

CHANDIGARH ADMINISTRATION
HOME DEPARTMENT

Notification

The 28th June, 1996

No. 6894-HIII (6)-96/12954.- The following rules framed by the Central Government are hereby published for general information :-

In exercise of the power conferred by Rule 45 of the Fundamental Rules, the Central Government hereby makes the following further amendments to supplementary Rules regularizing the allotment of Government Residences belonging to the pool of the Chandigarh Administration in Chandigarh, namely:-

1. Short title and application- S.R.-317-AM-1.-(1) These rules may be called the Government Residences (Chandigarh Administration General Pool) Allotment Rules, 1996.

(2) They shall come into force with immediate effect.

2. Definitions- SR-317-AM-2.- In these rules, unless the context otherwise requires. :-

- (a) **"Adjoining Urban Estate"** means any area declared by the state of the Punjab or Haryana to be an urban estate under sub-section (1) of section 3 of the Punjab Urban Estates (Development and Regulation) Act, 1964 (Punjab Act No. 22 of 1964) and situated within ten kilometres from the boundaries of the Chandigarh viz. Mohali or Panchkula.
- (b) **"Administrator"** means the Administrator of the Union Territory of Chandigarh.
- (c) **"Allotment"** means the grant of the licence to a Government employee to occupy a house or a portion thereof owned, leased or requisitioned by the Government, for use by him as residence.
- (d) **"Allotment Year"** means the year beginning on 1st April or such other period as may be notified by the Administrator, Union Territory, Chandigarh.
- (e) **"Chairman"** means the Chairman of the House Allotment Committee Upper or Lower, as the case may be.
- (f) **"Chandigarh"** means the areas within the limits of the Union Territory of Chandigarh.
- (g) **"Committee"** means the House Allotment Committee Upper or Lower, as the case may be.
- (h) **"Eligible Employee"** means an employee of the eligible office of the Government of Punjab, Government of Haryana, Chandigarh Administration or of Punjab and Haryana High Court working on regular basis in an eligible office or on foreign service having posting with substantive charge at Chandigarh, Panchkula or Mohali, except the District Level Offices or those offices which are not State Level Offices at Panchkula or Mohali, as long as he retains lien on a post in an eligible office, Mayor of the Municipal Corporation and also the employees of the Chandigarh Administration transferred to the Municipal Corporation, Chandigarh, Chairmen of State Human Right Commissions, Lokayuktas and the Chief Information Commissioners of Punjab and Haryana, Chairman/ President/Member of various Commissions/ Boards/Consumer

Forums etc. set up by the States of Punjab and Haryana, Chandigarh Administration, who are employed on full time basis and are getting their salary from the consolidated Fund, and if employed on contractual basis their contractual period is not less than three years”.

(Amended vide Notification Nos.299 dated 2.6.97, 283 dated 10.5.2001, 391 dated 18.6.2004)

- (i) ***“Eligible Office”*** means an office of the Governments of Punjab, Haryana, Chandigarh Administration and Punjab and Haryana High Court located at Chandigarh, Panchkula or Mohali, except the District Level Offices or those offices which are not State Level Offices at Panchkula or Mohali, the staff of which has been declared by the Chandigarh Administration to be eligible for accommodation under these rules, Office of the Municipal Corporation, Chandigarh in respect of the employees of the Chandigarh Administration transferred to Municipal Corporation, Chandigarh, Chairman/ President/Member of various Commissions/ Boards/Consumer Forums etc. set up by the States of Punjab and Haryana, Chandigarh Administration, who are employed on full time basis and are getting their salary from the consolidated Fund, and if employed on contractual basis their contractual period is not less than three years” and Chief Ministers/Ministers/Deputy Ministers/ Leaders of opposition of Punjab and Haryana Government for houses in the Chief Ministers pool only.

Provided that the employees of those departments of the Union Territory Administration, who have their own departmental pool, shall not be entitled for the allotment of houses from Chandigarh Administration Pool.

Provided that officers/officials holding additional charge of a post at Chandigarh and having substantive charge outside Chandigarh, Mohali or Panchkula will not fall within the expression “Eligible Office”.

(Amended vide Notification Nos.299 dated 2.6.97, 86 dated 12.2.1998, 283 dated 10.5.2001)

- (j) **“Emoluments”** means the emoluments as defined in FR-9(21) (a) (ii) i.e. only basic pay and no other allowances are to be taken into account.

Explanation : In the case of an officer who is under suspension the emoluments drawn by him on the first day of the allotment year in which he is placed under suspension or, if he is placed under suspension on the first day of the allotment year, the emoluments drawn by him immediately before that date shall be taken as his emoluments.

- (k) **“Family”** means the wife or husband, as the case may be, parents, children, adopted children, step children, brothers and sisters as ordinarily reside with the Government employee.
- (l) **“Government”** means the Administrator, Union Territory, Chandigarh.
- (m) **“House”** means a building or part thereof used for residential purposes and situated within the territorial limits of Chandigarh or of any adjoining urban estates.

- (n) **"Licence Fee"** means the sum of money payable monthly in respect of a residence allotted under these rules.
- (o) **"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 Chandigarh Administration, High Court of Punjab and Haryana or a State Government or on foreign service except for the period of leave without pay as the case may, in respect of Type 3 (old) to Type 13 (old), Type I (New) to V(New) Duplex Type and Type VI (New) Houses; and earliest date from which he has been continuously drawing emoluments in a post under the Chandigarh Administration or a State Government or on foreign service, except for periods of leave without pay in respect of Type V (New) Flat Type accommodation:

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 as provided under Rule SR-317-AM-13.

Provided further that the priority date in respect of the Chairman of the Statutory Commission/Institution viz the Lok Pal the Human Rights Commission and the Chairman and members of other Commissioners/Tribunals shall be reckoned from the date of their appointment as such.

(Amended vide orders dated 17.12.2009)

- (p) **"Residence"** means a building or a party there of used as a unit of residence for the time being under the administrative control of the Chandigarh Administration.
- (q) **"Secretary"** means a Secretary, House Allotment Committee, Upper or Lower, as the case may be.
- (r) **"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 allotted to him.

- (s) **"Temporary Transfer"** means a transfer which involves an absence from Chandigarh for a period not exceeding six months.
- (t) **"Transfer"** means transfer from Chandigarh to any other place except Mohali and Panchkula, except the District Level Offices or those offices which are not State Level Offices at Panchkula or Mohali, or from an eligible office to an ineligible office in Chandigarh, Mohali and Panchkula, except the District Level Offices or those offices which are not State Level Offices at Panchkula or Mohali.
- (u) **"Type"** in relation to an employee means the type of residence for which he is eligible under rule 5.

3 Allotment to Husband and wife, eligibility in case of officers who are married to each other. S.R. 317-AM- 3(1). – No Government employee shall be allotted a residence under these rules unless the wife or the husband, as the case may be, of the government employee, who has already been allotted a residence, 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 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.
- (3) 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 Secretary, House Allotment Committee may decide.
- (4) Where both husband and wife are employed in the eligible office, the title of each of them to allotment of a residence under these rules shall be considered independently.
- (5) Notwithstanding anything contained in sub-rules (1) to (4) above:-
 - (a) If a wife or husband, as the case may be, who is an allottee of a residence under these rules, is subsequently allotted a residential accommodation at the same Station from a pool to which these rules do not apply, she or he, as the case may be, shall surrender any one of the residence within one month of such allotment.

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

- (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, any one 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 in the Chandigarh Administration General Pool shall be deemed to have been cancelled on the expiry of such period.

4 Employees owning houses to be ineligible for allotment under these Rules, S.R.-317-A.M.4.—(1) No employee shall be eligible for allotment of Government residence under these rules if he or his spouse or any of his dependant children owns a house at Chandigarh, or at the adjoining urban estates of Panchkula or Mohali, unless he is willing to pay double the normal licence fee.

Provided that this rule shall not apply to the employees living in the earmarked residences.

- (2) If on the coming into force of these rules, an employee already in occupation of Government residence, his spouse or any of this dependant children, owns a house at Chandigarh or the adjoining urban estates of Panchkula or Mohali, he 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 licence fee.

- (3) Where an employee to whom sub-rule (2) is applicable does not surrender the Government residence as required, he shall be liable to pay damages for use and occupation of the residence equal to double the normal licence fee from the date on which he is required to surrender the Government residence.

- (4) Where after a Government residence has been allotted to an employee, he or his spouse or any of his dependant children constructs or otherwise becomes the owner of a house at Chandigarh or at the adjoining urban estates of Panchkula or Mohali shall notify the fact to the Secretary within a period of four weeks from the date on which he or such member becomes the owner of the house or completes the construction thereof and he shall, thereafter, be governed by the provisions of sub-rules (1) to (4).

Explanation : A person shall be deemed to become the owner of a house, in the case of a newly constructed house, as from the date the Estate Officer concerned gives a certificate of completion in relation to the house or the date of actual occupation of the house, whichever is earlier.

5 Classification of residences for allotment, S.R.-317-A.M.5.- (1) save as otherwise provided in these rules, a Government employee shall be eligible on the basis of the emoluments/designation, for allotment of a residence of the type shown in the table of Annexure-I attached to these rules. Entitlement for the different categories of house shall be determined by the Administrator, Union Territory, Chandigarh from time to time, keeping in view the change in the emoluments/designation or otherwise in consultation with the House Allotment Committee(Upper).

- (2) A government employee shall have the option to apply for the type of residence to which he has been entitled on the basis of his emoluments/post on the earliest date, since when he has served in an office of the government of Punjab, Haryana and Chandigarh Administration or the higher type he may have become eligible at any time thereafter.

6. Maintenance of Transit Accommodation Pool SR -317-AM-6 (1):- Notwithstanding anything contained in these rules, there shall be a transit accommodation pool consisting of Type-V (New) Flat type Residence in Sector 19.

- (2) Residences of Type-V (New) Flat type in Sector-19 shall be allotted to the eligible officers of the All India Services, State Civil Services (Executive and Judicial and Head of Departments.), Members of the Haryana Public Service

Commission, Chandigarh.

Provided that the inter se-seniority of the officers for allotment of transit accommodation shall be determined on the basis of the date since when he has been in service in an office of Government of Punjab, Haryana and Union Territory Administration.

(3) Officer occupying transit accommodation pool residence shall also be entitled to allotment of a residence of the entitled category from the Chandigarh Administration General Pool. On allotment of residence of entitled category, transit accommodation shall have to be vacated."

**(Amended Vide notification No. 2017/A5/1991
dated 19/20.12.2017)**

7. Chandigarh Administration Pool of Residences S.R.-317-AM-7.-(1).

There shall be earmarked houses for Chief Secretaries to the Governments of Punjab and Haryana, Adviser to the Administrator, Union Territory, Chandigarh, Principal Secretaries to the Chief Ministers of Punjab and Haryana, Director General of Police(Head of State Police Force) Punjab and Haryana, Inspector General of Police, Deputy Commissioner and Senior Superintendent of Police of Union Territory Administration, Judicial Officers, Chairmen of State Human Right Commissions, Lokayuktas, Chief Information Commissioners, State Election Commissioners of Punjab and Haryana, Chief Commissioner, Punjab Right to Service Commission and other category of officers, as may be determined by the Administrator Union Territory, Chandigarh from time to time in consultation with the House Allotment Committee(Upper).

The outgoing incumbents 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.

(2) All residential buildings which have not been earmarked for any particular class of Government employees by designation or have not been allocated to any particular Department, shall form part of the Chandigarh Administration General Pool. These residences shall be allotted to eligible Government employees by the House Allotment Committee Upper or Lower, as the case may be.

(3) There shall be two House Allotment Committees i.e. House Allotment Committee,(Upper) and House Allotment Committee(Lower). The constitution of these Committees shall be as under:-

House Allotment Committee(Upper).

- | | | |
|------|--|-------------------|
| i) | Administrator, Union Territory, Administration | Chairman |
| ii) | Chief Secretary to Government, Punjab or
His representative. | Member. |
| iii) | Chief Secretary to Government, Haryana or
His representative. | Member. |
| iv) | Adviser to the Administrator,
Union Territory, Chandigarh. | Member. |
| v) | Registrar, Punjab and Haryana High Court. | Member. |
| vi) | Administrative Secretary, House Allotment,
Union Territory, Chandigarh. | Member Secretary. |

House Allotment Committee (Lower).

- | | | |
|------|---|-------------------|
| i) | Adviser to the Administrator,
Union Territory, Chandigarh. | Chairman. |
| ii) | A nominee of the Government of Punjab. | Member. |
| iii) | A nominee of the Government of Haryana. | Member. |
| iv) | Administrative Secretary, House Allotment
Union Territory, Chandigarh. | Member. |
| v) | Additional Registrar, Punjab and Haryana,
High Court. | Member. |
| vi) | Assistant Estate Officer, Union Territory,
Chandigarh. | Member Secretary. |

(4) The House Allotment Committee(Upper) shall meet as often as it may be needed but at least once in a period of two months and House Allotment Committee(Lower) at least once in a months in the first week of the month.

(5) The house of type 3 to 9 (old) and Type V and VI (New) shall be within the purview of the House Allotment Committee(Upper) whereas the houses of Type 10 to 13 (old) and Types I to IV (New) shall be within the purview of the House Allotment Committee(Lower).

6 Controlling Authority S.R.-317-AM-8(1). The Administrator, Union Territory, Chandigarh shall be the coordinating and controlling authority in respect of residences belonging to the Chandigarh Administration. He may, from time to time, add any residence to the Chandigarh Administration General Pool, or withdraw from it for the purposes of allotment of any class or category of eligible Government employees, Mayor of the Municipal Corporation as also the employees of the Chandigarh Administration transferred to Municipal Corporation, Chandigarh, Chairman/ President/Member of various Commissions/ Boards/Consumer Forums etc. set up by the States of Punjab and Haryana, Chandigarh Administration, who are employed on full time basis and are getting their salary from the consolidated Fund, and if employed on contractual basis their contractual period is not less than three years" and Chief Ministers/ Ministers/ Deputy Ministers/ Leaders of opposition of Punjab and Haryana Government for the houses in the Chief Ministers Pool only or change the classification of any residence on the recommendations of the House Allotment Committee(Upper) .

2. The allotment of all Government residences belonging to Chandigarh Administration falling in different Pools shall be made strictly in accordance with the provisions of these rules.

(Amended vide Notification Nos.299 dated 2.6.1997 , 86 dated 12.2.1998, 283 dated 10.5.2001)

7. Procedure for submission of application for allotment/change of Govt. house:-

- i) The Government employee covered under the definition of "Eligible Employee" and working in an "Eligible Office" under Rule 2(h) and 2(i) shall submit his **Online** application for allotment/change of Govt. house on the prescribed form "A" on the official Website <http://admser.chd.nic.in/has/> of House Allotment Committee, U.T., Chandigarh duly filled in and the hard copy of the same shall be

forwarded by the Head of Department/Nodal Officer of the Punjab Govt./Haryana Govt./ Punjab and Haryana High Court / Chandigarh Administration.

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.

- i) The application form shall be examined by the House Allotment Committee, U.T., Chandigarh. The incomplete application form or the application form of in-eligible applicants shall be rejected straightaway by the House Allotment Committee, UT, Chandigarh. Thereafter, the applicant shall submit a fresh Online application on the above mentioned official website of Chandigarh Administration after removing the objection(s). After considering the eligible applications, the seniority lists shall be updated every month, on the above mentioned official website of Chandigarh Administration.
- ii) There shall be combined seniority list of the employees of Punjab, Haryana, Punjab and Haryana High Court and Chandigarh Administration for the allotment/change of Government residences on the basis of their date of eligibility.
- iv) The eligible applicant can check the status of his/her seniority list in respect of the type of house for which he/she has submitted the online application.
- v) The Executive Engineer, C.P.Division No.3, Chandigarh shall submit online, an update report of vacant Government houses fit for allotment/ fit for occupation, belonging to Chandigarh Administration General Pool to enable the eligible applicants to ascertain the vacancy report of Government houses.

The Executive Engineer, C.P.Divn.No.3, Chandigarh while updating the online vacation report of Government houses of Chandigarh Administration General Pool 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) 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. No written request for allotment of particular

houses shall be entertained/ considered by the House Allotment Committee, Chandigarh, in future.

- vi) The intimation with regard to the allotment of Government houses to the successful applicant by way of bidding system, shall be given through SMS. The applicants after giving the option/bid, can check their status of the allotment of house in the seniority list on the above mentioned website of Chandigarh Administration.
- vii) After getting the allotment order of the Government house, the applicant shall contact the Work Inspector, Occupation/Vacation of the area concerned for taking over the possession of the allotted house within 14 days from the date of issue of the allotment order.

(Substituted vide Notification No.14 dated 23.1.2017)

8 Allotment of Residences:-SR-317-AM-10- Save as otherwise provided in these rules, 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 of rule 9 or 17. The allotment of a residence of a type higher than that for which the applicant is eligible under rule 5 shall not be allotted and he shall also not be compelled to accept a residence of a type lower than that for which he is eligible under rule 5”.

(Substituted vide Notification No.14 dated 23.1.2017)

9 Out of Turn Allotment S.R.-317-AM-11.(1) The House Allotment Committee may allot a house on out of turn basis in the following cases.

(a) Allotment of residence to the member of the family of deceased Government employee:

- (i) When a Government employee in occupation of a Government residence dies while in service, accommodation may be allotted to his spouse, family comprising of dependent or a son, or an unmarried daughter, on compassionate grounds, subject to fulfilment of other prescribed conditions including that of not owning a house in Union Territory, Chandigarh, Mohali or Panchkula.
- (ii) Thus, if a Government employee dies in harness and was living in a Government accommodation, his family comprising of dependent would be allowed to retain the same house as prescribed below. However, if the deceased was working in department which has its own pool of houses, the house would be allotted to be retained from that pool only.
- (iii) That if the deceased was working at Chandigarh but he and his family were not living in Chandigarh, no claim shall be entertained.
- (iv) if the allottee expired during retention period, no claim shall be entertained.
- (v) Provided that if the allottee was allowed retention after transfer outside Chandigarh and expired during retention period, no claim shall be entertained.
- (vi) That if the deceased was residing in earmarked house, his/her family will have to vacate the earmarked house and a general category house will be allotted to the family as per his/her entitlement.

- (vii) Provided that if the deceased is working elsewhere and living at Chandigarh no claim shall be entertained.
- (viii) if within three years of the death of the allottee, kin get a Government job then the kin shall be allotted house of his entitled category though on out of turn basis:

Provided that such accommodation shall not be higher than the type to which such member of the family of the deceased is entitled.

Provided further that such member of the family of the deceased applying for allotment under this sub rule shall not be allotted accommodation of a type higher than the type already in occupation of the deceased even though the applicant may be entitled to such higher type.

(Amended vide Notification No.1650 dated 8th June, 2010)

- (aa)** When a Government employee in occupation of a Government residence, retires on medical ground, before the age of 55 years, his/ her members of the family who is already in Government service shall also be entitled to the allotment of Government accommodation of the entitled category under the aforementioned rule.

(As amended vide Notification Nos. 459 dated 5.9.1997, 543 dated 11.11.1997, 444 dated 16.7.2003 and 504 dated 4.8.2004)

- (b) Allotment of residence to spouse of Government accommodation is transferred outside Chandigarh:**

When a Government employee in occupation of Government accommodation is transferred outside Chandigarh, the same residence may be transferred in the name of his spouse subject to the condition that the spouse is working in an eligible office and is entitled to the same type of 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 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.

- (c) 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 in an eligible office and is entitled to the said type of accommodation. However, in case the spouse is not entitled to the said type he/she may be made an allotment as per his/her entitlement:

Provided that such spouse shall not be allotted accommodation under this sub-rule of a type higher than the type already in occupation of the retiree

even though the applicant may be entitled to such higher type.

(d) Allotment of residence to Government employee vacating earmarked house:

When a Government employee 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 under this sub-rule subject to the condition that the employee continues to be posted at Chandigarh, Panchkula or Mohali, except the District Level Offices or those offices which are not State Level Offices at Panchkula or Mohali:

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

(e) Allotment of a residence to a government employee due to functional requirements:

This sub rule stands struck off in view of the Judgment delivered by the Hon'ble Supreme Court of India in S.L.P.No.15714 of 2011 titled as 'Asha Sharma and others Versus Chandigarh Administration and another'.

(f) Allotment of a residence to a Government employee in exceptional circumstances of hardship or in public interest.

A Government employee of an eligible office may, for the reasons to be recorded in writing, be allotted a residence of the entitlement under this sub-rule in exceptional circumstances of hardship or in public interest.

Provided that the Government employee owning house in Chandigarh, Mohali and Panchkula 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 under this sub-rule.

(g) Allotment of Residences to a Government employee on transfer to States of Jammu and Kashmir, Assam, Meghalaya, Nagaland, Tripura, Arunachal Pradesh and Mizoram and Union Territories of Andaman and Nicobar Islands and Lakshadweep.

A Government employee of an eligible office, already in occupation of Chandigarh Administration General Pool house of his entitled category at the time of allotment and not on the date of his transfer to State of Jammu and Kashmir, Assam, Meghalaya, Nagaland, Tripura, Arunachal Pradesh, Mizoram and Union Territories of Andaman and Nicobar Islands and Lakshadweep shall be allotted accommodation of one type below the type of accommodation in his occupation, in the same or nearby locality, in case the officers request for allotment of alternative accommodation.

(2) Notwithstanding anything contained in these rules, not more than 10% of the houses allotted in a year under clauses (e) and (f), shall be allotted on out of turn basis. This limit shall, however, be not applicable in respect of out of turn allotments under clauses (a) to (d) of sub rule(1).

(Amended vide Notification Nos. 297 dated 2.6.97) .

12 Non-acceptance of allotment or failure to occupy the allotted residence after acceptance-S.R.-317-AM-12-(1) 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, he shall not be eligible for another allotment for a period of one year from the date of issue of the allotment letter.

- (2) Where a Government employee applying under Rule 9 and occupying a lower type of residence is allotted or offered a residence of the type for which he is eligible under Rule 5, he 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, he shall be charged the same licence fee as he would have had to pay in respect of the residence, so allotted or offered, or the licence fee payable in respect of the residence already in his occupation, which ever is higher.

13. Period for which allotment subsists and concessional period for further retention-S.R.-317-AM-13(1). An allotment shall be effective from the date on which it is accepted by the Government servant and shall remain in force until:-

- (a) the expiry of the concessional period mentioned in column 2 of the Table given in sub-rule (2):
- (b) It is cancelled or is deemed to have been cancelled under these rules.
- (c) It is surrendered by the Government employee: or
- (d) The employee ceases to occupy the residence.

(2) A residence allotted to a Government employee may, subject to sub-rule (3), 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.

TABLE

Events		Permissible period of Retention of residence.
(1)		(2)
1	Retirement, Terminal leave, Resignation, dismissal or removal from Service, termination of services or Unauthorized absence without permission.	Four months
2.	Transfer outside Chandigarh.	Six months.

3.	Temporary transfer in or outside India.	Six months.
4.	Leave (other than leave preparatory to Retirement, refused leave, terminal leave.)	For the entire period of leave.
5.	Leave preparatory to retirement or Refused leave granted under F.R..86.	For the full period of leave on full average pay subject to a maximum of six months inclusive of the period permissible in the case of retirement.
6.	Deputation outside India	One year.
7.	On proceeding on training	For full period of Training.
8.	Death of the allottee	One year (extendable upto three years in case where the deceased officer/ official or his/ her dependent does not own a house in Union Territory, Chandigarh, Mohali or Panchkula.
9.	Transfer to State of Jammu & Kashmir, Assam, Meghalaya, Nagaland, Tripura Arunachal Pradesh, Mizoram and Union Territories of Andaman and Nicobar Islands and Lakshadweep.	On payment of flat rate/normal licence fee upto 30.6.2002 or till revised orders are issued by the Government of India, whichever is earlier.

Explanation.- The period permissible on transfer mentioned against events 2 and 3 shall count from the date of relinquishing the charge. The period for which the Government employee remains on leave before joining duty at the new office shall not be taken into account in calculating the permissible period.

3. When a residence is retained under events (2) and (3) of the table in 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 Government employee resumes duty in an eligible office in the Chandigarh.

4. A government employee who has retained the residence by virtue of the concession under event (1) of the Table in sub-rule (2), shall on reinstatement in an eligible office within the period specified in the said Table, be entitled to retain that residence and shall also be eligible for any further allotment or residence under these rules.

(Amended vide notification No. 2978, dated 17.12.2009)

(Proviso to this sub rule deleted vide notification No. 2978, dated 17.12.2009.)

5. Extension of the period of retention of the residence beyond that specified in the Table below sub-rule (2) may be allowed by the Committee in exceptional cases, except in the case of dismissed Govt. Officer/ Official, with reasons to be recorded in writing, for a period not exceeding six months, on the payment of 20 times the normal licence fee for the first three months and 30 times the normal, licence fee for the remaining three months. In the case of the transfer of the Govt. employee outside Chandigarh, Mohali or Panchkula, except the District Level Offices or those offices which are not State Level

Offices at Panchkula or Mohali, as the case may be, for a period not exceeding 4 months, on the payment of 20 times the normal licence fee for the first three months and 30 times the normal licence fee for the next one month. However, in death cases, the dependent/ward/family of the deceased allottee may be allowed further retention (beyond the period of three years on payment of normal license fee for further period of 2 years (i.e. for 4th and 5th year) on payment of 5 times the normal license fee.

Provided that the proposed proviso under Rule SR-317-AM-13(5) the retention shall be added is as under:-

- | | | |
|---|-------------------|------------------------------------|
| 1 | Three years | Normal rent. |
| 2 | Further two years | Five times the normal license fee. |

(Amended vide Notification No. 1650, dated 8.6.2010).

(This sub rule stands struck down in view of the judgment dated 30.8.2011 passed in SLP No.15714 of 2011 titled as 'Asha Sharma Versus Chandigarh Administration and others.)

6. In case the government employee, who has been transferred outside Chandigarh, Panchkula or Mohali, rejoins at Chandigarh, Panchkula or Mohali except the District Level Offices or those offices which are not State Level Offices at Panchkula or Mohali, within the period as prescribed in column 2 of the table under sub-rule (2), the allotment of the same residence shall be regularized in his/her name.

Provided that Government employee, who are in occupation of Chandigarh Administration General Pool accommodation at the time of proceeding on foreign service at Chandigarh, Panchkula or Mohali, except the District Level Offices or those offices which are not State Level Offices at Panchkula or Mohali, shall be allowed to continue in occupation of the accommodation on payment of five times the normal licence fee as long as they retain lien on a post in an eligible office on their rejoining in the eligible office, the allotment of the same residence shall be regularized in his /her name.

7. The retention of house under event 9 of the table appended to sub rule (2) shall be permissible to All India Services Officers & (Indian Administrative Service, Indian Police Service, Indian Forest Service) as per details given herein below namely:-

- (a) Officer of All India Services from a State Cadre other than the States in the North Eastern Region/ Union Territories cadre are sent on deputation to the North Eastern Region, (Assam, Meghalaya, Manipur, Nagaland, Tripura, Arunachal Pradesh and Mizoram) in public interest so long as they are on deputation to the North Eastern Region/Jammu and Kashmir.
- (b) All India Services Officers of Union Territory Cadre who are posted to one of the two Union Territories viz. Andaman and Nicobar, Island, Lakshadweep/ Jammu and Kashmir.
- (c) Officers of All India Services Cadre borne on the State cadre belonging to Assam, Meghalaya, Mizoram, Arunachal Pradesh, Manipur, Tripura and Nagaland, who revert to the cadres at the end of the normal tenure with the Central Government, for a period of 2 years including the period of retention admissible under the rules at present. Such All India Services Officers of these States who have to revert Pre-maturely in Public interest maybe allowed the concession of retention of accommodation/ allotment of alternative

accommodation for the balance period of their tenure of two years, whichever, is longer.

(Amended vide Notification Nos. 97 dated 18.2.98, 176 dated 10.5.99, 345 dated 9.8.99, 630 dated 15.7.2002, 504 dated 4.8.2004)

14. Provisions relating to licence fee-S.R.317-AM-14(1). Where an allotment of accommodation or alternative accommodation has been accepted, the liability for licence fee shall commence from the date of occupation or the fifteenth day from the date of issue of the allotment order, whichever is earlier.

(2) Where a Government employee who after accepting the allotment, fails to take possession of that accommodation within fourteen days of the issue of the allotment order, he shall be charged licence fee from such date for a period of one month or till the date on which the new allottee takes possession of the said accommodation, whichever is earlier.

(3) 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 licence fee upto 10 days, for shifting.

Provided that if the former residence is not vacated within 10 days as provided in sub-rule (3) above, the employee shall be liable to pay penal rent at the rate of twenty times the normal licence fee for the entire period from the date he takes possession of the new residence to the date of vacation of the old residence.

(4) 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.

(Amended vide notification No.1549 dated 11.10.07)

Provided that this sub-rule shall not be applicable in the case of allotments of earmarked residence.

15. Personal liability of Government employee for payment of licence fee till the vacation of residence-S.R. 317-AM-15.- A Government employee to whom a residence has been allotted shall be personally liable for the payment of the licence fee thereof and for any damages beyond usual wear and tear caused 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 him 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 –S.R. 317-AM-16.—(1) A Government employee may at any time surrender an allotment by giving intimation so as to reach the 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 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 licence fee for fourteen days or the number of days by which the

notice given by him falls short of the period specified above:

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

(2) A Government employee, who surrenders the residence under sub-rule(1), shall not be considered again for allotment of government accommodation for a period of one year from the date of such surrender.

17. "Change of Residence-SR-317-AM-17.----(1) A Government employee to whom a residence has been allotted under these rules, on the completion of one years stay in the present house, may apply to the Secretary, house Allotment Committee for a change to another residence of the same type or a residence of the type to which he is eligible under rule 5 and 9, whichever is lower. Not more than one change will be allowed in respect of one type of residence allotted to a government employee.

(2) A government employee, who intends to change the accommodation already allotted to him shall submit his/her online application to the Secretary for such change of residence on the prescribed amended form "A" duly filled in and the hard copy of the same shall be forwarded by the Head of Department/Nodal Officer of the concerned State Govt. After acceptance, the name of the applicant shall be included in the combined current combined seniority list of that type. The inter-se-seniority of the applicants so included shall be determined keeping in view his/her date of eligibility for that type of house.

(3) Change shall be offered in the order of seniority determined in accordance with sub-rule (2) above, having regard to the employee's preference to the extent possible:

Provided that no change of residence shall be allowed during the period of six months immediately preceding the date of superannuation or within one year of allotment:

Provided that the change will be given in the same type of residence and change shall also be allowed from old types of residences to the new types of residence and vice versa:

Provided that Government employees, to whom residences of the same type have been allotted under these rules, after the completion of 2 years stay in the present house, may apply for permission of mutual exchange in present house, may apply for permission of mutual exchange in Form 'C' appended to these rules and mutual exchange of residences of the same type or from old types of residences to the new types may be allowed."

**(Amended Vide notification No. 2017/A5/1991
dated 19/20.12.2017)**

(4) 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.

(5) 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 accordance with the provisions of rule 13 in addition to the normal licence fee for the residence already in his possession, the allotment of which shall continue to subsist.

(Substituted vide Notification No.14 dated 23.1.2017)

18. Maintenance of Residence – S.R.-317-AM-18.—A Government employee to whom a residence has been allotted, shall maintain the residence and premises to the satisfaction of the Public Works Department of Chandigarh Administration. 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 Public Works Department

of the Chandigarh Administration. Trees, Plantation or vegetation grown in contravention of this rule may be caused to be removed by the Executive Engineer, Horticulture, Engineering Department, Chandigarh Administration at the risk and cost of the Government employee concerned. No addition and alternation in the house shall be made by the Government employee without any permission, in writing of the Adviser to the Administrator, Union Territory, Chandigarh. 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 and sharing of residence---S.R.-317-AM-19 (1)

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. The servant quarters, out-houses, garages and cow-sheds may be used only for the bona fide purpose including residence of the servants of the allottee or for such other purposes as may be permitted by the Committee:

Provided that the Committee may, for the reasons to be recorded in writing, allow a government employee to share the residence with another person in exceptional circumstances for a period not exceeding six months at a time but not exceeding one year in the aggregate.

(2) 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 specified in the corresponding entry in column 2 of the table below sub-rule (2) of rule 13 with the prior permission of the Secretary. In the event of such arrangement the licence fee shall be payable by the government employee to whom the residence is allotted.

20. Consequences of breach of Rules and Conditions—S.R. 317-AM-

20.—(1) 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 Secretary, without prejudice to any other disciplinary action that may be taken against him, may cancel the allotment of the residence.

Explanation.-----In this sub-rule the word "Government employee"

includes a member of his family.

(2) 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.

(3) 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.

(4) 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.

(5) 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.

(6) 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 in the event of such subletting or misuse apart from taking action as provided under Sub-rule 1 to 5 of Rule SR-317-AM-20 of the Government Residences (Chandigarh Administration General Pool) Allotment Rules, 1996.

(Amended vide notification No.537 dated 17.4.2015)

21. Overstay in residence after cancellation of allotment-S.R. 317-AM-21.—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 fifty times the normal licence fee.

22. Continuance of allotments made prior to the issue of these Rules---S.R.317-AM-22.—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:-

(1) 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

(Amended vide notification dated 11.10.07)

(2) The house already allotted to the employees of ineligible offices and other such categories shall be got vacated on their transfer out of Chandigarh, resignation, dismissal, retirement or death etc.

(3) The houses which have been placed at the disposal of various other departmental pools shall be included in the Chandigarh Administration General Pool again after their vacation by the present occupants and vice versa.

(4) The houses which have been allotted for non-residential purposes shall be got vacated and be made available for allotment to the employees of eligible offices.

(5) Where the allotment of a residence has already been cancelled or deemed to have been cancelled, the Government servant shall be charged licence fee at the rate of fifty times the normal licence fee from the date of commencement of these rules.

(6) Where a residence is already in occupation of an officer who himself, his spouse or any of his dependent Children, owns a house at Chandigarh or the adjoining urban estates of Panchkula or Mohali, 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 licence fee.

(7) Where a government employee on deputation to Chandigarh Administration is in occupation of a residence at the time of commencement of these rules on his repatriation to his parent state, shall be allowed to continue in occupation of the government residence on payment of normal licence fee as long as he is posted at Chandigarh, Panchkula or Mohali, except the District Level Offices or those offices which are not State Level Offices at Panchkula or Mohali, provided he is entitled to the said category on repatriation.

(8) 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.

23. Interpretation of Rules. S.R.317-AM-23. If any question arises as to the interpretation of these rules, it shall be decided by the Administrator, Union Territory, Chandigarh, 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.

24. Repeal S.R. 317-AM-24. The Government Residences (Chandigarh Administration Pool) Allotment Rules, 1972 are 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 Administrator, Union Territory, Chandigarh or House Allotment Committee, as the case may be.

ANURADHA GUPTA, IAS,
Home Secretary,
Chandigarh Administration.

Endorsement No.6894-HIII(6)-96/12955, dated the 28th June, 1996.

A copy with a copy of its enclosures is forwarded to the Deputy Director of Estates, Government of India, Ministry of Urban Affairs and Employment, Directorate of Estate, New Delhi for information with reference to his letter No. 12012(1)/88-II (Vol.II) dated 23rd April, 1996.

R.S. DOON,

Deputy Secretary Home.

Endorsement No.6894-HIII(6)-96/12956, dated the 28th June, 1996.

A copy with a copy of its enclosures is forwarded to the :

- (i) Chief Secretary to Government of Punjab, Chandigarh.
- (ii) Chief Secretary to Government of Haryana, Chandigarh for information and necessary action.

R.S. DOON,

Deputy Secretary, Home.

Endorsement No.694-HIII(6)-96/12957, dated the 28th June, 1996.

A copy along-with a copy of its enclosures is forwarded to the Registrar, Punjab and Haryana High Court, Chandigarh for information and necessary action.

R.S.DOON,

Deputy Secretary, Home.

Endorsement No.6894-HIII(6)-96/12959, dated the 28th June, 1996.

A copy with a copy of its enclosures is forwarded to All Heads of the Department/Offices in Chandigarh Administration for information and necessary action.

R.S.DOON,

Deputy Secretary, Home.

Endorsement No.6894-HIII(6)-96/1295, dated the 28th June, 1996.

A copy with a copy of its enclosures is forwarded to the Secretary, House Allotment Committee, Chandigarh for information and necessary action.

R.S.DOON,

Deputy Secretary, Home.

FORM "A"

APPLICATION FORM FOR ALLOTMENT OF GOVERNMENT RESIDENCE (CHANDIGARH
ADMINISTRATION GENERAL POOL) AT CHANDIGARH

To

The Secretary,
House Allotment Committee,
Chandigarh.

Subject Application for the allotment of house (Chandigarh Administration,
General/Transit Accommodation Pool) at Chandigarh.

Sir,

The undersigned applies for the allotment of _____Type house at
Chandigarh.

1. Name in block letter. _____
2. Designation. _____
3. Father`s/Husband`s Name. _____
4. (a) Date of Birth. _____
(b) Date of retirement. _____
5. Place of duty & Present Address:
(a) Official Address. _____
(b) Residential address. _____
6. (a) Date of joining Govt. Service. _____
(b) Pay & Special Pay on that day . _____
(c) Scale of pay. _____
(d) Designation/Group on that day. _____
7. Whether permanent/regular or not _____
- 8(a). Adhar Card No. of the applicant _____
(b) Mobile No. of the applicant _____
(c) E-mail address of the applicant _____
9. Particulars of the Government
house under the occupation of
applicant or his/her spouse: _____
- 10(a). Whether the applicant or his/her
spouse or any of his/her dependent
children owns, any house in the
Union Territory of Chandigarh
Panchkula or Mohali. _____
(b) Is the applicant ready to pay
double the normal licence fee. _____
11. Whether the applicant has applied
for any other category of house. _____

12. Whether the applicant has ever been _____
debarred for allotment of Government
residence.
(a) If yes, give details thereof. _____
- 13.(a) Date since when he/she is
entitled for the type of house applied for _____
b) Basic Pay & Special pay on
that day. _____
(c) Scale of pay _____
(d) Designation & Class(Group) on that date. _____
(e) DATE OF REGULAR. _____
14. Choice of the applicant for allotment of
house applied for:- i) _____
ii) _____
iii) _____
15. Present pay/Designation on the date of application.
(a) Basic Pay Special Pay. _____
(b) Scale of pay. _____
(c) Designation/Group of service. _____

DECLARATION

1. I certify that I have been serving in the office of the Chandigarh Administration, the Central Government or State Government or Punjab & Haryana High Court or on foreign service, except for periods of leave without pay since ____ _ (in case there is any break, this may be specified).
2. I certify that I have not been debarred from allotment of any type of house. If debarred give reasons for debarration along with the Allotment No. dated _____ with which previous house was allotted. If government house was surrendered, No. of house, Type of house & Sector with date of vacation may be indicated.
3. I certify that I have not applied for any other type of house.
4. I agree to abide by the Government Residence (Chandigarh Administration General Pool) Allotment Rules, 1996 amended from time to time.
5. I certify that my stay in the Government service is continuous from the date of entitlement as shown in COLUMN NO.12. During the said period my pay was neither decreased due to demotion or any other reason nor demoted from the post.
6. I certify that the particulars given above are true and correct to the best of my knowledge and belief and nothing has been concealed there from. In case the particulars given above are found incorrect, I shall be liable for disciplinary action in addition to cancellation of allotment of my house.
7. I undertake to intimate within seven days that fact of my retirement/transfer to any other office(whether eligible or ineligible)failing which I render myself for cancellation of the house under my occupation.

Yours faithfully,

(Signature of the applicant)

Endst. No. _____ Dated : _____

Forwarded in original to the Secretary, House Allotment Committee,
Chandigarh Administration.

- 1.(a) It is certified that the particulars mentioned above by the applicant are correct.
(b) That his/her stay as declared in COLUMN NO.13 (to be specified) i.e. from _____ making him/her entitled for the allotment of _____ Type house as applied for has been verified from his/her service record & is correct.
(c) That she/he has been drawing the basic pay of Rs. _____ plus special pay of Rs. _____ from _____ and has been holding the post of _____ (Class/group 1/II/III/IV post) from _____.
2. It is certified that as per records of this office he or his spouse or any of his/her dependent children owns/does not own any house at Union Territory of Chandigarh, Panchkula or Mohali.
3. It is certified that the applicant has not applied for any other type of government residence.
4. It is certified that the applicant has never been debarred for allotment of government residence due to any reason.

(Head of Department)

with seal.

NOTE: The Head of office should not forward any application unless he has satisfied himself about the particulars filled in by the applicant.

Form "B"

APPLICATION FORM FOR CHANGE OF HOUSE

To
The Secretary,
House Allotment Committee,
Chandigarh Administration.

Sir,

I request for the change of Government house allotted to me. The detailed particulars of the house in occupation and the house required in change are given hereunder:

- 1. Name of the allottee:_____
- 2. Designation : _____
- 3. Department : _____
- 4. Father's/ Husband's Name: _____
- 5. Date of Birth: _____
- 6. Date of retirement : _____
- 7. Detail of house allotted/remained in possession of the allottee, as at Sr. No. 1 above, since his/her joining at Chandigarh.

Type of	House No. and Sector No. and Date	Allotment order	Date of House occupation of House
a) -----	-----	-----	-----
b) -----	-----	-----	-----
c) -----	-----	-----	-----
d) -----	-----	-----	-----
e) -----	-----	-----	-----

(Detail of all the house allotted to the applicant/ allottee, whether occupied or not should be entered above.

- 8. Type, No. and Sector of house in occupation at present.

(Please attach photo copy of the allotment order and possession certificate of the said house.)

- 9. Reasons for asking change of the house.

- 10.(i) Whether the request is for a particular type, house number and Sector; if yes give details :

(a) Type of the house -----

(b) House No. ----- Sector -----

(ii) If the request is not for a particular house, then please give the choice of floor, particular type and sector etc. if any-----

I certify that the particulars given above by me are true and correct to the best of my knowledge and nothing has been concealed there from. I undertake that in case any of the particulars given above are found incorrect in any manner in any manner I may be held responsible for the same and the request made by me may be considered as withdrawn and I am liable for disciplinary action for the concealment of the facts.

I also certify that the house is in my personal occupation and no part of it has been let out to anyone by me.

Signature of the applicant

Date-----

(Mobile No._____))

(Recommendations of the Head of the Department/ Office of the allottee)

office of the -----

Endorsement No.----- Dated:-----

The request of Sh./Smt._____

Working in this office as -----(Designation) and is presently living in Government House No.____Sector_____ As per record of this office is forwarded in original to the Secretary, House Allotment Committee, Chandigarh Administration. It is certified that the licence fee for the said house is being recovered from his/her pay regularly and is being deposited with the Deputy Controller (F&A) Rents, Chandigarh Administration and there are no arrears of licence fee outstanding against the applicant.

The reasons for the change of the house given by him/her in the application are justified and as such the request of the applicant is recommended.

Signature of the Head of Office/
Department with the seal of office.

Form "C"
APPLICATION FOR MUTUAL EXCHANGE OF HOUSE

To,
The Secretary,
House Allotment Committee,
Chandigarh Administration,
Sir,

We are occupants of the government houses mentioned below and we want to change house mutually, permission for which any kindly be accorded.

We full understand that exchange once allowed will be final and it will not revoked for any reason.

Name:-----	Name:-----
Designation:-----	Designation:-----
Office address: -----	Office address: -----
Date of birth:-----	Date of birth:-----
Date of retirement-----	Date of retirement-----
Type of house -----	Type of house -----
Present House No.-----	Present House No.-----
Sector -----	Sector -----
Full/Half-----	Full/Half-----
No. and date of allotment letter	No. and date of allotment letter
_____	_____
Is it 1 st or 2 nd change	Is it 1 st or 2 nd change
_____	_____

It is further certified that there is no case of subletting against us and allotments have not been cancelled due to any reason. Copies of allotment letters/possession certificates and water/electric bill along with the receipts showing payments made are enclosed.

Signature of the applicant	Signature of the applicant
Dated:-----	Dated:-----
Office of -----	Office of -----
-----	-----
Endorsement No._____	Endorsement No._____
Dated_____	Dated_____

Forwarded to the Secretary, House Allotment Committee, Chandigarh Administration for favour of necessary action. It is certified that neither of them is under order or transfer.

It is further certified that the licence fee from the pay of the applicants for the government residences under their occupation is being deducted.

Head of Department (with seal)	Head of Department (with seal)
---------------------------------	---------------------------------

Form "D"

Name of the Office/Department

Consolidated list applicants in order of seniority for allotment of houses of Type_____ * whose applications on Form "A" are being for warded.

Sr. No.	Name	Designation	Date of joining government service With pay/designation on that date.		
			Date 4(a)	Pay 4(b)	Designation 4(c)
1	2	3			

Date since when eligible for the type applied for ; the date pay on date			whether the applicant or his spouse or any of his dependant children owns a house at Chandigarh Panchkula or Mohali	Remarks
Date 5(a)	Designation 5(b)	B. pay 5(c)	6	7

Signature of the Head of Department

* Separate form may be used for each type/category of house.

Annexure "A"

TABLE

A government officer/official specified in the column (2) of the table below shall be eligible for allotment of Government residences type specified in the corresponding entry in column (1) thereof.

(1)	(2)
Type of house	Designation
(a) Type 3 (old)	Officers equivalent in the rank to that of the Chief Secretaries of Punjab and Haryana.
(b) Type 4 and 5 (old)	Officers of the rank of Financial Commissioners or of the equivalent rank and above, Director General of Police, Punjab and Haryana. Chairman, Haryana Public Service Commission.
(c) Type 6 (old)/VI (New)	Legal Remembrancer, Punjab and Haryana; District and Sessions Judges; Administrative Secretaries of Punjab, Haryana and of the equivalent rank and above, Administrative Secretaries of Union Territory Administration, Additional Director Generals of Police, Engineer-in-chief, Principal Chief Conservator of Forests, Director General of Health Services, Inspector General of Police.
(d) Type 7 (old)	Additional District and Sessions Judges; Special Secretaries, Additional Secretaries, Joint Secretaries and Heads of Departments in the Selection grade of IAS; Chief Engineers, Chief Architects, Chief Town Planners, Directors Health Services and Animal Husbandry, Member, State Public Services Commissions, Chief Conservator of Forest, Deputy Inspector General of Police.
(e) Type 8 (old)/ V (New Duplex)	Additional Secretaries, Joint Secretaries and Heads of Department in Punjab and Haryana and Union Territory Administration in the Junior Administrative grade of the IAS; IPS and PCS/HCS (Executive and Judicial) officers in the Selection Grade, Heads of Departments who are not covered in (c) and (d) above; Superintending Engineers, Senior Architect, Senior Town Planner, Conservation of Forest and Joint Registrar of Hon'ble Punjab and Haryana High Court. (As per decision of H.A.C(U) taken in its meeting held on 13.6.2013).
(f) Type 9 (old)	IAS, IPS and PCS/HCS (Judicial and Executive) officers who are not covered under (a) to (e) above, Jt. Secretaries, Deputy Secretaries, in the government of Punjab and Haryana, Additional Head of Department in Punjab and Haryana, Executive Engineers, Architects, District/Divisional Town Planners, Deputy Registrar of Hon'ble High Court, Registrars of State Consumer Disputes Redressal Commissions, Director, State Institute of Education, U.T.

Chandigarh, Associate Professors, District Attorneys, Special/ Senior Secretaries in the rank of Deputy Secretaries, posted in the Punjab and Haryana Civil Secretariats and in the Hon'ble judges of the High Court .

- (g) V(New) Flat All other categories of officers not covered under Type accommodation Categories from (a) to (f) above but otherwise drawing emoluments not less than Rs. 4500, in the Pay Scales of 1.1.86 and Rs.12750/- in the Pay scales of 1.1.1996 and Rs.31520/- (excluding Grade Pay) in the Pay Scales of 1.1.2006 to 31.12.2015.
- (h) Type 10 (old)/IV (New) Class I and II (Group A & B) officers who are not covered from (a) to (g) above.
- (i) Type 11 (old)/III(New) & 12(old)/II(New) Class III (Group C/B) employees
- (j) Type 13 (old)/I (New) Class IV (Group D) employees

Note: Type 11(Old)/ III (New) residences shall be allotted to the Class III(Group C/B) employees who are drawing emoluments(Basic Pay) as under:-

- | | |
|--------------------------------|----------------------------------|
| i) Upto December, 1977. | Between Rupees 201/- to 350/-. |
| ii) from 1.1.78 to 31.12.1985. | Between Rupees 700/- to 999/-. |
| iii)from 1.1.86 to 31.12.1995. | Rupees 1600/- to Rs.2199/- |
| iv) from 1.1.96 to 31.12.2005. | Rs. 5,000/- to Rs. 7199/- |
| v) from 1.1.2006 to 31.12.2015 | Rs.13500/- (excluding Grade pay) |

(As amended vide Notification Nos. 196 dated 4.4.1997, 202 dated 9.4.1997, 51 dated 21.1.98 and 245 dated 14.5.98) and Amended Vide notification No. 2017/A5/1991 dated 19/20.12.2017.

ANURADHA GUPTA
Home Secretary
Chandigarh Administration