

From

The Secretary
House Allotment Committee
Haryana, Chandigarh.

To

1. The Chief Secretary to Govt.
Haryana, Chandigarh.
2. All the Heads of the Departments in Haryana,
Stationed at Chandigarh/Panchkula.
3. The Administrative Officer,
Haryana Civil Secretariat, Chandigarh.
4. The Under Secretary (Revenue)
New Sectt. Sector 17 Chandigarh.
5. The Deputy Commissioner , Panchkula.
6. The Additional District & Session Judge, Panchkula.
7. The Superintending Engineer,
Chandigarh Circle, Haryana PWD B&R Branch Chandigarh.

Memo No. 1892-1988

/HAC

Dated, Chandigarh, the 01.12.2011

Sub:- Inviting application for allotment of Haryana Govt. houses type-II in Sector-39/B Chandigarh.

Fresh applications are invited from eligible employees for allotment of Type-II in Sector-39/B Chandigarh. As such you are requested that the applications in Form "A" along with Form "D" should be collected from eligible employees and forwarded to this office by 31.12.2011.

It is intimated that an eligible employees means an employee of the eligible office of the Govt. of Haryana working on regular basis in an eligible office at Chandigarh. Eligible office means an office of the Govt. of Haryana located in Chandigarh. Haryana Govt. employees who have already been allotted Govt. house of appropriate category at Chandigarh by U.T. Administration are not eligible for allotment of the Haryana Govt. houses at Panchkula and Chandigarh. The employees of Boards/Corporations and of other autonomous bodies are also not eligible for allotment of these houses. The Haryana Govt. employees on deputation with other Govt./Boards/Corporations are not eligible for allotment of these houses.

The following priority dates have been decided as given in the table below:-

Sr. No.	Type	Date of eligibility	Emoluments being drawn i.e. basic pay + grade pay only (in new revised scales)
1.	II in Sector-39B, Chandigarh.	01-07-2011	Applicants having Basic Pay + Grade Pay in new pay scale. Rs. 12901/- to 17100/- as on 1.7.2011

It may also kindly be notified to all the eligible employees that they are required to submit applications for allotment of Type-II in Sector-39B, Chandigarh. The applicant will not be allowed change of house from Sector 39-B Chandigarh to Panchkula on any ground. Even the mutual change will not be allowed from sector 39-B Chandigarh to Panchkula being separate criteria.

Most of the houses of type-II available for the allotment are on Ist & IInd floor and once allotted house will have to be occupied otherwise the applicant will stand debarred for allotment of this type of house for a period of one year. The change of house will be allowed strictly on seniority basis on availability of the house.

It may also please be notified to all the eligible employees that once an allotment of accommodation has been accepted, the liability for license fee shall commence from the date of occupation or from the fifteenth day from the date of issue of the allotment order whichever is earlier and wherever Govt. employee, after accepting the allotment, fails to take possession of the accommodation with 14 days of issue of allotment order he/she shall be charged license 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.

The endorsement at the end of application form may please be filled carefully by the Department to eliminate the possibility of back reference. It is requested that the verification should be made after consulting the service book of the employees. **It may also please be notified that the applicants who have applied earlier for allotment of Type-II in Sector-39B, Chandigarh and pending in this office have been consigned to record and they need to apply a fresh.** No correspondence/Inquiry with reference to those applications will be entertained and will be filed out rightly.

This can also be down loaded from our website "haryana pwd-bandr.org". The applications to be submitted in the office of Secretary House Allotment Committee, Haryana, Nirman Sadan, Plot No. 1, Sector-33-A Chandigarh.

**Secretary,
House Allotment Committee,
Haryana Chandigarh.**

Endst No.

/HAC

Dated

A copy is forwarded to the Director Public Relation Department, Haryana Chandigarh for information and necessary action. He is requested to give wide Publicity in Press.

**Secretary,
House Allotment Committee,
Haryana Chandigarh.**

Endst No.

/HAC

Dated

A copy is forwarded to the following for information.

1. P/S to Chief Secretary to Govt. Haryana.
2. P/S to FCPW.
3. PS to SSPW.
4. PS to EIC.
5. PA to CE (NABARD).
6. All Branch Incharge in Head Office.

**Secretary,
House Allotment Committee,
Haryana Chandigarh.**

Form "A"

**Application form for allotment of Haryana Government Residence
(Haryana Govt. Pool) in Sec.39-B, Chandigarh.**

To

The Secretary
House Allotment Committee
Haryana, Chandigarh.

Sub:- Application for the allotment of Haryana Government House General Pool in Sector-39-B, Chandigarh.

Sir,

The undersigned applies for the allotment of _____ Govt. house in Sector-39-B, 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) Date of continuous posting at Chandigarh/Panchkula _____
b) Official address _____
c) Residential address _____
d) Contact Number (Telephone/Mobile) _____
6. Date of joining into regular Govt. Service _____
a) Basic pay on that day _____
b) Scale of pay _____
c) Designation/Group on that day _____
7. Whether permanent / regular or temporary _____
8. Particulars of the Government house under the occupation of applicant of his/her spouse _____
9. Whether the applicant has applied for any other category house _____
10. Whether the applicant has ever been debarred for allotment of Government residence _____
a) If yes, give details thereof _____
11. a) Date since when he is entitled for the type of house applied for i.e. _____
b) Basic pay as on 1-7-2011 _____
c) Scale of pay _____
d) Designation and class (Group) on that date _____
whether pay was ever reduced or he was ever demoted after the date since when he is entitled for the type of house applied for _____
12. Present pay / Designation on the date of application _____
a) Basic pay _____
b) Scale of Pay _____
c) Designation / Group of service _____

DECLARATION

1. I certify that I have been serving in the office of State Govt. of Haryana 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.
- a) If debarred give reasons for debar-ration alongwith the allotment No. _____ dated _____ with which previous house was allotted.
- b) If Government house was surrendered, No. of House, Type of House and 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 Govt. Residences Allotment Rules/Policy framed by Govt./House Allotment Committee and amended from time to time.
5. I certify that my stay in the Government service is continuous from date of entitlement as shown in Col. No. 11. 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 7 days the 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.
8. No U.T. Administration house at Chandigarh is under my occupation.

Yours faithfully

(Signature of applicant)

Endst.No.

Dated:-

Forwarded in original to the Secretary, House Allotment Committee, Plot No. 1 Sector-33, Chandigarh.

1. (a) It is certified that the particulars mentioned above by the applicant are correct.
 (b) That his/her stay as declared in Col. 11 (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 and is correct.
 (c) That he/she has been drawing the basic pay of Rs. _____ from 1.7.2011_____ and has been holding the post of _____(Class / Group I/II/III/IV post) from and it was not decreased due to demotion or any other reason at any time since the date of his/her service record and is correct.
2. It is certified that the applicant has not applied for any other type of Govt. residence.
3. It is certified that the applicant has never been debarred for allotment of Govt. residence due to any reasons.
4. It is certified that no U.T. Administration house is under occupation of the applicant.

Head of Department /
Head of Office with seal

Note :-The Head of Office should not forward any applicant unless he has satisfied himself about the particulars filled in by the applicant.

Eligibility Criteria

Type of house	Station	Basic pay as on 01.07.2011 on revised pay scales
II	39-B, Chd.	Rs. 12901/- to 17100/-

FORM "D"

Name of the office/department-----

Consolidated list of applicants in order of seniority for allotment of houses of Type-II in Sector- 39B Chandigarh, Whose application on form 'A' are being forwarded

Sr. No.	Name	Designation	Date of joining into Govt. service with Pay/designation On that date			Date since when eligible for the type applied for. The date designation & pay on 1.7.2011			Whether the applicant of His spouse or any of his dependent children owns a house at Chandigarh Panchkula or Mohali.	Remarks
			Date	Pay	Design.	Date	Design.	B.Pay		
1	2	3	4(a)	4(b)	4(C)	5(a)	5(b)	5(c)	6	7

Signature of Head of Office

