



Dated: March 10, 2022

**MINUTES OF MEETING OF COMMITTEE REGARDING UPDATED MERIT LIST  
OF HOUSE/FLATS AND TEACHER'S HOSTEL AND DEVISE A MECHANISM**

A meeting of the committee constituted by the Syndicate in its 87<sup>th</sup> Meeting held on 30<sup>th</sup> November, 16<sup>th</sup>, 17<sup>th</sup> and 20<sup>th</sup> December 2019 (Reviewed in 88<sup>th</sup> Meeting of the Syndicate held on 25<sup>th</sup> July 2020) regarding Updated Merit List of House/Flats and Teacher's Hostel allotment and to devise a mechanism on merit was held on Thursday 3<sup>rd</sup> March 2022 at 10:00 AM in the office of the Registrar, University of Balochistan Quetta.

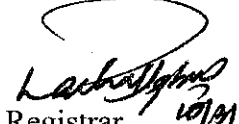
The following attended the meeting:

- |                                 |          |
|---------------------------------|----------|
| 1. Pro-Vice Chancellor          | Chairman |
| 2. Prof. Dr. Kaleemullah Barech | Member   |
| 3. Mr. Abdul Baqi Jattak        | Member   |
| 4. Mr. Nazeer Lehri             | Member   |
| 5. Mr. Shah Ali Bugti           | Member   |
| 6. Registrar                    | Member   |


Prof. Dr. Saeeda Mengal could not attend the meeting.

The committee discussed the draft of "University of Balochistan, Residential Accommodation and Allotment Rules 2022". The members of the committee deliberated in detail on various clauses of the rules.

The committee finalized the draft of "University of Balochistan, Residential Accommodation and Allotment Rules 2022" (Annex-A) unanimously and recommended it to be placed before the Syndicate for final approval.

  
Registrar 10/3/2022

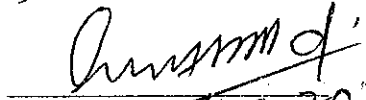
Prof. Dr. Kaleemullah Barech

  
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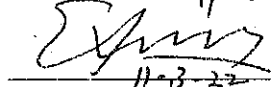
Mr. Abdul Baqi Jattak

(2) 14/103/2022  
Note of dissent of few more rules have been emailed may be incorporated in final draft.

Mr. Nazeer Lehri

  
11-3-2022

Mr. Shah Ali Bugti

  
11-3-22

Pro-Vice Chancellor

  
15/3/2022

# University of Balochistan

## Residential Accommodation and Allotment Rules 2022



For Approval of the Syndicate

University of Balochistan, Quetta

*Summa*  
11/3/22

*Q. Khan*

*14/03/22*

*11-03-22*

*MM*

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Pro-Vice Chancellor

*MM*  
6/3/22

# The University of Balochistan, Residential Accommodation and Allotment Rules

## SECTION-I

### 1. SHORT TITLE, APPLICATION AND COMMENCEMENT

- I. These rules may be called the "University of Balochistan Residential Accommodation and Allotment Rules 2022".
- II. These rules shall apply to all employees of the University of Balochistan, seeking accommodation or residence in University Colony.
- III. They shall come into force at once after the formal approval by the Syndicate.

### 2. DEFINITIONS

In these rules, unless there is anything repugnant in subject of context:

- I. "Annexure" means an annexure to these rules.
- II. "Employee" means a staff who is drawing a salary from University of Balochistan excluding the staff of Centers funded and administered by the Federal Government.
- III. "Allottee" means a University of Balochistan Employee in whose favor a residential accommodation unit is being allotted by the Estate Office.
- IV. "Accommodation unit" means residential accommodation owned by University of Balochistan Quetta.
- V. "Committee" means the University Campus Committee constituted by the University of Balochistan, Quetta.
- VI. "Chairman" means Chairman of the University Campus Committee as notified by the University of Balochistan from time to time.
- VII. "Estate Officer" means Estate Officer appointed under the rule of University of Balochistan, Quetta.
- VIII. "Family" means the Spouse, Children, Parents and other dependents of University Employee.

## SECTION-II

### ELIGIBILITY

- I. All employees of the University of Balochistan are eligible for accommodation who have registered themselves for allotment in the Estate Office, on merit.
- II. If both husband and wife are University employees, only one of them shall be eligible for allotment of residential accommodation.

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- III. House requisition shall be deducted from the allottee, whereas another spouse will receive only house rent, as per rules.
- IV. The staff of Centers ('Center of Excellence in Mineralogy', 'Area Study Center', 'Pakistan Study Center') or any other Center administered by the Federal Government shall not be authorized for allotment of accommodation units except for those housing units constructed or owned by the Centers in the premises of the University.

### SECTION-III

### 3. CLASSIFICATION AND ENTITLEMENT

- I. The limits of entitlement of University employees for allotment of accommodation shall be as under: -

S.No.	Type of Accommodation	Entitlement
1	"A" Type Residences	Vice Chancellor
2	"B" Type Residences	Grade 20-21
3	"C" Type Houses /Duplex	Grade 19-20
4	"D" & "X" Type Quarters	Grade 17-18
5	"E" Type Quarters	Grade 12-16
6	"F" Type Quarters	Grade 05-11
7	"G" Type Quarters	Grade 01-04
8	Flats (Temporary on fixed rate)	Grade 16 and above

- II. A University Employee shall be eligible to the accommodation of his/her status, as University may from time to time determine.
- III. A University Employee shall not be allotted an accommodation above his/her entitlement.
- IV. In case a University employee does not vacate the university accommodation; he/she shall be charged a penalty @50% of monthly rent /requisition initially for six months and @100% for a further six months. No one should be allowed to reside in university accommodation after a maximum one-year period.
- V. No allottee shall have any right of appeal when his allotment of accommodation above his entitlement is canceled in lieu of accommodation according to his entitlement.

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Pro-Vice Chancellor

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6/21/2022

## SECTION-IV

### 4. UNIVERSITY CAMPUS COMMITTEE

There shall be a University Campus Committee comprising the following.

- a. **Chairman** Pro Vice Chancellor
- b. **Member** Registrar
- c. **Member** Director General Administration
- d. **D.G. E&W** (Co-opted Member)
- e. **Treasurer** (Co-opted Member)
- f. **Three other members who shall be;**
  1. President, Academic Staff Association (ASA), University of Balochistan, or his/her nominee from ASA cabinet.
  2. Chairman, Administrative Staff Officers Association (ASOA), University of Balochistan, or his/her nominee from ASOA cabinet.
  3. President, Employees Association (EA), University of Balochistan, or his/her nominee from EA cabinet.
- g. **Estate Officer:** who shall act as Secretary of the Committee and perform such functions as determined by the Committee.

The Campus Committee shall meet at least once a quarter or as and when needed. The quorum for a meeting of the Campus Committee shall be one-half of the total number of members; a fraction being counted as one.

## SECTION-V

### 5. ALLOTMENT

- I. Allotment of the accommodation units shall be made purely on merit. Subject to availability of accommodation, a University Employee shall be allotted a residential accommodation unit in accordance with the provisions of these rules and in order of merit assigned to him/her from the date of registration.
- II. The allotment shall be made by the Estate Officer upon the order/recommendation of the University Campus Committee.
- III. The University Campus Committee is a recommending authority for allotment of House on merit and the Vice Chancellor will be the approving authority.
- IV. Right of appeal shall be applicable within seven working days submitted to the approving authority.

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Pro-Vice Chancellor

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## SECTION-VI

### 6. PROCEDURE FOR ALLOTMENT

- I. A University Employee eligible for allotment of residential accommodation under these rules, if so desires, may write an application on the prescribed form for the allotment of accommodation unit to the Estate Officer through his departmental/ sectional head. Application received directly without the endorsement of authority shall not be entertained.
- II. The following process shall be adopted:
  - a. Application received through proper channel shall be entertained by the Estate Officer and the names of the applicants shall be entered in the appropriate waiting list, to be maintained for this purpose and order in which the applications are received, and the updated merit list shall always be available/displayed on the University Website.
  - b. Seniority of a University Employee on the appropriate waiting list shall be determined from: -
    - (i) the date of his/her application to the Estate Officer. In case he/she applies for a higher type of accommodation on becoming entitled to the higher class of accommodation, his/her name will be included in the merit list accordingly.
    - (ii) If the date of entitlement of two or more University Employees is the same, the seniority will be awarded on the basis of joining in service and if the joining of service date is also the same then seniority will be awarded on the basis of date of birth.
  - c. Receipt of application form for accommodation shall be acknowledged by the Estate Office with a printed receipt serially numbered in print, as and when it is received from the applicant.
- III. Allotment of accommodation unit will be strictly made on the merit list. The priority will be based on the date of receipt of application in the Estate Office (i.e., date of registration) in the respective category. If the University Employee becomes eligible for the higher category over the period of time while being on the waiting list, the employee will be given a position on the list of requisite categories on his application from the date of next grade joining.
- IV. For the allotment accommodation units, general seniority for all (Teaching and Non-Teaching) the ratio shall be (Three-to-One) 3:1, respectively.
- V. An employee who has already availed the opportunity to reside in any accommodation unit (room, suite, quarter, flat or a house) of the University after being allotted and later on, he/she leaves the University accommodation, he/she will be eligible to apply afresh, and his/her seniority will be treated from the date of his/her new application /registration.
- VI. An employee residing in an accommodation unit of lower grade due to non-availability of accommodation of his/her grade, his/her rental deduction shall be made according to the house rental rates of that grade.

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## SECTION-VII

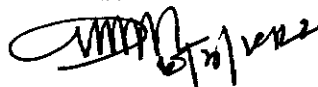
### 7. OCCUPATION AND VACATION

- I. On receipt of the allotment order from the Estate Officer, an allottee shall take over possession of the accommodation unit following an initial first visit to the accommodation unit in the presence of the Estate Officer and a person from the Engineering branch and submit a detailed report of the house (wear & tear, furniture & fixture) within 03 days.
- II. The Estate Officer shall send the occupation report to the 'Engineering Branch' within 03 days of occupation.
- III. At the time of first entry/possession, the University administration shall renovate the accommodation unit including whitewash, paint and other necessary repair works as required and then after every four years the university shall renovate the accommodation unit.
- IV. Upon vacation, the allottee shall hand over possession of the house to the Estate Officer and obtain a receipt thereof in duplicate which will include an inventory of the fixtures and fittings available in the house. The allottee shall send one of the receipts to the Estate Officer for necessary action.
- V. The allottee shall be liable to pay rent for the period up to the date of handing over possession to the Estate Officer, and for any loss of fixtures and fittings and any damage caused to the building beyond normal wear and tear, the cost of which will be deducted from him/her.
- VI. In case an allottee vacates the residential accommodation without giving its possession to the Estate Officer, the list of missing, damaged, or destroyed fixtures and fitting prepared by the Estate Officer independently, shall be considered final.
- VII. In case of death of a university employee to whom house/quarter is allotted, his/her family may legally retain the accommodation until such time that the deceased if in service would have retained. The period of time for which his/her family can retain house is as per Govt of Balochistan notification No. CEO/ (S&GAD) 1-10-2009, which states (*In the event of death of an allottee his/her family (wife and children only) would be allowed to retain the government residence on normal rent and usual terms and condition, till the date on which the deceased government servant would have retired on attaining the age of superannuation*). However, after the appointment of his/her dependent on the deceased quota, accommodation will be allotted according to his/her dependent grade.
- VIII. In case of retirement/resignation/termination, the allottee can retain the house for six (6) months upon the expiry of this period.
- IX. An allottee leaving his headquarters on extraordinary and earned leave (foreign or domestic) deputation or training, and his/her family is residing in University accommodation, he may

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Pro-Vice Chancellor

  
6/2/2022

retain the accommodation on payment of normal rent for the entire period of leave/training/deputation if he/she does not return on time or resign from service or is terminated then his/her house shall be vacated according to standard rules.

- X. If the allottee once surrenders the accommodation, he may upon return from leave or training, deputation be provided with the same class of accommodation as a fresh applicant.

### SECTION-VIII

#### 8. RENT RATE & PROCEDURE FOR RECOVERY

- I. The rent of accommodation allotted to a University employee shall be deducted from his/her salary, according to the house where he/she resides as per his/her occupation of the house. The deduction shall be made according to the grade. For example, if someone is in Grade 21 and residing in Grade 18 house due to non-availability of Grade 21 house, the deduction will be made where he/she resides i.e., Grade 18. Otherwise, the deduction shall be made according to Grade 21.
- II. In case of unauthorized occupation/retention of University accommodation, penalty rent should be charged which may extend to 10 times the normal rent. Such occupant may also be ejected forcibly, and disciplinary action shall be initiated against the employee from the Registrar's office on the report of the Estate Officer.
- III. Other charges such as electricity, Sui Gas, Water conservancy, etc. shall be paid directly by the allottee to the relevant Authorities, in case of unauthorized occupation of university accommodation utility services shall be disconnected.

### SECTION-IX

#### 9. NO DEMAND /CLEARANCE CERTIFICATE

- I. The Estate Office shall issue a No-Demand (Clearance) Certificate to every allottee of accommodation unit within a month of the expiry of each calendar year.
- II. When a University Employee is transferred/retired/dismissed and vacates the accommodation allotted to him, Estate Office and Engineering Works Department shall issue the No Demand/ Clearance Certificate within a month of the demand for such a certificate by the allottee from the date of his/her retirement transfer/dismissed, on market rate whichever is higher.
- III. The pension/commutation cases of a University Employee retired/ dismissed from University service shall not be processed by the University until and unless the retired/

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6/7/2022



dismissed employee produces No Demand/Clearance Certificate from Estate Office although the rule permits such employees to reside for a period of 06 months but his case for final dues shall not be processed until submission of the clearance certificate.

### SECTION-X

#### 10. EXCHANGE / MUTUAL TRANSFER:

- I. Exchange of accommodation between two allottees is not allowed at all.
- II. The interchange of the accommodation unit of the same status shall not normally be allowed. However, in special circumstances, permission to change the accommodation unit in the same category can be given after completion of 3 years of residence in the University house or having at least 3 years before retiring after the approval of the University Campus Committee.

### SECTION-XI

#### 11. SUBLETTING THE ACCOMMODATION

- I. Accommodation unit(s) shall not be sublet by the allottees to any other employee of the University or outsider, nor it shall be used for any business or profession.
- II. An allottee found indulging in subletting, shall be barred from allotment of accommodation forever.
- III. If the allottee surrenders the accommodation; his/her name will go to the bottom of the list.
- IV. In case an accommodation is occupied un-authorized or retained un-authorized; action will be taken against the defaulter under the efficiency and discipline rules of the University and the accommodation unit shall be vacated forcibly with the prior permission of the Registrar.
- V. An employee of the University on study leave abroad or on deputation or Foreign Service outside University, shall be allowed to retain his / her accommodation with the prior permission of the Vice Chancellor after the approval of the University Campus Committee. The accommodation unit may be retained for his/her spouse, children and other dependents till the completion of his/her approved leave. After that, the aforesaid rules, if applicable, shall be applied.

### SECTION-XII

#### 12. ALTERATION AND STRUCTURAL CHANGES IN THE ACCOMMODATION UNITS

- I. An allottee shall not without the recommendation of the University Engineer and prior approval of the University Campus Committee and the Vice Chancellor make any structural additions or alterations to the accommodation unit, its fittings and fixture including open space or any pathways. He/She shall not put any permanent or temporary structure or fitting

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Pro-Vice Chancellor

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that may deform deface the building diminish its value. The University Campus Committee including University Engineer will provide a formal recommendation of such cases.

- II. Notwithstanding anything contained in the above rules, the Vice Chancellor may make such allotment and pass such order as he may deem fit after the recommendation of the University Campus Committee.
- a. If an allottee of a house surrenders he/she will not be considered for house allotment until he/she apply for the same. In case of his/her application for house allotment, he/she will be put at the bottom of the merit list.
  - b. In case the allottee applies for study/sabbatical leave, he/she will be allowed to retain the house/flat/room up to a maximum period of his/her study/sabbatical leave.
  - c. In case of deputation, he/she will be allowed to retain his/her residence up to a maximum period of one tenure or 5 years on deputation. If he/she is drawing house requisition at the other institution/organization, he/she will be bound to pay the house requisition to the university, otherwise, house rent shall be charged as per his/her entitlement.
- III. All gardens' trees, shrubs, hedges and grassy plots, within and outside the residence shall be maintained and be the property of the University and shall not be cut and removed.
- IV. No employee residing in a house at the Campus shall be allowed to keep cattle, goats, sheep and dogs etc. without the permission of the competent authority.
- V. The Security Officer/ Estate Officer may require any employee in possession of a vicious pet, which is the source of trouble for the residents, to remove it from the Estate within a week, failure to comply with it will result in cancellation of allotment.
- VI. The street dog to be removed/ vanished from university colony and campuses by the security section.

### SECTION-XIII

#### 13. UNAUTHORIZED OCCUPATION

- I. In case an accommodation is occupied or retained unauthorized, disciplinary action may be taken against the defaulter. Estate Officer shall charge and recover a penalty rent from occupants for the period of unauthorized occupation/retention and take steps to evict him expeditiously. In case the unauthorized occupant is a person other than a University employee. FIR shall be lodged against him/her by DG (Admin) on charges of illegal occupation.
- II. In order to expedite his/her eviction, the Estate Officer may also take the following actions.
- i. Disconnect water, gas, electric supply and telephone connection, etc.
  - ii. Disqualify him from allotment of accommodation for a specified period not exceeding 03 years.

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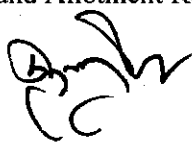


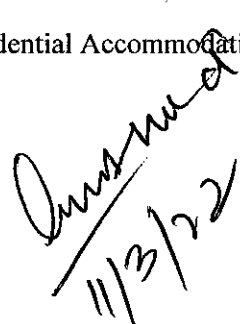



- iii. Report to the administrative head of department/section under University rule to take Disciplinary action against him on the charge of "Misconduct".
- III. The Estate Officer shall be authorized to forcefully vacate residential accommodation from the allottee after retirement/dismissal/unauthorized occupation and the allottee has to clear all the utility charges.
- IV. Retired employee's final dues including leave encashment and any other dues except pension shall be stopped till the vacation of residence.
- V. A university employee, who had not yet vacated the official residence after the expiry of the prescribed period mentioned above, shall be served with one month's notice to vacate the residences. In case he/she failed to do so, necessary action shall be taken against him/her as per Section-VIII, Point 8, Clause II.
- VI. Until and unless the employee does not vacate the residents and get clearance, his/her dues (salary/pension) shall be stopped till the vacation of residents.

**SECTION-XIV**

**14. NUISANCE AND INVOLVEMENT IN ANTI-SOCIAL ACTIVITIES**

- I. A University Employee who is allotted an accommodation, he/she and members of his family shall abstain from all actions which are likely to cause a nuisance. If his/her behavior or that of any person living with him/her causes a nuisance or trouble in the locality, the Estate Officer on receiving such information or complain, if the same is made bona fide against the allottee by the inhabitants of the locality, shall cancel his/her allotment or shift him elsewhere. Keeping pets or cattle, goats, sheep, dogs, cats in the university colonies may be treated as a nuisance in terms of this rule if it causes some offense or harm to residents of the colony.
- II. The allotment of university accommodation to any employee of the university shall be canceled in case any allottee or his/her accommodation is found to have been involved in activities of indiscipline, anti-social, immoral, uncivil, firing/ display of arms, theft/dacoit, and damages/loss to the property of the University.
- III. Infringement of the above Rules shall entail the cancellation of allotment and evacuation from the Estate, any allottee who keeps illegal possession of the premises and fails to vacate within one month's notice shall be liable to pay punitive rent at such rate, not exceeding double of the standard rent, as the Vice Chancellor may determine. Such charges shall be recovered from him in case or will be adjusted against his superannuation benefits. Orders of the Vice Chancellor in this respect shall be final and binding.
- IV. An appeal against the decisions of the Campus Committee in all matters shall be made to the Vice Chancellor as per the UoB accommodation rules.

- V. The Vice Chancellor shall have the power to amend and modify these Rules as and when deemed necessary, with the consultation of the Campus Committee and the approval of the Syndicate.
- VI. The Vice Chancellor, on a complaint, may cancel the allotment of any employee for the reasons to be recorded in writing to the Campus Committee.

**SECTION-XV**

**15. TEACHER'S HOSTEL**

- I. A teacher willing to apply to the Male Teacher's Hostel should apply to the In-charge Male Teacher's Hostel. The Estate Officer should communicate the list of those who have already applied to the Estate Office for accommodation in Male Teacher's Hostel.

**SECTION-XVI**

**16. RECORD MAINTENANCE, TRANSPARENCY AND DATA DISSEMINATION**

- I. A separate webpage of the State Office shall be made on the University of Balochistan website and will be maintained by the Estate Office with the technical support of the Directorate of Information Technology (DIT), University of Balochistan.
- II. The webpage of the Estate Office shall contain the contact details of the Residential Accommodation and Allotment rules, Structure of the University Campus Committee, List of Residence, Schedule of the Meetings of the University Campus Committee, and up to date Merit List of accommodation for all employees.
- III. The Estate Office shall maintain a digital inventory of the fixtures, furniture and other installations of all housing units for the record.

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Pro-Vice Chancellor

*Amir Mubt*  
11/3/22

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