house of a type higher than that for which the applicant is eligible under rule 4 shall not be allotted.

- (ii) An applicant shall not be compelled to accept a house of a type lower than that for which he is eligible under rule 4.

(2) The House Allotment Committee may cancel the existing allotment of an employee for the reasons to be recorded in writing and allot to him an alternative house of the same type or, in emergent circumstances, an alternative house of the type next below that of the house in occupation of the employee.

"7-A (1) If in the opinion of the Government that it is expedient so to do in public interest, it may allot fifteen Government houses at the State level and four Government houses at the District Level, as the case may be, to Accredited Press Correspondents, for a period of three years.

(2) **Out of fifteen Government houses at the State Level,-**

(i) Five houses of Type VIII, shall be allotted to such Accredited Press Correspondents, who have not less than ten year's experience of working as such;

(ii) three houses of Type IX, shall be allotted to such other Accredited Press Correspondents, who have not less than eight year's experience of working as such; and

(iii) seven houses of Type III or II, as the case may be, shall allotted to the remaining Accredited Press Correspondents.

(3) The four Government houses at the district level shall be allotted to the Accredited Press Correspondents, as per the existing policy followed at the district level.

(4) An Accredited Press Correspondents can make an application for re-allotment of such Government house within a period of one month from the date of expiry of the aforesaid period of three years.

(5) An Accredited Press Correspondents shall not be eligible to make an application for allotment of a Government house under these rule, at a particular station, if he owns a house either in his own name or in the name of his spouse or any of his dependent children, as the case may be, at such station.

(6) No Accredited Press Correspondents shall be allowed to retain a Government house allotted to him, after attaining the age of sixty years.

(Amended vide No. GSR/38/Const./Art-309/Amd.(15)2016, Dated 10/05/2016)

8. Effective of transfer at the same station.— If an employee is re-transferred to his previous station of posting within six months of his relinquishing the charge of the post at that station, he shall be allowed to retain his old priority date. In case, he was already in authorised occupation of a house under these rules at the station of his retransfer, he shall be allowed to retain that house, on normal

rent from the date he rejoins, and in case he had vacated the house under his occupation, he shall be allotted a house of the same type as soon as it is available.

9. Non acceptance of allotment or failure to occupy the allotted house after acceptance.- (1) If an employee fails to accept the allotment of a house within seven days or fails to take possession of that house after acceptance within ten days of the date of receipt of allotment by him, he shall not be eligible for another allotment for a period of six months from the date of such allotment.

(2) If an employee occupying a lower type of house is allotted or offered a house of the type to which he is eligible or for which he has applied under rule 4, he may, on refusal of the said allotment or offer of allotment be permitted to continue in the previously allotted house on the following condition, namely:-

- (a) that such an employee shall not be eligible for another allotment for a period of six months from the date of the allotment for the higher type;
- (b) while retaining the existing house, he shall be charged the same normal rent as he would have had to pay in respect of the house, so allotted or offered or the rent payable in respect of the house already in his occupation, whichever is higher.

10. Period for which allotment subsists and the concessional period for further retention.—(1) An allotment shall be effective from the date on which it is accepted by the employee and shall remain in force until:

- (a) the expiry of the concessional period mentioned in the column 2 of the Table given in sub-rule (2); or
- (b) it is cancelled or is deemed to have been cancelled under these rule; or
- (c) it is surrendered by the employee.

(2) A house allotted to an employee or earmarked for an employee under rule 21, subject to sub-rule (3), may be retained on the happening of any of the events specified in column 1 of the Table below for the period specified in the corresponding entry in column 2 thereof;

Provided that the house is required for the bonafide use of the employees or members of his family:-

TABLE

Events	Permissible period for retention of the house
1. Resignation, dismissal or removal from service termination of service or unauthorized absence Without permission.	One month

2. Transfer to another station

(i) Two months or upto the date of occupation of house at the new station of posting, whichever is earlier;

Provided that in special circumstances, the Secretary, House Allotment Committee may allow the extension of the period of retention of the house for a period of two months on payment of normal rent.

Provided further that such employee shall be issued provisional 'Last Pay Certificate' for the period of five months, and after this stipulated period of five months, final 'Last Pay Certificate' shall be issued only if Drawing and Disbursing Officer concerned certifies the vacation of the house at earlier station of posting of employee, or the concerned employee submits the self-declaration regarding vacation of house at the earlier station of his posting."

3. Retirement or pre-mature retirement	Six months.
4. Transfer to an ineligible office at the same station	Two months
5. Death of the allottee	One Year
6. Temporary transfer in India or transfer to a place outside India	Six months
7. On proceeding on foreign service in India.	Two months
8. Leave of any kind	For the period of leave sanction by the competent authority.
9. On proceeding on training or study leave.	For full period of training or study leave.

(Amended vide No. GSR/20/Const./Art-309/Amd.(13)2009, Dated 12/03/2009, No. GSR/16/Const./Art-309/Amd.(14)2013, Dated 13/03/2013 and No. GSR/14/Const./Art-309/Amd.(16)2021, Dated 03/02/2021)

Explanation. The period permissible on transfer mentioned against items 2, 4, 6 and 7 shall count from the date of relinquishing the charge of the post and the period for which the employee remains on leave duly sanctioned before joining duty at the new station or office shall not be taken into account in calculating the permissible period.

(3) Where a house is retained under sub-rule (2) the allotment shall be deemed to have been cancelled on the expiry of the admissible concessional period unless

immediately on the expiry thereof the employee resumes duty at the same station or the period is extended under sub-rule (5).

(4) An employee who has retained the house by virtue of the concession under item (1) or item (3) of the Table in sub-rule (2) shall on re-employment or reinstatement, as the case may be, at the same station, within the period specified in the said Table, be entitled to retain that house and shall be eligible for any further allotment of house under these rules;

Provided that if the emoluments of the employee on re-employment or reinstatement, as the case may be, 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.

(5) Extension of the period of retention of the house beyond that specified in the Table below sub-rule (2) may be allowed by the Chairman of the House Allotment Committee in special circumstances to be recorded, in writing, on payment of four times of the normal rent payable by the employee (in case of rent free accommodation four times of the normal rent which would have been payable had the house not been rent free) for a period not exceeding four months; and

Note.—Provided that in case, where an employee seeks extension on the specific ground of his children having been studying on the same station or within a radius of 40 Km. provided that his children are already daily passengers to and fro from the station of posting in recognized schools, affiliated colleges or other educational institutions recognized by the Government extension may be given to retain the house up to the completion of the annual examination of that academic year only irrespective of period involved.

(Amended vide No. GSR/20/Const./Art-309/Amd.(13)2009, Dated 12/03/2009)

(6) Where the extension of period of retention of the house beyond the period specified in the Table below sub-rule (2) has been allowed under sub-rule (5), the Government may allow further extension of the period of retention for a period not exceeding six months in special circumstances to be recorded, in writing, on payment of six times of the normal rent payable by the employee and in case of rent free accommodation, six times of the normal rent which would have been payable had the house not been rent free.

(Amended vide No. GSR/20/Const./Art-309/Amd.(13)2009, Dated 12/03/2009)

11. Provision relating to payment of rent.—(1) Where an allotment of a house or alternative house has been accepted the liability for the payment of normal rent shall commence from the date of occupation or the tenth day from the date of receipt of the allotment order, whichever is earlier.

(2) An employee, who after accepting the allotment fails to take possession of the house so allotted within ten days of the receipt of the allotment order, shall be charged normal rent in respect of the house, from such date for a

period of one month or till the date on which the new allottee takes possession of the said house, whichever is earlier.

(3) Where an employee, who is 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 without payment of normal rent for fifteen days for shifting purpose.

(4) The concerned department shall inform the House Allotment Committee (HAC) concerned, immediately after the transfer of an employee and in case of the retirement, it is the responsibility of an employee to inform the House Allotment Committee within three months after retirement. The Head of Department, shall ensure that the schedule regarding recovery of rent including penal rent, has duly been prepared, for maintenance of record of such recovery of rent from an employee. In case, the intimation regarding transfer, is not given by the department concerned or no recovery of such rent has been made by the Head of Department, then Head of Department concerned shall be held officially responsible for the laps.

(Amended vide No. GSR/20/Const./Art-309/Amd.(13)2009, Dated 12/03/2009 and No. GSR/14/Const./Art-309/Amd.(16)2021, Dated 03/02/2021)

12. Change of House.— (1) An employee to whom a house has been allotted under these rules, may apply for a change to another house of the same type or a house of the type for which he is eligible under rule 4;

Provided that no employee shall be allowed more than one change in respect of one type of house allotted to him.,

(2) Application for change of house shall be made in Form B appended to these rules. Seniority amongst the applicants for change of house shall be reckoned from the date of receipt of their applications by the Secretary concerned.

(3) If an employee fails to accept a change of house offered to him within five days of the receipt of such offer or allotment he shall not be considered again for a change of house of that type.

(4) An employee, who after accepting a change of house fails to take possession of it, shall be charged rent for such house in accordance with the provisions of rule 11 in addition to the normal rent payable for the house already in his possession.

(5) An employee may be allowed a change of house on the death of any member of his family if he applies for a change within three months of such occurrence;

Provided that the change shall be given in the same type of house as has already been allotted to the employee.

(6) omitted.

(Amended vide No. GSR/14/Const./Art-309/Amd.(16)2021, Dated 03/02/2021)

13. Allotment to husband and wife—eligibility in case of employees who are married to each other.—(1) No employee shall be allotted a house under these rules unless the wife or the husband as the case may be, of the employee who has already been allotted a house, surrenders it;

Provided that this rule shall not apply where the husband and wife are residing separately in pursuance of an order for judicial separation made by any court.

(2) Where two employees in occupation of separate houses allotted under these rules, marry each other, they shall, within one month of the date of their marriage, surrender one of the house.

(3) If a house is not surrendered as required by sub-rule (2), the allotment of the house of the lower type shall be deemed to have been cancelled on the expiry of period specified in sub-rule (2) and if the houses are of the same type, the allotment of either of them, as the Secretary may decided, shall be deemed to have been cancelled on the expiry of the said period.

*** 13-A(1) Allotment of house in the event of transfer.**—When an employee in occupation of a house is transferred, the same house shall be allotted to his or her spouse, as the case may be, subject to the conditions that the spouse is an employee and is entitled to a house of the same type.

(2) In case the spouse of the employee is not entitled for the house of the type in occupation of the employee referred to in sub-rule (1), then a house of the type to which such spouse is entitled under rule 4, may be allotted to him or her;

Provided that such spouse shall not be allotted a house of the type higher than that of in occupation of the transferred employee even though the spouse may be entitled to a house of higher type.

14. Procedure for payment of rent or recovery of rent till the house is vacated and furnishing of surety by temporary employees-- (1) An allottee shall be personally liable for the payment of the normal rent or such rent as may be due under these rules and for any damages beyond normal wear and tear, caused to the house or to the furniture, fixture or fittings or services provided therein by the Government during the period for which the house has been and remains allotted to him or where the allotment has been cancelled under any of the provisions of these rules, until the house along with the out-house appurtenant thereto have been vacated and full vacant

possession thereof has been restored to the Government:

Provided that in case an allottee fails to pay the due rent under these rules by the time specified in the notice sent to him in this regard by the concerned authority, then such due rent shall be recovered from the salary of such allottee by his Drawing and Disbursing Officer in reasonable installments starting from the succeeding month, in which demand is received in his office in this regard. While deducting the due amount in installments under these rules, the Drawing and Disbursing Officer shall ensure by keeping in view other deductions made from the salary of the allottee that such allottee is able to carry home a minimum of forty percent of the 'Gross Salary'. Carry home salary or Gross salary shall be determined as per Rule 10.13 (A)(1) of the Punjab Financial Rules Volume 1. In case, where the due rent in full or part could not be recovered from salary due to retirement, dismissal or allottee ceasing to be in service due to any other reason, then such amount shall be recovered from the amount payable on account of DCRG and leave encashment to allottee:

Provided further that if any balance amount on account of rent recoverable under these rules is outstanding against an allottee, then such amount shall be recovered in the same manner as arrears of land revenue from the allottee or ex-allottee.

(Amended vide No. GSR/20/Const./Art-309/Amd.(13)2009, Dated 12/03/2009)

(2) Where the employee, to whom a house has been allotted, is neither a permanent nor a quasi-permanent employee, he shall execute a security bond with one surety in form 'C' appended to these rules. The surety shall be a permanent Government employee serving under the Government of Punjab who shall undertake to pay the normal rent or such rent as may be due under these rules and other charge due from the allottee in respect of such house and services as are provided to the allottee from time to time.

(3) If the surety ceases to be in Government service or becomes insolvent or withdraws his security or ceases to be available for any other reason, the said employee shall furnish a fresh security bond executed by another surety within thirty days of the date of such event. If he fails, to do so, the allotment of the house to him, unless otherwise decided by the House Allotment Committee, be deemed to have been cancelled with effect from the date of that event.

(15). **Surrender of allotment and period of notice** (1) The allottee may at any time surrender the house by giving intimation so as to reach the Secretary concerned at least ten days before the date of vacation of the house. The allotment of the house shall be deemed to be cancelled with effect from the eleventh day after the day on which the letter is received by the Secretary or the date as specified in the letter, whichever is later, If he fails to give due notice, he shall be responsible for payment of rent for ten days or the number of days by which the notice given by him falls short of the period of ten days;

Provided that in exceptional circumstances, the Secretary may accept a notice

for a shorter period.

- (2) An allottee who surrenders the house under sub-rule (1) shall not be considered again for allotment of the house for a period of one year from the date of such surrender.

(16) Maintenance of House.—An allottee shall maintain the house and premises in a clean condition to the satisfaction of the Secretary or any person authorised by him in this behalf. Such allottee shall not grow any trees, 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 house save with prior permission, in writing, of the Secretary. The trees, plantations or vegetation grown in contravention of this rule may be caused to be removed by the Secretary or any person authorised by him in this behalf at the risk and cost of the allottee concerned.

(17) Sub-letting and sharing of house.—(1) No allottee shall share the house allotted to him or any of the out-houses, garages and cowsheds appurtenant thereto. The servants quarters, out-houses, garages and cow-sheds may be used only for the bonafide purposes for which these are meant for or for such other purposes as may be permitted by the House Allotment Committee.

- (2) No allottee shall sub-let the house or a part thereof;

Provided that the allottee while proceeding on leave, may accommodate in the house any other Government employee eligible for allotment of the house under these rules as a caretaker for the period specified in sub-rule (2) of rule 10, with the permission of the Secretary and in the event of such arrangement of the normal rent shall be payable by the employee who is accommodated in such a house.

(18) Consequence of breach of rules and conditions.—(1) If the allottee sub-lets the house, erects any unauthorised structures or makes any structural alternations in any part of the house or uses the house or any portion thereof for any purpose other than that for which it is meant or tempers with the electric or water connection or commits any other breach of the rules or the terms and conditions of the allotment or uses the house or premises or permits or suffers the house or premises to be used for any purpose which the House Allotment Committee considers to be improper or conducts himself in a manner which, in the opinion of the House Allotment Committee 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 House Allotment Committee without prejudice to any other action that may be taken against him may cancel the allotment of the house.

Explanation. — In this sub-rule the term 'allottee' includes a member of his family and any person claiming through him.

2) Where action to cancel the allotment is taken on account of Sub-letting of the premises by the allottee, a period of fifteen days shall be allowed

to the allottee to vacate the premises. The allotment shall be cancelled with effect from the date of vacation of the premises or on the expiry of the period of fifteen days from the date of notice to vacate the accommodation whichever is earlier.

(4) Where the allotment of a house is cancelled on account of conduct prejudicial to the maintenance of harmonious relations with neighbors, the allottee, at the discretion of the House Allotment Committee, may be allowed another house of the same type at any other place.

(19). Overstay in house after cancellation of allotment.— Where after an allotment has been cancelled or deemed to have been cancelled under any of the provisions of these rules, the house remains or has remained in occupation of the allottee, such allottee shall be, liable to pay damages for use and occupation of the house, services, furniture and garden changes at the rate of twice the market rent which may be determined by the Government from time to time.

(20). Bar to keep cattle.—The allottee shall not keep cattle on the premises of the house allotted to him, if there is no cattle-shed specially provided therein.

(21). Earmarked houses.—Each House Allotment Committee shall earmark the house for allotment to the following categories of employees or for such employees as may be decided by the Government from time to time on the recommendation of that Committee.

AT DIVISIONAL HEADQUARTERS

- (i) Commissioner of the Division;
- (ii) Deputy Inspector General of Police; and
- (iii) Superintending Engineer, Public Works Department, Building and Roads, Provincial Circle.

AT DISTRICT HEADQUARTERS

- (i) Deputy Commissioner;
- (ii) District and Sessions Judge; and
- (iii) Senior Superintendent of Police.

AT SUB DIVISION HEADQUARTERS SUB-DIVISIONAL MAGISTRATE

(Amended vide No. GSR/20/Const./Art-309/Amd.(13)2009, Dated 12/03/2009)

(22). Failure to hand over the possession of the house. — (1) If an allottee vacates the house on account of his transfer or for any other reason, but fails to hand over its possession to the Secretary concerned, he shall be liable for payment of rent equal to such market rent as may be determined by the Government from time to time till the date house is allotted to another employee or the actual handing over of its possession by him, whichever is later.

- (2) Where any allottee ceased to be entitled to the possession

of the house in his occupation due to cancellation or deemed cancellation of his allotment under any of the provisions of these rules or if any employee occupies a house other than the house earmarked under rule 21 vacated by its previous occupant without proper allotment he shall, after he has been given a reasonable opportunity of showing cause against his eviction from such house, surrender possession thereof on demand being made in this behalf by the Secretary House Allotment committee or by any other person duly authorised by the House Allotment Committee:

Provided that if such allottee or employee as the case may be, fails to surrender possession of the house in question on demand made under this rule, the Secretary House Allotment Committee or any other person duly authorised by the House Allotment Committee shall evict such allottee or employee and take possession of such house and may, for such purpose, use or cause to be used such force as may be necessary. Such allottee or employee, so evicted shall be debarred from the allotment of a house during his entire stay at that station apart from recovering the due rent from him under sub-rule(1) of rule 14 in terms of rule 19.

(Amended vide No. GSR/20/Const./Art-309/Amd.(13)2009, Dated 12/03/2009)

(23). Allotment of house to the member of family of the deceased Employee—When an employee, who is in occupation of a house dies, while in service, the same house shall be allotted to a member of his family, who is in service of the Government on the same station or who joins such service within one year from the date of death of the employee. In case, a member of the family of the deceased employee is not entitled for the house of the type in occupation of the deceased employee, then a house of the type to which such person is entitled under rule 4, may be allotted to him.

(24). Out of turn allotment in certain cases—The House Allotment Committee may allot a house on out of turn basis in the following cases, namely:-

- (1) **Allotment of residence to spouse on retirement of Government employee.**—When a Government employee in occupation of Government accommodation retires, the same residence may be transferred in the name of the spouse subject to the condition that such spouse is

working at the same headquarter and is entitled to the said type of accommodation. However, in case the spouse is not entitled to the said type, he may be made an allotment as per his entitlement:

Provided that such spouse shall not be allotted accommodation of a higher type than the type already in occupation of the retire even though the applicant may be entitled to such higher type.

- (2) **Allotment of residence to a Government employee vacating earmarked house.**—When a Government employee who is in occupation of earmarked accommodation of the General Pool ceases to hold the post for which the said accommodation is earmarked, he shall be allotted a house of his entitled category subject to the condition that the employee continues to be posted at the same headquarter:

Provided that if the house of entitled category is not available, he shall be allotted a house of category below entitlement.

- (3) **Allotment of residence to a Government employee due to functional requirements.**—A Government employee may be allotted a residence of the entitled category due to functional requirements of the post:

Provided that if the house of the entitled category is not available then a house of the next below category may be allotted:

Provided further that the Government employee owning house at the same headquarter in his own name or in the name of his spouse or any of his dependent children shall not be entitled for allotment of residence:

- (4) **Allotment of residence to a Government employee due to serious ailment.**—A Government employee who himself or his spouse or dependent child or dependent parent is suffering from serious physical handicap, blindness, Cancer, AIDS or mentally challenged may be allotted a residence of his entitled category:

Provided that under this sub-rule the disability of the employee/dependent of the employee should be duly

certified by the medical board of the concerned district. If the house of the entitled category is not available then a house of the next below category may be allotted:

Provided further that the Government employee owning house at the same headquarter in his own name or in the name of his spouse or any of his dependent children shall not be entitled for allotment of residence:

Provided further that out of turn allotment shall not exceed twenty five per cent of each type of houses specified in the table below sub-rule (1) and sub-rule (1-a) of rule 4.

(Amended vide No. GSR/20/Const./Art-309/Amd.(13)2009, Dated 12/03/2009)

(25). Seniority List— Every employee, who applies for allotment of a house under these rules, shall be informed, in writing, by the Secretary concerned about the serial number at which his name has been entered in the seniority list maintained on the basis of priority dates. The decision of House Allotment Committee in regard to the allotment of house will be communicated, in writing, to the allotment concerned as early as possible. An employee aggrieved by the decision of the said committee, may within fifteen days of the receipt of the communication of such a decision, make a representation to the Government and the decision of the Government shall be final.

(26). Allotment of houses to Central Government employees— In special circumstances to be recorded in writing, the Government may allot a house to a Central Government employee, on such terms and conditions, as are contained in these rules:

Provided that he does not have a house in his name or in the name of his spouse or any of his dependent children at that particular station.

(Amended vide No. GSR/20/Const./Art-309/Amd.(13)2009, Dated 12/03/2009)

(27). Ineligibility for allotment of house under these rules.—No employee shall be allotted a house under these rules if the Department in which he is posted has its own separate houses available for allotment to the employees of that Department at a particular station.

(28) Continuance of allotment made prior to the issue of 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 notwithstanding the fact that the employee to whom it has been made is not entitled to a house of that type under these rules and all the proceeding provisions of these

rules shall apply in relation to such allotment.

(29) Over-riding effect. — The provisions of these rules shall have effect notwithstanding anything inconsistent therewith contained in any other law for the time being in force.

(30) Interpretation of Rules— If any question arises as to the interpretation of any of the provisions of these rules Government shall decide the same.

(31) Delegation of Power or functions.—The Government may delegate all or any powers vested in it by these rules to any officer under its control, subject to such conditions as it may deem fit to impose.

(32) Power of relaxation.—The Government may, for reason to be recorded, in writing, relax all or any of the provisions of these rules in the case of any employee or house or class of employees or types of houses.

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