

UNIVERSITY OF GUJRAT
OFFICE OF THE REGISTRAR

No. UOG/REG/AR-I/20/31/843
Dated: February 8th, 2017

NOTIFICATION

In exercise of powers vested under Section 22(2) of UOG Act IX of 2004, the Competent Authority (the Syndicate) vide decision of Table Agenda Item No. 01 of its 31st Meeting held on January 2nd, 2017; is pleased to approve the UOG Accommodation, Allotment and Allocation Rules 2016, with immediate effect.



(DR TAHIR AQIL)
REGISTRAR

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to the:

- 1) All Deans/Directors of City Campuses/Sub-Campuses, University of Gujrat
- 2) Treasurer, University of Gujrat
- 3) Director, Administration & Coordination, University of Gujrat
- 4) Deputy Registrar (E-II), University of Gujrat
- 5) Resident Auditor, University of Gujrat
- 6) PSO to the Vice Chancellor, University of Gujrat
- 7) Syndicate File (UOG/REG/AR-I/20)
- 8) Archive File



ADMIN OFFICER (ESTB-I)

UNIVERSITY OF GUJRAT

ACCOMMODATION ALLOTMENT AND ALLOCATION RULES 2016

In exercise of powers conferred by Section 14 (4)(x) of University of Gujrat Act IX of 2004; the Competent Authority is pleased to make the following rules for allotment of residential accommodation to the employees of University of Gujrat.

Short Title, Extent and Commencement

1. These Rules shall be called the University of Gujrat Accommodation Allotment and Allocation Rules and shall apply to allotment of accommodation in University of Gujrat, Hafiz Hayat Campus and other sub-campuses. They shall come into force with immediate effect.

Scope / Application

2. The Rules shall be applicable to all employees of University of Gujrat.

Responsibility

3. Admin Officer (Housing Management) under administrative control of Director Administration and Coordination is responsible for implementation of these Rules.

Definitions

4. In these rules, unless anything repugnant in the subject of context:-
 - a. "UOG" means University of Gujrat.
 - b. "Accommodation" means residential accommodation including a house or flat owned or hired by UOG in Hafiz Hayat Campus, Gujrat City, Narowal Campus, Rawalpindi, Islamabad and placed on the pool of the UOG.
 - c. "Allocation" means a UOG employee possessing a valid allotment letter duly issued by the Admin Officer (Housing Management) for an accommodation in the occupation.
 - d. "Entitlement" means the entitlement to accommodation as specified in rule 5.
 - e. "Employee" means an individual working on regular or contract (Short Term/Long Term/TTS) basis in UOG.
 - f. "Allotment Year" means the year beginning on 1st January or such other period as may be notified.

- g. **"Eligibility"** means the eligibility of an individual as specified in rule 6.
- h. **"Family"** means spouse, legitimate children and step children of a UOG employee residing with him and wholly dependent upon him and includes his parents, real unmarried / divorced / widow sisters, unmarried brothers and handicapped children / brothers / sisters if residing with him and dependent upon him.
- i. **"GWL"** means General Waiting List maintained under rule 14.
- j. **"SOWL"** means Single Officer Waiting List maintained under rule 14 for the officers of Grade 16 or above.
- k. **"SEWL"** means Single Employee Waiting List maintained under rule 14 for the officers of Grade 15 or below.
- l. **"Rent"** means the rent calculated at the rate of 5% of the monthly pay of UOG employee or as fixed from time to time by UOG..
- m. **"Occupant"** means an individual or group of individuals occupying wholly or partially an accommodation.
- n. **"Services"** means electricity, water and gas supply.
- o. **"Unauthorized Occupant"** means a person whose allotment is no longer valid under these rules.
- p. **"Head of Department (HOD)"** means Dean/Director/Chairman of the concerned department.
- q. **"Admin Officer (Housing Management)"** means Admin Officer (Housing Management) of Directorate of Administration and Coordination who has the responsibility to work for the welfare of the residents and enforce the policies made by the University Management.
- r. **"Eligible Office"** means UOG, where the residential colony exists and the staff is eligible for accommodation under these rules.
- s. **"Eligible Person"** means the staff working in the UOG.
- t. **"Length of Service"** means the total length of continuous service in the UOG.
- u. **"Sub-letting"** includes sharing of the accommodation by an allottee with another person, with or without payment of house rent by such other person.
Explanation: Any sharing of accommodation by an allottee with close relations shall not be deemed to be sub-letting.

Available Accommodation

5. Following type of accommodation has either been constructed or will be constructed in the campus for allotment to officers / employees of UOG of different cadres:-

Ser	Lane	Basic Pay Scale	No of Houses	Remarks
i.	Faiz Lane	22	1	
ii.	Faiz Lane	20-21	5	H#2, Reserved for Registrar, H#3 Reserved for COE/Treasurer
iii.	Liaqat Lane	18-19	10	
iv.	Jauhar Lane	18-19	5	
v.	Jauhar Lane	16/17-18	24	
vi.	Nishtar Lane	17-18	12	
vii.	Nishtar Lane	18-19	8	
viii.	Nishtar Lane	18-19	12	
ix.	Nishtar Lane	17-18	8	
x.	Zarar Lane	19-20	18	
xi.	Zarar Lane	20-21	5	Houses Facing Main Boulevard

Eligibility

6. Provision of residence to the officers / employees is not a right but facility provided by the University. It is solely the prerogative of the University to offer a place in the residences / hostel. The University reserves the right to cancel allotment at any time without assigning any reason. Following shall be eligible for allotment of unfurnished accommodation with the condition that their names exist on the GWL, SOWL or SEWL of their entitled class of accommodation:-

- All married employees of University of Gujrat.
- All single (Bachelor) employees of UOG.

7. Un-married individuals will not be allotted married accommodation in UOG. However, they shall be eligible for house rent allowance as admissible to them under

rules, they will be required to pay the rent of accommodation provided by the University at the rate given at **Annex- A** which will be reviewed periodically and notified accordingly.

8. If both husband and wife being employee are residing together at the campus and the accommodation is allotted to one of them, the other will be entitled for grant of House Rent Allowance as admissible under rules.

9. An employee who is owner and in possession of a house or a house in the name of his spouse or dependent children within the radius of 60 Kilometers of UOG will be ineligible for allotment of accommodation in UOG.

10. UOG employees who fall under Rule 09 and are already in possession of UOG accommodation shall be allowed period of six months to shift to their own houses from the date of issue of these Rules.

Entitlement

11. The accommodation will be allotted to officers and staff according to the GWL, SOWL or SEWL waiting list. Houses located in Faiz Lane and Zarar Lane (Houses Facing Main Boulevard) will be allotted only to the officer entitled the house of said category. Employees already living in UOG accommodation will continue to live in the same accommodation. * @ All the future allotments will be made strictly on the basis of authorized cadre and the type of accommodation an employee is entitled.

* On improvement of accommodation state, the officers and staff will be allotted entitled accommodation on the basis of seniority determined from date of application for the accommodation..

@ In case no officer / staff in a category is on the waiting list, the type of house can be allotted to an officer / staff of a lower category.

12. On refusal of accommodation by an officer/ staff, his name will be relegated to the bottom of the waiting list.

13. **Maintaining of Seniority on the Waiting List**

- a. Admin Officer (Housing Management) will maintain waiting list of employees both for married and single category of accommodation in the prescribed form which will be available for inspection by employees during office hours on all working days. The waiting list will also be made public through UOG web site.
- b. Seniority of employees in the relevant Waiting List shall be determined as follows:-
 - i. Admin Officer (Housing Management) shall maintain waiting list of all applicants for the allotment of accommodation separately for married and single accommodation, the date of receipt of application (application form is attached at **Annex-B**) in the Directorate of Administration and Coordination shall be the date of seniority on the waiting list.
 - ii. If the date of application of two or more employees is the same, the seniority shall be determined on the basis of their seniority in service.
 - iii. The application for accommodation as and when received from an applicant through his/ her department shall be acknowledged by the Admin Officer (Housing Management).
 - iv. Officers residing in UOG, if promoted may be asked to shift to the entitled accommodation (as and when the state of accommodation improves) so as to give chance to the individual on the waiting list to avail the facility.
 - v. Request for change in accommodation will not be entertained.
- c. In case an officer / employee is posted to a sub-campus of UOG his/her name will remain active/alive in the respective waiting list.

14. **Procedure for Allotment – Married Accommodation**

- a. The accommodation (Un-Furnished) will be allotted by the Admin Officer (Housing Management) in accordance with the Waiting List. Final approval of Competent Authority (Vice Chancellor) will be sought for each individual case.

- b. No "OUT OF TURN" allotment will be made. However, keeping in view the nature of employment and services required to be rendered by an officer / employee, Vice Chancellor University of Gujrat is empowered to make "OUT OF TURN" allotment and also can relax the conditions given in Rule 9,10,11.
- c. If both husband and wife are UOG employees and one of them is in occupation of house then on retirement of the occupant, spouse will become eligible for allotment of accommodation of his entitled accommodation considering the seniority of the spouse w.e.f the date of enrollment or marriage whichever is later.
- d. The Vice Chancellor house will be furnished and kept in immaculate condition all the time by UOG. The responsibility for periodic maintenance/repair/replacement of furniture / household/ apparels etc lies with Directorate of Administration and Coordination. After every two years a review committee headed by Director Administration and Coordination with Admin Officer (Housing) and Admin Officer (Maintenance) as its members will evaluate the house and recommend the changes to be made.
- e. Following officers / appointment holders will have appointment designated houses as shown against each:-
 - i. Vice Chancellor
 - ii. The Registrar
 - iii. The Controller of Examination
 - iv. The Treasurer
 - v. Chief Librarian
 - vi. Principal NSMC
 - vii. Director Administration and Coordination
 - viii. Director Security / Chief Security Officer
 - ix. Admin Officer (Housing Management)
 - x. Admin Officer (Maintenance)
 - xi. PSO/SSO to the Vice Chancellor
 - xii. Medical Officer of UOG Health Care Centre
 - xiii. Transport Officer / Assistant Director (Transport)
 - xiv. Resident Auditor
- f. Allotment of Appointment / Reserved Accommodation

- i. On promotion/demotion entitlement of house will automatically be upgraded / downgraded as given in para-5, provided Admin Officer (Housing Management) is informed in writing within one month of publication of Notification.
- ii. The officers allotted appointment designated / reserve accommodation will have to vacate the same within two months on retirement / change of appointment / expiry of tenure of appointment / posting / secondment and shall be accommodated in similar / lower class accommodation as per availability, for the remaining duration / stay in UOG.
- g. Entitled / below entitled accommodation once allotted to an officer / employee will not be changed in the same category / class of accommodation. **The officers / staff allotted accommodation out of turn or on compassionate grounds will be given a deferment of one year in the GWL from the date of allotment.** However, officers / employees residing in below entitled accommodation will be shifted in their entitled accommodation on allotment according to waiting list on their turn (upon improvement of accommodation state).
- h. Minimum two houses will always be kept on VC's pool to cater for emergent / compassionate cases.

15. **Bachelor / Single Accommodation**

- a. Officers desirous to get Bachelor Accommodation will forward their request to Admin Officer (Housing Management).
- b. Admin Officer (Housing Management) will allot accommodation depending on availability. However 2 x Officers will have to share a bachelor accommodation if the number of officers residing in Bachelor accommodation are more.
- c. Admin Officer (Housing Management) will initiate occupation Return with effect from the date on which the Bachelor Officer accommodation is handed over to the officer.
- d. On vacation, the officer will have to inform Admin Officer (Housing Management) in writing, officers must clear their utility bills on vacation and get clearance from Admin Officer (Housing Management). Vacation Returns will be initiated with effect from the date on which the keys are handed over to Admin Officer (Housing Management).

- e. All officers residing in Bachelor Accommodation will be authorized to draw House Rent Allowance as per normal rules, however they will be required to pay the rent as per UOG's policy given at **Annex- A** which will be reviewed periodically and notified accordingly.
- f. The rules for allotment of accommodation to female faculty / employees will be same as given in Para 16, however the specific rules for allotment and stay in female faculty hostel are given at **Annex C** which have already been issued vide Notification No. UOG/R/79/46541 dated 15 Mar 2016.

16. **Procedure for Allotment – Single man (Employees) Accommodation**

- a. Single man accommodation will be controlled and allotted by the Admin Officer (Housing Management) under supervision of Director Administration and Coordination as per SEWL.
- b. Recovery of rent will be affected from each allottee of a single seat in the room and will have to pay the rent as per UOG's policy given at Annex B. In addition they will be asked to pay the service charges also.
- c. Workers/ employees of BPS-1 and 2 will be entitled free accommodation, however, only allied charges will be recovered as per rules.
- d. Employees living in single accommodation will be entitled to draw House Rent Allowance admissible to them under the normal rules.
- e. Employees will be grouped in rooms according to size of the room and number of applicants on waiting list.

17. **Retention of Accommodation on Different Pretext**

- a. An allottee, on his retirement, shall be entitled to retain the accommodation for a period, not exceeding six months, on payment of normal rent with the condition that no extension shall be allowed beyond the aforementioned period and rather allottee shall be liable to vacate without any further notice.
- i. UOG officers proceeding on duty / study leave with pay will be allowed to retain the allotted accommodation for the duration of education / training / course abroad or within country for the family (wife / husband and children) of the officer only on submission of certificate that the rent and service charges etc will be paid regularly by the officer.

- ii. No retention will be allowed in case of leave without pay for a period of over 6 months, dismissal, removal, completion of contract period, termination of service, compulsory retirement and premature retirement.
- iii. The accommodation retained by an employee shall not be transferred to his son/daughter after completion of 60 years age. The son/daughter, if employee of UOG may however, applies for accommodation as per his/her entitlement and shall be included in the respective waiting list.
- iv. Only one house to be retained by an employee or his/her spouse/ward.
- v. Release / retirement orders of each employee by Registrar Office will be sent to Directorate of Administration and Coordination minimum 3 months in advance. In addition the officer concerned is also responsible to inform the aforementioned office.
- vi. Clearance will be obtained from Admin Officer (Housing Management) by each officer/ individual proceeding on retirement, leave etc / posting.
- vii. Retention of accommodation for 2 x months is allowed to employees on posting/secondment to other departments. NO OBJECTION CERTIFICATE (NOC) will only be issued to them after receipt of a certificate that the applicant will not claim retention of accommodation beyond 2x months.
- viii. In case an officer / employee is transferred to a sub-campus of the UOG he will be allowed to retain the accommodation.

18. **Relatives who may be permitted to Reside with an Allottee of Accommodation.** The following relatives (other than wife / wives and children) of an employee may live with him in the house allotted to him for his family:-

- a. Parents (Father / Mother)
- b. Un-married / Divorced / Widow Sisters.
- c. Un-married Brothers.
- d. Step Children if dependent.
- e. Handicapped dependent Children / brothers / sisters.

19. **Handing / Taking over of Houses.** Before a house is vacated, directorate of Administration and Coordination will be informed by the allottee to fix date and time of vacation to enable Admin Officer (Housing Management) to take possession physically.

The allottee will remain liable to pay rent till physical possession of the house is given to Admin Officer (Housing Management).

20. **Occupation / Vacation**

- a. On receipt of an allotment letter from the Admin Officer (Housing Management), an allottee shall take over possession of accommodation from Admin Officer (Housing Management) within 10 days of allotment and sign the inventory failing which the allotment shall automatically stand cancelled.
- b. If an occupant takes over accommodation after prescribed period of 10 days and his allotment is not cancelled, the date of occupation will be the 10th day of allotment letter.
- c. Admin Officer (Housing Management) shall hand over accommodation to allottee and submit one copy of report to the following through an office note / letter:-
 - i. Admin Officer (Maintenance).
 - ii. Treasurer Office.
 - iii. Security Department.
 - iv. Respective Department.
- d. The Treasurer Office shall act on this report for the recovery of rent from the new occupant and shall also check that action has been taken to discontinue recovery of rent from the previous occupant.
- e. If the allottee refuses to accept the accommodation offered and informs the Admin Officer (Housing Management) accordingly within a period of ten days from the date of allotment, the allotment either verbally or writing, will be cancelled and the accommodation shall be offered to the next senior person on the Waiting List and his name will be brought down at the bottom of waiting list.
- f. In case an allottee cannot occupy the accommodation within prescribed period due to no fault of his own, said accommodation will be offered to the next individual on the waiting list. Such individual will be offered first available accommodation on its availability.
- g. At the time of handing over of accommodation to Admin Officer (Housing Management) the allottee shall also be liable to pay for any loss / damage to

the fixture, fittings and building beyond normal wear and tear, as per damage voucher forwarded by Admin Officer (Maintenance).

- h. On shifting of luggage after vacation of accommodation, Security Directorate will not allow the occupant to take out his luggage from Campus till the occupant gets clearance from Admin Officer (Housing Management) with countersignatures of Director Administration and Coordination.

21. **Out of turn Allotment of Accommodation** Vice Chancellor, UOG is the sole authority to allot out of turn accommodation based on the recommendations of respective Deans and Director Administration and Coordination. This discretionary power will be an exception and rarely used based on the best judgment of the Vice Chancellor, UOG.

22. **Un-Authorized Occupation of Houses**

- a. No one will occupy accommodation in UOG without proper allotment order from the directorate of Administration and Coordination and proper handing / taking over from Admin Officer (Housing Management). Person occupying a house without proper allotment orders in his name will be liable to suitable disciplinary action along with the person with whose connivance the occupation has been made.
- b. A person who has been discharged / removed from service must vacate the accommodation within prescribed period otherwise he will be charged market / assessed rent (which ever is more) for the period involved and UOG accommodation will be got vacated by Directorate of Administration and Coordination through Security Department.
- c. A person whose allotment is cancelled for infringement of allotment rules or on disciplinary grounds, will be treated as un-authorized occupant with effect from the date specified in the letter of cancellation and will be liable to be charged market / assessed rent (whichever is more) with effect from the same date in addition to ejection from the accommodation.
- d. All allottees will also ensure that person discharged/removed from service being un-desired is not accommodated for any reason in their houses / allotted

accommodation. Non-compliance of these orders will render them liable to disciplinary action.

- e. In case a house is locked for a considerable period and it is known to person living in the adjoining houses that the allottee has absented without leave / over stay leave himself or left the station for prolong period, they will inform Directorate of Administration and Coordination to this effect, who will immediately inquire into the matter and take over the house through a committee constituted for the purpose.

23. **Change Over of Accommodation.** Shifting from one house to another may be allowed if recommended by Director Administration and approved by Vice Chancellor under the following circumstances provided the house is available at the time when applied:-

- a. On promotion or demotion entitling the individual to a higher or lower class of accommodation.
- b. Mutual changeover of accommodation of the same type and class be considered only once, provided that it is ascertained that affected individuals are not expected to be retired, promoted, transferred or posted within next two years and they will shift in the new accommodation within 10 days after issuance of approval letter, otherwise their changeover will be cancelled. The proceeding of mutual changeover will be processed by Admin Officer (Housing Management) for the final approval of Competent Authority (Vice Chancellor).
- c. Mutual exchange of higher and lower type of houses is not permissible.
- d. Mutual changeover / changeover of single accommodation be approved by Director Administration and Coordination only once.

24. **Emergency Pool – Accommodation**

- a. A house / houses in each category may be kept on emergency pool to cater for allotment in emergent / extreme compassionate cases.
- b. The allotment of emergency pool accommodation will be done solely by Vice Chancellor.
- c. Emergency pool accommodation will be allotted for a period of 4 months only which can be extended up to a maximum period of 6 months.

- d. On termination of allotment period, the allottee must vacate the accommodation immediately to make it available for next allotment.

25. General Instructions for Allotment

- a. The house will be vacated and handed over to Admin Officer (Housing Management) properly and physically as per instructions issued by Directorate of Administration and Coordination.
- b. No additions or alternation will be made in building by the occupant.
- c. After termination of service/ completion of contract, the allottee will have no right to retain accommodation in his possession. If the accommodation is not vacated and handed over immediately, the Admin Officer (Housing Management) will eject the allottee from the accommodation, if needed, through a committee..
- d. No live stock will be kept in the accommodation other than sacrificial animals for one month before Eid-UI-Azha. In this case, the owner of animals in the campus, if allowed, will not let their cattle loose for grazing. The livestock will not be kept inside the room or verandah. Dung cakes will not be placed on the roof or walls of houses thus creating unhygienic conditions.
- e. Vegetable gardens, out of the compound walls, on roof/main gate side of any type of accommodation will not be grown. If found, Horticulturist will be asked to remove without any notice.
- f. Drains and water fossils /valves will not be broken or damaged for diversion of water to gardens outside the premises of the accommodation. If it is observed then the administration will destroy the garden and barrack damage on this account will also be charged. The quarter / house will be asked to be vacated as soon as possible.
- g. The market rent will be fixed by a board of officers for all type of accommodation and will be charged accordingly from the allottee where applicable.
- h. Details of Recovery of Rent for various categories of accommodation are given at Annex B.

- i. No damage will be done to the building or trees grown in or outside the house. In case a tree is required to be cut from a house, the occupant will get permission from Admin Officer (Housing Management).
- j. Inflammable items such as dry grass etc. will not be stocked in the house or on its roof. If found, accommodation will be cancelled without notice.
- k. Subletting of accommodation wholly or partly will be an offence under the rules. The defaulter will be debarred from allotment of accommodation for a period up-to five years. In addition, the individual will be liable to disciplinary action and immediately house will be cancelled from the name of the allottee.
- l. Residential area is out of bound for the students. Students will not be called in for a function at a house unless a specific permission has been obtained from Vice Chancellor through Directorate of Security.
- m. Male Single accommodation will be placed out of bound for the ladies /Children. No lady guest will be brought in the single accommodation. No children /or any un-authorized person will be kept in single accommodation.
- n. Female Single accommodation will be placed out of bound for the males /Children. No male guest will be brought in the single accommodation. No children /or any un-authorized person will be kept in single accommodation.
- o. Any occupant found guilty of misconduct/ addicted to narcotics or involved in anti-social activities will be liable to cancellation of allotment of his accommodation besides disciplinary Action in accordance with Disciplinary rules of UOG.
- p. Subletting of accommodation by the allottee is strictly prohibited. Such cases will be dealt with as under :-
 - i. Any married accommodation / single seat found sublet will be cancelled forthwith.
 - ii. In case of subletting of single seat, the other allottees living in that room are also required to inform the Admin Officer (Housing Management) immediately, failing which their seats are also liable to be cancelled.
- q. Applications for changeover of seniority for allotment of accommodation will not be entertained.

26. **UOG Guest Houses.** UOG is maintaining two guest houses, i.e Chenab Lounge and VIP Guest House under the administrative control of Directorate of Administration and Coordination.

- a. **Chenab Lounge.** It is general purpose guest house which provides boarding and lodging facility to the UOG employees and guests on payment which is fixed by UOG from time to time.
- b. **Rachna Lounge.** House No 4 in Faiz Lane has been converted into a Guest House to cater for the spill over of rush in Chenab Lounge. Rachna Lounge can also be used as a transit accommodation for newly inducted Senior Faculty / Administrative staff on the rates as applicable to Chenab Lounge.

27. **Inspection of Houses** A quarterly inspection of all occupied / un-occupied houses will be carried out by Admin Officer (Housing Management) and Admin Officer (Maintenance), damages and discrepancies through unfair wear and tear, if any, shall be made good at the cost of occupant. Also that no furniture / fixture will be removed which has been handed over to the occupant on a voucher at the time of occupation.

28. **Security/Safe Custody of Vacant Buildings** Care and custody of vacant buildings will be the responsibility of Admin Officer (Housing Management).

29. **Pets/Stray Animals** Keeping of animals in the residential area is prohibited. Cattle found in the campus will be rounded up and sent to Cattle Pound. Persons obstructing this will render themselves liable to be charged fines besides their accommodation (if allotted) will be cancelled without any notice.

30. Pets / Dogs are not allowed to roam around without the owners in the campus, if found will be shot by authority concern. Once the owner intends to walk around outside his residence along with the pet, then the pet, will be properly leashed. Besides, these pets are required to be vaccinated regularly, if any person is bitten by pet/dog then the owner of said pet/dog will be held responsible and pay for the treatment.

31. **Encroachment.** All encroachments made outside the compound walls of any type of accommodation will be demolished.

32. In case any difficulty arise in the implementation of these rules, Vice Chancellor , UOG can take appropriate steps to address the difficulty.

Annex – A

DETAIL OF RENT DEDUCTION
UOG ACCOMMODATION

Ser	Category / Class	Lane	Complete/ Portion / Annexe	House Rent Deduction @	Rent deduction @	Remarks
1.		Faiz Lane (Grd 20/21/22)	Complete	@ 45% of Basic Pay	@ 5% of running basic pay	
2.		Liaqat / Jauhar Lane Grade (18-19)	Complete	@ 45% of Basic Pay	@ 5% of running basic pay	
3.		Liaqat / Jauhar Lane Grade (18-19)	Ground Floor	-	@ Rs 7000/-	
4.		Liaqat / Jauhar Lane Grade (18-19)	First Floor	-	@ Rs 5000/-	
5.		Jauhar Lane Grade(16/17-18)	Complete Apartment	-	Rs.5500/-	
6.		Jauhar Lane Grade(16/17-18)	Single Room		Rs.2000/-	-
7.		Jauhar Lane Grade(16/17-18)	Single Room Sharing	-	Rs.1000/- for each occupant	
8.		Nishtar Lane Grade(17-18)	Apartments	@ 45% of Basic Pay	@ 5% of running basic pay	
9.		Nishtar Lane Grade(18-19)	Apartments	@ 45% of Basic Pay	@ 5% of running basic pay	
10.		Zarar Lane Grade(19-20)	Complete	@ 45% of Basic Pay	@ 5% of running basic pay	
11.		Zarar Lane Grade(19-20)	Single		@ Rs. 5000/-	
12.		Zarar Lane Grade(19-20)	Family Single Room		@ Rs. 5000/-	
13.		Zarar Lane Grade(19-20)	Single Room Sharing		Rs. 2500/-	
14.		Zarar Lane Grade(20-21)	Complete	@ 45% of Basic Pay	@ 5% of running basic pay	
15.		Zarar Lane Grade(20-21)	Ground Floor		Rs.15399/-	
16.		Zarar Lane Grade(20-21)	First Floor		Rs.8200/-	
17.		Zarar Lane Grade(20-21)	Single Room		Rs.6000/-	

18.	Fatima		Single Room		Rs.1000/-	
19.	Hostel		Single Room Sharing		Rs.600/-	
20.			Annexes	-	Rs 1000 per room	
21.	Employee Barracks				Free for BPS 01-02 Rs. 700/- BPS- 03- 04 Rs.1000/- BPS-11- 16	
22.		Grade(18-19)	Complete (For Family)	-	@ Rs 6000/-	
23.	New Faculty Hostel NSMC		Single Occupant Bachelor		@ Rs. 4000/-	
24.	Grade(18-19)		Single Sharing		@ Rs.2000/- each	

NOTE:

- All the occupants will be responsible to pay all the service charges.
- In case of sharing of accommodation the service charges will be distributed among all the occupants of a House / Apartment / Floor etc.
- UOG will provide un-furnished accommodation only. However, the occupants already provided with families / house hold items will be charged Rs.1000 per month until they surrender the items and deposit with Director A & C.
- Deduction of House Rent will be on the rates fixed by the Government from time to time e.g as it is frozen at the rates of Basic Pay Admissible in Year 2010.

h



Annex - B

Application For Allotment of Accommodation In UOG

1. Employee No. _____
2. Name. _____
3. Father's Name. _____
4. Spouse Name (in case of Female applicant): _____
5. Designation / BPS. _____
6. Joining Date. _____ 7. Department _____
8. Nature of Employment. _____ 9. Domicile _____
10. Temporary Address. _____

11. Permanent Address. _____

12. Married Status _____ 13. Date of Request _____
14. Category of Residence _____ 15. Shared / Unshared _____
16. Category of Residence _____ 17. Date of Application _____

I hereby declare that I will abide by all the instructions / Rules and Regulations issued from time to time by the authority concerned. In case of violation of the rules competent authority can cancelled my allotment at any time.

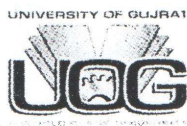
Signature of Applicant

Recommendation by the Head of Department

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Annex-C



UNIVERSITY OF GUJRAT

REGISTRAR OFFICE

Admin Block, Hafiz Hayat,
Ph: 053- 3643112, 3643117, 3643408, Ext. 112, Fax No. 053- 3643034

No. UOG/R/79/46541

Dated: 15-03-2016

NOTIFICATION

In exercise of powers vested under Section 14(1) of UOG Act IX of 2004, the Competent Authority is pleased to approve the following general rules and regulations for the female faculty hostel:

Faculty residence is not a right but facility provided by the University. It is solely the prerogative of the University to offer a place in the hostel. The University reserves the right to cancel allotment at any time without assigning any reason:

1. Residence Allotment

- i. The general rules of University of Gujrat shall be applicable.
- ii. The application to seek residence (single room with attach bath) for a period not exceeding one year shall be submitted on prescribed form. An application at least two weeks prior to expiry of the allotment will be required for further fresh allotment.
- iii. The decision on application for allotment shall be made by the person/committee authorized by the Competent Authority.
- iv. After confirmation of allotment from the person / committee tenancy agreement must be signed between University and the resident on a judicial Stamp Paper of Rs 20/- before handing over the keys of the room.
- v. The allotment of residence can be revoked or altered as per the discretion of UOG Management.
- vi. The rent for each month will be collected in advance and utility charges will be collected by 10th day of each calendar month.
- vii. Allotment of Visiting / Daily Wages Faculty and Administrative Staff can only be accommodated subject to the availability of the room and payment of the security fee (refundable) as per the discretion of the UOG Management.
- viii. Students are not allowed to avail residence in any case.

2. Safety and Security – Living in the Hostel

- i. Residents are allowed to avail the rooms and allied facilities allocated to them.
- ii. Residents are not allowed to change rooms unless this is specifically requested and approved by Hostel Warden / Residence Allotment Authority.
- iii. Residents must not allow other persons to occupy or share any part or parts of the assigned rooms.

- iv. Room shifting application from any resident would be entertained after six (06) months from the date of initial allotment with plausible reason and duly recommended by Hostel Warden / Residence Allotment Authority.
- v. The residents are not allowed to sub-let or charge their/her room to any other faculty / staff member or student.
- vi. The residents are not allowed to build the infrastructure, extend or make partition of the room / lounge in any case, or make any modification in the structure.
- vii. Residents must comply with the rules concerning safety and security and refrain from behaviour that may post a safety or health hazard to others.
- viii. Residents are responsible for the safekeeping of their personal valuable items. The university or hostel management shall not be responsible for any loss or damage to any articles or things brought into the hostel by the residents.
- ix. Every part of the hostel shall be opened to the hostel authorities for inspection at any time during day or night.
- x. Cooking is strictly prohibited in the rooms, however, the use of electric kettle is allowed.
- xi. No pets are allowed to be kept in the hostel.
- xii. The residents shall not leave lights, heaters / air conditioners or fans ON, when the rooms are not in use.
- xiii. The residents shall not keep in the hostel any fire arms or other weapons, even if licensed.
- xiv. Residents of the Female Faculty Hostel are not allowed to keep any dangerous or highly inflammable or explosive material or any article which may cause damage.
- xv. Prohibited medicines are not allowed in the Female Faculty Hostel.
- xvi. All accidents and irregularities should be reported to the Hostel Warden immediately.

3. Utility Charges, Appliances and Furniture & Fixture.

- i. A complete list of appliances, equipment and furniture brought by the Resident (other than those provided by UOG Management) must be provided to the Hostel Warden within two (02) days, in case new item is purchased later the same procedure will be repeated for onward transmission to the Directorate of Administration and Coordination.
 - a. All heavy load appliances (like electrical heaters and geezers etc.) are strictly not allowed.
 - b. No one is allowed to shift any kind of item from one room to another.
 - c. Prior permission from Directorate of Administration and Coordination through Hostel Warden is mandatory for installation of Personal Air Conditioner.
- ii. All utility bills shall be charged as per actual (in case accommodation is agreed on sharing basis then it will be distributed equally among the residents through one

meter). However, the gas bill will be distributed among all the residents equally of B and C Blocks (single occupancy). Moreover the gas charges shall be collected from 10th to 18th usually (subject to the due date by the SNGPL). It is solely the responsibility of the residents to pay their bills in time, otherwise, the surcharge will be distributed among the defaulters equally and after two (02) months the case of the defaulters shall be forwarded to the Director Administration & Coordination for further necessary action.

- iii. In case a resident vacate the room before last day of the month, the rent will be charged only for the occupancy period.
- iv. The built-in fixtures and appliances provided by the University at the time of allotment of residence are expected to be maintained in the best condition and will be replaced / repaired as per UOG Maintenance Department Policy at the cost paid by the resident at the time of vacating the residence if required.
- v. The general upkeep and maintenance of the assets, equipment, appliances, furniture and the room will be the responsibility of the residents.

4. Consideration of others.

- i. Residents should be considerate towards other residents and must refrain from conduct that may cause disturbance or inconvenience to other residents.
- ii. The period between 10:00 p.m. to 07:00 a.m. is regarded as quiet hours.
- iii. A resident shall not indulge in any amusement, which is likely to cause nuisance to others. Loud speakers, woofers and other instruments causing disturbance to other residents are not allowed in the hostel premises. The residents are not allowed to play inside the hostel any indoor or outdoor game.
- iv. The residents are not allowed to wear immodest dress in the hostel.
- v. Any religious ceremony likely to injure the sentiments of other residents shall not be performed in the hostel.
- vi. Residents should keep all parts of the hostel, including their own rooms, clean and tidy, even the dustbins should be covered and placed inside the rooms.
- vii. The residents are not allowed to gamble or use any intoxicants, liquor and narcotics. Violation of this restriction shall render a resident liable to expulsion from the hostel, in addition to any criminal proceedings that may be instituted against her under the Penal Law of Pakistan.
- viii. Misbehave with Warden, Guards, Maintenance Staff, Service provider shall be treated as Misconduct.

5. Visitors

- i. Students are not allowed to visit the residents neither anybody else is allowed to visit or stay with the residents. Residents are not allowed to visit Girl's hostels.
- ii. The guests (only female) can stay with the permission of Warden but the entry of the credentials of guests at Main Gate and Hostel Gate shall be the responsibility of the host. However, Warden Faculty Hostel shall sign the visitor register also.

- iii. During 5:00 p.m. to 9:00 p.m., only the immediate (male) family members can visit the residents in the Visitor's room designated by the UOG administration.

6. Maintenance & Other Services

- i. Any general repair / maintenance required in the Hostel should be reported to the Hostel Warden.
- ii. The general service provider maintenance workers like Sweeper, Electrician, Plumber and Carpenter deputed by UOG Administration through Maintenance Department are allowed to provide maintenance services with the permission of the Hostel Warden.
- iii. For installation / removal / replacement of AC, prior approval from the Administration and Coordination shall be submitted to Hostel Warden.
- iv. Prior approval from Hostel Warden shall be necessary for service provider other than UOG like Milkman, Maid, Food Provider and technical person for installation of equipment / machinery / electronic devices etc.
- v. Cable operators / Services providers can only collect their monthly bills at the External gate of the Hostels. In case of installation / repairing of any equipment prior approval from Hostel Warden shall be required to let the servicemen to visit the Hostel.
- vi. The cleanliness and maintenance of the facilitations provided by the UOG Administration like Freezers / Fridge, LCD, Furniture, Dining Table, Chairs etc. shall be the responsibility of the residents.

7. Laundry and Kitchen

- i. The washing / drying of clothes in and around the hostel premises, especially placing clothes on balconies for drying is strictly forbidden. The residents shall be responsible to arrange for laundry service by themselves (This rule shall be applicable with the provision of laundry services within the University premises).
- ii. A limited number of gas stoves are available in the kitchens. It is strictly prohibited to use electric stoves / ovens. It is responsibility of the residents to keep all the gas connections properly CLOSED when stoves are not in use. It is responsibility of the users to keep the cooking area neat and clean as and when used by the resident.
- iii. The attendants and other staff in the hostel is appointed for general duty, they cannot be involved for personal services to the residents. Hostel Warden is providing services 24/7 to the hostels, she shall be exempted from this clause.
- iv. Paying of tip or token money to the staff working in the hostel is strictly prohibited.
- v. The residents are required to keep their eatables / valuables in safe custody.

8. Car Parking

- i. The residents can park their cars (at their own risk) in the limited parking available for Residents of female faculty hostel. Residents are expected not to park their vehicles alongside of the service road as it may obstruct the passage.

9. Vacating the Hostel

- i. To vacate a room, application in writing should be submitted to the Hostel Warden for further processing at least two week prior to the departure.
 - ii. The resident shall be responsible to return all the items in the same condition to the University's concerned department (Furniture & fixture, electronics items provided to the resident by the UOG at the time of the allotment). If any item mentioned in the inventory list prepared at the time of room allotment is found missing or damaged, the resident shall be solely responsible for its replacement and shall be liable to pay the current price of the item or that amount shall be deducted from the salary of the resident (in case the resident is leaving the University job).
 - iii. At the time of vacating the room the restoration of the room is the sole responsibility of the resident to handover the room in the clean and tidy state (failure to do so shall result in the management recovering the service charges from the residents).
 - iv. After necessary clearance from the Hostel Warden, gate pass to this effect shall be issued by the Director A&C / Deputy Director A&C.
2. The Warden Female Faculty Hostel shall visit the rooms of hostel any time, in case of violation of above said rules, strict action shall be taken against the resident.
3. This is issued with the approval of the Vice Chancellor, UOG

REGISTRAR

No & date even.

A copy for information and necessary is forwarded to:

- i. The Deans of all Faculties, University of Gujrat
- ii. The Chairpersons/Chairmans/HODs/Coordinators of all Academic Departments of UOG
- iii. The Heads of all Administrative Departments of UOG.
- iv. All Principals of UOG City Campuses
- v. The Principal, NSMC, UOG
- vi. The PSO to the Vice Chancellor, University of Gujrat
- vii. Archive File

Deputy Registrar (Estb-II)