

Proceedings of the meeting of House Allotment Committee (HAC) held on 06.03.2024 in the College Council Room of office of the Director, BPS GMC for Women, Khanpur Kalan Sonapat.

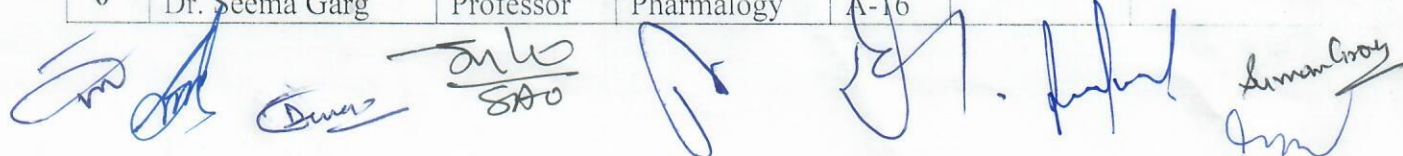
A House Allotment Committee meeting held on 06.03.2024 at 12:30 A.M. under the Chairmanship of the Worthy Director in the College Council Room, BPS GMC (W) Khanpur-Kalan, Sonipat as per agendas of the meeting. Following were present/not present in the meeting:-

Sr. No.	Name	Designation	Remarks
1.	Dr. J.C.Dureja,	Director, Chairman HAC	Present
2.	Mr. Ajay Hooda	Joint Director (Admin) Member	Not Present
3.	Dr. DheerajParihar	Medical Superintendent Member	Present
4.	Dr. Swarn Kaur	Dean Academic Member	Present
5.	Dr. A.P.S.Batra	Sr. Most Professor of the Institute Member	Present
6.	Dr. Sunil Yadav	Professor, Dentistry Member Secretary	Present
7.	Mr. Sanjeev Dahiya	Senior Accounts Officer Member	Present
8.	Mr. Gulshan Kumar	Superintendent Member	Present
9.	Mr. Rama Prasad	Technical Officer Member	Present
10.	Smt. Suman Grover	Sr. Nursing Officer Member	Present

At least 2/3rd members of the committee are required to be present to form the quorum for carrying out the proceedings of the meeting for finalizing the decisions. Today's meeting held with quorum i.e. 09 members were present out of 10.

The following quarters were allotted in the last meeting by the House Allotment Committee as per rule and the same has to be approved by Chairman/Members of House Allotment Committee.

Sr. No.	Name	Designation	Department	Room No.	Date of Possession	Approved by Committee
1	Dr. Anil Gulia	Professor	Orthopedics	A-07		
2	Dr. Swarn Kaur	Professor	Pathology	A-08		
3	Dr. Anil Grag	Professor	Forensic Medicine	A-28		
4	Dr. Ragni	Assoc. Prof.	Comm. Med.	B-31		
5	Dr. Uma Grag	Professor	ENT	A-18		
6	Dr. Seema Garg	Professor	Pharmalogy	A-16		



7	Dr. Sumitha Sethi	Professor	Opthomology	A-10		
8	Dr. Anirudh Ranga	Asst. Prof.	Comm. Med.	C-36		
9	Dr. Sunny Grag	S.R	Psychiatry	C-33		
10	Dr. Akanksha	S.R	Pathology	D-05		
11	Dr. Ila Sehwat	S.R	Obs & Gyne	D-08		
12	Dr. Jai Shree Kaushik	S.R	Obs&Gyne	D-10		
13	Dr. Laxman Vir Yadav	S.R	Gen. Med.	D-12		
14	Dr. Preeti	S.R	Pathology	D-13		
15	Dr. Murugandass	S.R	Comm. Med.	D-15		
16	DR. Parul	S.R	Pathology	D-16		
17	Dr. Suman	S.R	Obs & Gyne	D-18		
18	Dr. Surender Kumar	S.R	Opthomology	D-20		
19	Dr. Anubhav Deshwal	S.R	Gen. Medicine	D-22		
20	Dr. Deepika	S.R	Comm. Med.	D-26		
21	Dr. Aarzoo	S.R	Peads	D-28		
22	Dr. Sonem Gill	S.R	Opthomology	D-29		
23	Dr. Pooja Rathee	S.R	Pathology	D-31		
24	Dr. Vishal Asar	S.R	Anatomy	D-32		
25	Dr. Sugam	S.R	Gen. Med.	D-58		
26	Dr. Ashish Yadav	S.R	Gen. Surgery	D-59		

Hence, the house allotment committee must approve the possession and allocation of the aforementioned quarters; the majority of them did.

A detailed report was presented in the meeting on the present status of the quarters in the campus. The following flats are available for allotment in the campus:

Status of House / Quarter available for allotment in Campus Old & New Quarters

Details of Residential

Sr. No.	Type of House	Total No. of Qtrs	Occupied	Vacant
1.	A-Block	36	26	10
2.	B-Block	48	33	15
3.	C-Block	48	24	24
4.	D-Block	64	64	NIL
5.	E-Block	94	94	NIL

Details of Hostels

Sr. No.	Type of House	Total No. of Qtrs	Occupied	Vacant	Office Purpose
1.	F-Block	56	49	06	01
2.	Vishram Sadan	44	34	09	01
3.	JR Male Hostel	36	36	NIL	06 Rooms occupied singly
4.	JR Female Hostel	36	36	NIL	21 Rooms occupied singly

[Handwritten signatures and initials are present below the table, including names like Suman, Anurag, and others.]

The matter of decision was taken by the HAC and the rules and regulations pertaining to house allocation that had previously been established, formulated, or amended by the committee comprising Dr. Anand Agarwal (Chairman of Committee), Dr. Sarvesh Kumar, Dr. Sarita Yadav, Dr. Chanderbhan, and Mr. Rama Parsad, were discussed. The House Allotment Committee's requirements for reformatting the regulations were taken into account.

ELIGIBILITY FOR ALLOTMENT OF HOUSE-BASED ON DESIGNATION INCLUDING BASIC PAY& DATE OF APPOINTMENT

1. An employee as specified in the Annexure-I shall be eligible for allotment of house of the type specified in the corresponding category.
2. All the employees will be entitled to the accommodation as per their entitlement after joining the institute along with application for allotment of the house as per their seniority. The employee will be entertained only for the house to which he/she is eligible. Provided that if the house of the category to which any employee is eligible for allotment is not available, he/she shall be entitled to apply for a house one category below to which he/she is eligible. The House Allotment Committee may decide on such matters keeping in view the interest of the institution.

If any official/officer is re-designated/promoted from the back date, he/she will be entitled for the allotment of house from the date of his/her re-designation/ promotion.

3. Two houses in each type of housing block are earmarked by the Director for allotment to the candidates who are holding administrative post with the regular appointment.

4. Allotment of House:-

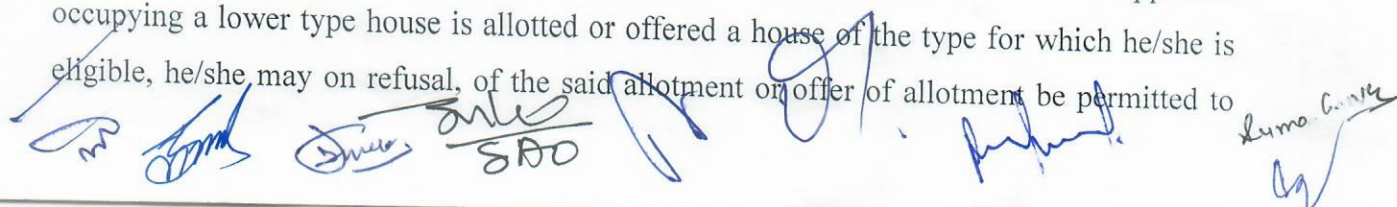
When a residential accommodation falls vacant, it may be allotted on seniority basis to an applicant who is without accommodation or having accommodation below his entitlement by the competent authority. Physical presence of applicant/authorized representative is mandatory in the house allotment committee meeting to maintain the transparency.

The committee members proposed that allottee may be upgraded the house from lower to upper such as E to D and to C block after 10 years continue residing without any defaulting subject to prior approval of the HAC. Such type of Upgradation will be based on purely willingness and seniority basis.

On the above proposal HAC and Chairman agreed to frame the justified policy, which will be purely in public interest as well as hospital welfare. This matter be discussed and finalized in upcoming HAC meeting.

5. Non-acceptance of allotment or failure to occupy the allotted house after acceptance: -

- a) If an applicant fails to take possession of the house allotted within 14 days from the date of issue of the letter of allotment with one noticed served in the above mention time or within the stipulated period given for taking the possession of the house, his/her allotment will be cancelled and he/she shall not be eligible for another allotment for a period of one year from the date of allotment letter except exceptional circumstances. However, if an applicant occupying a lower type house is allotted or offered a house of the type for which he/she is eligible, he/she may on refusal, of the said allotment or offer of allotment be permitted to



continue in the previously allotted house, provided that he/she shall not be eligible for another allotment for a period of one year.

- b) If any official/officer refuses to occupy the allotted house on the grounds that the house is not in living condition, he/she should be placed at the bottom of the waiting list from the date of refusal for the category of house allotted to him. Provided the house being allotted to the person is in living conditions as certified by Estate officer.

6. Allotment to husband and wives:

Eligibility:-

In case of employees who are married to each other:-

No employee shall be allotted a house, unless the wife or the husband, as the case may be, who has already been allotted a house and surrenders it.

Provided:-

- i) 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 of law.
- ii) Where two employees in occupation of separate houses marry each then one house shall be surrendered within one month from the date of their marriage.
- iii) If the house is not surrendered as required above, the allotment of the house of the lower type shall be deemed to have been cancelled and if houses are of the same type, the allotment of either of them (after obtaining consent of allottee) shall be deemed to have been cancelled on the expiry of one month.
- iv) In case the official is not vacating the house, in that condition, penalty will be imposed as per prevailing Haryana Civil Services Rules.

7. Subletting or sharing of house:-

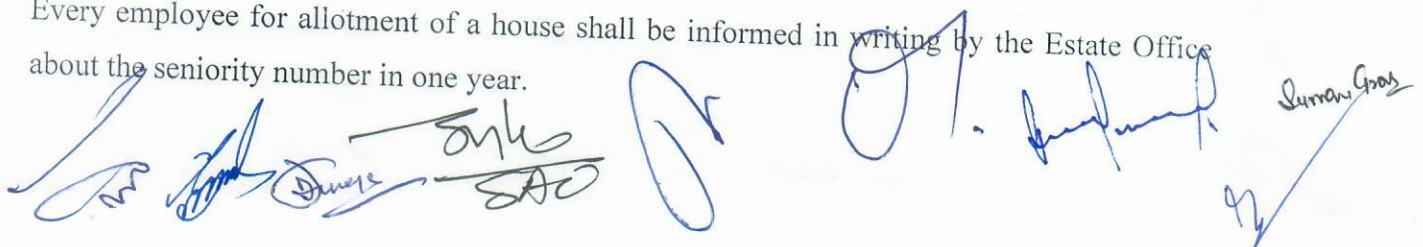
No allottee shall sublet or share the house or part thereof.

If found guilty or any complaint regarding the issue of subletting or sharing the house has been received by the competent authority, discipline committee will be constituted by the competent authority to verify the authenticity of complaint decision. In case of guilty (for subletting), the allotted house/accommodation will be cancelled and the official has to vacate the property with immediate effect and his/her application for Govt. accommodation will not be considered in future.

Committee members suggested that committee of 05 (3 Males & 2 females) members may be constituted to surprise visit the houses and hostels. At least any 03 out of 05 members will be in power to perform these duties. This committee will check the unauthorized encroachments, electricity and water misuse, subletting, house changing etc. At least fortnightly visits be mandatory and reports be submitted in written to HAC committee Chairman/ Director.

8. Seniority List:-

Every employee for allotment of a house shall be informed in writing by the Estate Office about the seniority number in one year.

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9. Allotment of house to widow/son or daughter(s) of deceased employees who are already residing in a house:-

When an employee dies in that condition the widow/son or daughter (s) of the deceased who are already residing in Govt. accommodation (BPS Govt. Medical College for Women, Khanpur Kalan, Sonapat) service they may be allowed to retain the house as per prevailing Government accommodation Rules.

10. Foreign Assignment:-

If an employee goes on foreign or Indian assignment viz. fellowship/training/study leave and get his/her salary from the parent department, he/she will be entitled to retain the allotted house. If he or she has not been allotted a house at the time of departure, his or her seniority on the waiting list will not be affected.

If his/her turn comes for the allotment of the house during assignment/training/study leave, then the house should be allotted to the person in the waiting list if acceptable to him/her otherwise, house should be provided to him/her on priority basis after his/her return from assignment.

If a faculty member goes on any assignment with the prior permission of the competent authority and on leave, duly sanctioned, for a period not exceeding one year & on deputation to a statutory body or Govt. not exceeding two years and get the salary from sponsored institution, he/she have to vacate the house and/or on his/her return he/she will be allotted the house as per his/her existing seniority in the particular category. As and when he/she joins back he/she may be allotted the house as per his/her existing seniority in the particular category or subjected to availability of the House.

11. Change of house on mutual basis:-

Change of House mutual basis may be allowed by the HAC/competent authority only on provided valid reasons and none of them is retiring within 02 years. After allotment of the house, the same floor up-gradation/mutual exchange or even in case of vacant accommodation, the change of already allotted accommodation/House is not permissible.

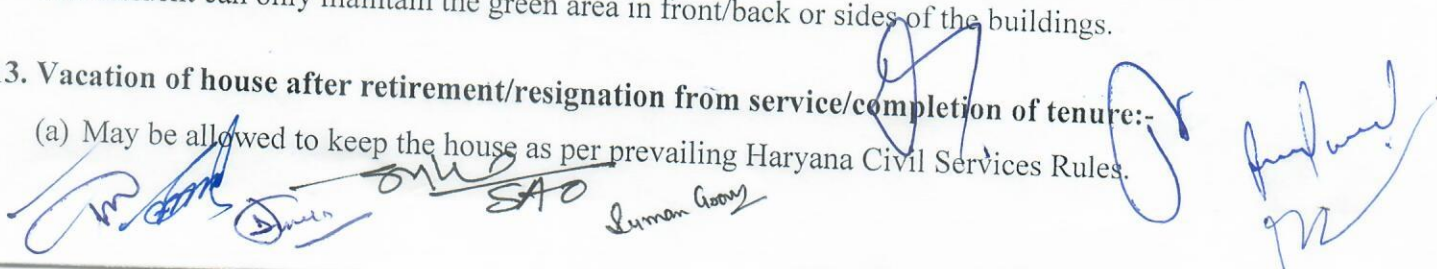
12. Animal/Kitchen Garden:-

Allottee is not allowed to keep animal other than dog/cat in the allotted house of the campus. The allottee who is keeping dogs/cats in their house they have to produce the vaccination certificate of the pet also they will ensure cleanliness of the surrounding area. Littering around by the pets is not allowed, in case of found guilty due to hampering cleanliness, the fine of Rs. 500/- is liable to impose.

Residents are not allowed to maintain the kitchen garden outside the premises of his/her residence. If someone found maintaining the kitchen garden, he/she will be fined Rs. 500/- of the first sight and he/she will have to remove the encroached area with immediate effect. The resident can only maintain the green area in front/back or sides of the buildings.

13. Vacation of house after retirement/resignation from service/completion of tenure:-

(a) May be allowed to keep the house as per prevailing Haryana Civil Services Rules.



- (b) In case of resignation/completion of tenure, a Senior Resident/ Demonstrator are not allowed to retain the accommodation not more than 02 days.

14. Change of house on spouse basis:-

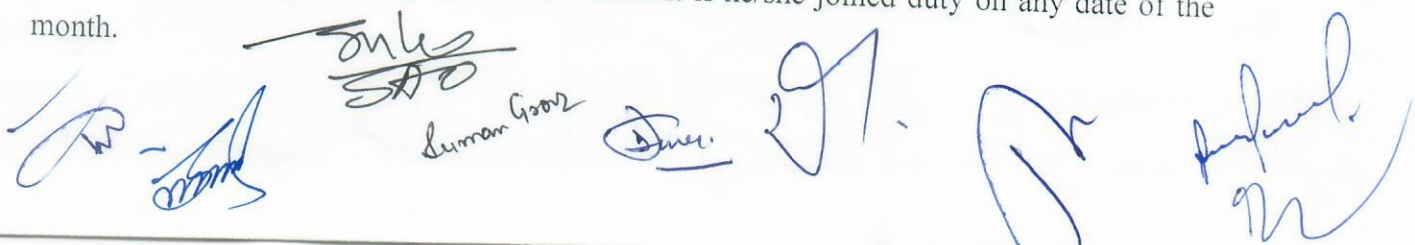
- a) In case of couple/ spouse house is allotted to one of them in the capacity of Asstt. Professor/ Assoc. Professor/ Professor and Senior Professor, if one of them goes on Foreign Assignment/ Fellowship and draw his/her pay from the sponsored institute then change/ transfer of house may be allowed in the name of spouse as per entitlement of the transferee.
- b) In case of couple, if any category of house is already allotted to one of them, then the spouse whose name comes on the waiting list for the consent of allotment of same category house then he/she may be allowed to get transferred the same category of house already allotted to one of them.
- c) In case of couple, if one of them resigned/completed tenure then the spouse can be allowed to get the house transferred in his/her name on request as per entitlement. If not entitled for same type of house, he/she need to change in reallocation as per rule.

15. Regarding Alteration/ Addition/ Modification:-

No permanent alteration/ addition/ modification are allowed in the House without permission of the Estate Office. Any damage to the Govt. Property will be personal responsibility of the owner of the house and will invite penalty as per prevailing Haryana Civil Services Rules.


**REGARDING ALLOTMENT OF THE HOSTELS (JR MALE/FEMALE)
/F-BLOCK/VISHRAM SADAN**


1. All JR's (Male/Female) F-Block and Vishram Sadan (2nd an 3rd Floor) are double occupancy hostels.
2. Nobody will be allotted the room on single occupancy basis.
3. Institution does not have married accommodation, in case where the married couple (both are getting education in our institution) then one accommodation can be provided on the sharing basis.
4. No one is allowed to install AC in their rooms. In case, the Authority found AC installment someone rooms then the fine of Rs. 20000/- will be charged and AC will be confiscated.
5. Desert Cooler may be used with prior permission Hostel Warden/Supervisor @ Rs.1000/- per month.
6. Refrigerator of 165 liter is allowed with the prior permission of Hostel Warden on Rs. 6000/- Yearly charges.
7. Any alcohol consumption or illegal activity is strictly prohibited in hostel premises.
8. Full month rent will be charged from the resident if he/she joined duty on any date of the month.


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9. Residents will be responsible for loss/damage to any fitting/electricity/fan/furniture etc. available in room. If any resident leaves the hostel they have to handover the room in good condition along with all room furniture with ceiling fan and electrical fitting etc. He /she will be liable to be fined and to pay for any damage done.
10. Each resident will maintain cleanliness and good up-keep of the rooms allotted to him/her.
11. In the event of mischief/foul play or any incident, hostel warden/supervisor is authorized to break open the lock of room for investigation.
12. If any resident in the hostel wants to make any representation to the authority, he/she should submit her representation through proper channel in the order e.g. Hostel Supervisor/warden/Director.
13. Residents are strictly prohibited to exploit hostel servants or to harass the anyway. All complaints against hostel servants should be brought to notice of the Hostel Supervisor/Warden, who will investigate and take suitable action against them.
14. Entry of any person for any reason e.g. Plumber, Electrician etc. in the hostel will be allowed only after making entry in register by security guard.
15. All the fines will be imposed through Chief Warden/warden after approval of the Director

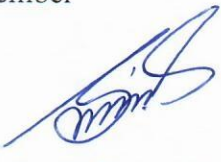
The meeting ended with thanks.



Suman Grover (Sr. N.O.)
Member



Ram Parsad, T.O.
Member


Gulshan Kumar, Supdt.
Member


Sanjeev Dahiya (Sr. A) 
Member


Dr. Sunil Yadav, Professor
Member Secretary


Dr. A.P.S. Batra, Professor
Member


Dr. Swarn Kaur
Member


Dr. Dheeraj Parihar, MS
Member


Dr. J.C. Dureja, Director
Chairman, HAC

PROPOSED ENTITLEMENT FOR ALLOTMENT OF RESIDENTIAL ACCOMMODATION IN BPS GOVT. MEDICAL COLLEGE FOR WOMEN, KHANPUR KALAN, SONEPAT (HARYANA)

Type of House: Entitlement in order of seniority and nature of post.

A-Block House: - From basic pay Rs. 144200/-

B-Block House: - From basic pay Rs. 118500/- to 144199/-

After 02 years of service increments they can apply for up-gradation.

- a) First preference will be given to the Date of appointment.
- b) If two officials joined for same post on the same day then preference will be given on first come /first serve basis.
- c) Allotment will be given only on the availability of the accommodation applied for.

C-Block House: - From basic pay Rs. 67700/- to 118499/-

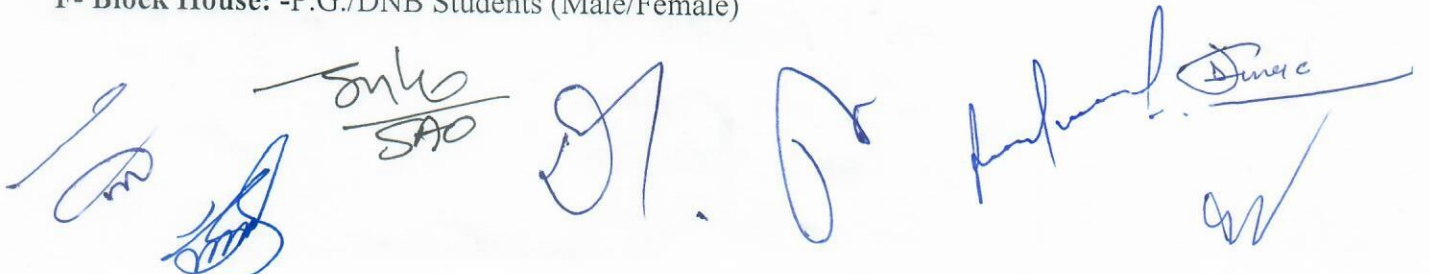
- a) First preference will be given to the Date of appointment.
- b) If two officials joined for same post on the same day then preference will be given on first come /first serve basis.
- c) Allotment will be given only on the availability of the accommodation applied for.
- d) For tenure base appointment, there is no up-gradation.

D-Block House: - From basic pay Rs. 44900/- to 67699/-

- a) At present we have 64 flats, out of which 11 flats are allotted to Group- C employees and 22 flats to nursing sisters.
- b) In our institution we have Group- C filled posts- 155 (approx.) and total nursing sister/nursing staff- 350 (approx.)
- c) The HAC committee suggested that the accommodation allotment will be done on the basis of 1: 2.5 ratio between Group- C and nursing sisters/nursing officer. 12:46
- d) Preference will be given to Group- C employees of essential services only for the smooth functioning of the institution.
- e) Allotment of the accommodation is purely availability based.

E- Block House: - From basic pay Rs. 44899/-

F- Block House: -P.G./DNB Students (Male/Female)

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