



UNIVERSITY OF ENGINEERING & TECHNOLOGY
MARDAN

EMPLOYEE'S RESIDENCY RULES 2022

Approved by:

Syndicate in its 11th Meeting of the Syndicate held on October 17th, 2022

Syndicate in its 15th meeting held on 24th April 2024 approved the changes in Employee's Residency Rules 2022, UET Mardan.

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Contents

1. Title and Commencement	1
2. Definitions	1
3. Eligibility.....	4
4. Classification of Houses & Bachelor Accommodations and their Entitlement.....	4
5. Application/Registration for Allotment & Change of Allotment.	5
6. Maintenance of waiting lists	5
7. Seniority in waiting lists.	5
8. Status of Claim in Case of Promotion/Move-over	5
9. House Allotment and Management Committee.....	6
10. Allotment of House	6
11. Occupation of House.....	7
12. Allotment for the Resident of Employees.	8
13. Employees on Deputation/Appointment/Study Leave/Training Abroad.....	8
14. Vacation of House	8
15. Loss or damage of property	9
16. Maintenance.	9
17. Prohibition of Mutual Exchange of Houses.	9
18. Prohibition of Sub-letting House.....	9
19. Rates of Rent.....	10
20. Double House Rent Allowance.....	10
21. Non Payment of Utility Bills/Utility Theft	10
22. Arbitration	11

Approved by Authority

Syndicate in its 11th Meeting held on 17th October, 2022 via Notification No. 6885/13/2022/S/UETM-R Dated: 17.11.2022

Syndicate in its 15th meeting held on 24th April 2024 approved the changes in Employee's Residency Rules 2022, UET Mardan.



In exercise of the powers conferred by section 31(2) of the Khyber Pakhtunkhwa Universities Act 2012 (amended till date), the Syndicate in its 11th meeting held on October 17th, 2022 is pleased to frame the following rules, namely:

University of Engineering & Technology, Mardan Employee's Residence Rules- 2022

1. Title and Commencement

- (i) These rules shall be called the University of Engineering and Technology, Mardan Employees Residence Rules- 2022.
- (ii) These rules shall be applicable on all regular employees of the University.
- (iii) They shall come into force with immediate effect.

2. Definitions

In these rules, unless the context otherwise requires the following terms shall have the meanings hereby assigned to them: -

- (i) "Vice-Chancellor" means the Vice-Chancellor of the University of Engineering and Technology, Mardan.
- (ii) "Employees" means regular employees of the University of Engineering and Technology, Mardan.

- (iii) "House" means any type of residential accommodation (excluding Bachelor Accommodation) including servant's quarter (if any) and its premises on the University Campus.
- (iv) Bachelor Accommodation" means any type of accommodation other than as specified in clause 2 (iii) & 3.
- (v) "Allotment Committee" means the Committee as constituted under clause 09 of the rules.
- (vi) "Allottee" mean permanent Employees to whom the house is allotted.
- (vii) "Family" means
- (a) Spouse, for lifetime or till divorce
 - (b) Dependent children as per details given below
 - Unmarried children, for lifetime or till marriage
 - Widowed or divorced daughters, for lifetime or till remarriage
 - Disabled or mentally challenged children, for lifetime and without age limit.
 - (c) Parents of the employee or spouse who are wholly dependent on the spouse and unmarried siblings of the employee/spouse, who are wholly dependent on them

3. Eligibility.

- (i) A house, which is meant for family accommodation, shall be allotted to regular employees with whom family is living.
- (ii) Unmarried employees are also eligible for bachelor accommodation as per clause 4(iii). However, unmarried employees can avail only one facility: either bachelor accommodation or family accommodation.
- (iii) Those employees, who are eligible for residential accommodation, but he/she or his/her spouse are allotted residential accommodation of Government, Federal Government or autonomous body, corporation or agency, within the limits of TMA Mardan shall not be considered for the purpose of providing residential accommodation under these rules.
- (iv) In cases where both the employees, being spouses, are eligible for residential accommodation, under these rules and are serving at the University of Engineering & Technology Mardan, only one of them shall be considered for the purpose of residential accommodation.

4. Classification of Houses & Bachelor Accommodations and their Entitlement

- (i) Classification and Entitlement for each type of house shall be as under:
 - C-Type for employees serving in BPS-20 and above

- D-Old Type for employees serving in BPS-19
- D-New Type for employees in BPS-17 and BPS-18
- E-Old Type for employees in BPS-11 to BPS-16
- E-New Type for employees in BPS-1 to BPS-10

(ii) Bachelor Accommodation and entitlement for shall be as under

- Staff Hostel for male employees in grade-17 and above.
- Bachelor Hostel for BPS-16 & below.

5. Application/Registration for Allotment & Change of Allotment.

(i) An eligible employee who needs a house shall apply on a prescribed application form (available at the Registrar's office), and submit it, along with other relevant documents, to the Registrar office.

6. Maintenance of waiting lists

(i) The Registrar's office shall maintain a waiting list of the eligible candidates strictly based on the date of submission of the application for housing. This waiting list, which will contain the applicant's name, application submission date, and cadre, will be made available to all employees and published on the University website

7. Seniority in waiting lists.

- (i) The seniority of applicants on the waiting list shall be determined based on the date of submission of their application for residence allotment with the Registrar's Office.
- (ii) If the date of registration or entitlement of two or more applicants is the same, then the seniority in the waiting list shall be determined on the basis of length of service in that particular grade or pay-scale and if the length of service in that grade or pay-scale is also same then seniority shall be determined from the date of birth, with elder being senior.

8. Status of Claim in Case of Promotion/Move-over

(i) The applicant or an allottee, as the case may be, upon promotion, becomes entitled to a better category of residential accommodation, thus the case for which lies originally applied, shall apply to Registrar office. Furthermore, he/she may continue to retain such residential accommodation till such time a better residential accommodation is allotted to him.

- (ii) An employee who has submitted an application or an allottee shall not lose his/her seniority in his/her entitlement to a house of lower type upon his/her promotion/move-over/selection in service entitling him/her to a higher type of house.
- (iii) In case of move over to higher scale one should be entitled to accommodation for that grade.

9. House Allotment and Management Committee.

(i) The House allotment committee shall include;

a) Registrar	Convener
b) Provost	Member
c) Treasurer	Member
d) Head of Works Section	Member
e) Senior Faculty Member (To be appointed by Vice Chancellor)	Member
f) Administrative Officer	Secretary

(ii) The house allotment and management committee shall be responsible for:

- (a) recommending allotment of houses to employees to the Vice-Chancellor for approval.
- (b) Application of employee residential rules in their true spirit.
- (c) Make and implement the repair and maintenance schedule of the residences.
- (d) Make recommendation, fix responsibility in case of damage, theft to a property or nonpayment of utilities or damage to utility meters etc.
- (e) Ensure through works departments that all utility bills are regularly paid. The works department is to identify unpaid bills which are to be deducted from employee at source.

10. Allotment of House

- (i) A house shall be allotted by the Vice-Chancellor on the recommendation of House allotment and management Committee.
- (ii) Houses will be allotted strictly in order of seniority from amongst the applicants for each type of houses as recommended by the House allotment and management committee.
- (iii) Seniority for the purpose of allotment shall be determined strictly from the date of submission of application for housing with the Registrar office in the relevant grade in relation to the type of house to which he/she is entitled e.g. relevant grade for C-Type houses is BPS-20 and BPS-21. For applicant in BPS-21, his/her appointment in BPS-20 at UET Mardan will be used for seniority calculation.

- his/her
- (iv) Any employee will not be eligible for on-campus housing, whom had faced disciplinary action under Employees Efficiency and Discipline Statutes, 2016 within the last five years.
 - (v) Employee shall at the time of allotment, submit an affidavit, on stamp paper, to the Registrar Office with undertaking that he/she or their spouse are not in occupation of Government, Federal Government, autonomous body, corporation, agency etc. residential accommodation, within the limits of TMA.
 - (vi) If the provided information is found in correct, at any stage, the allotment shall automatically stand cancelled and market rent for such allotment shall be recovered from such allottee for the period the residential accommodation remained in his possession. In addition, disciplinary proceedings under relevant efficiency and discipline rules, for the time being in force, may also be initiated against such allottee and he may be declared ineligible for all kinds of residential accommodation in future.

11. Occupation of House

- i. After a house has been allotted and allotment order received by an employee he/she after necessary repairs/white washing have been carried out shall occupy the house within 15 days and will subsequently provide occupation certificate.
- ii. If an employee on merit does not avail his turn or does not occupy the house within the specified period, the house will be allotted to the next candidate on waiting and seniority of the employee (not availing the offer or not occupying the house) will remain intact. However, such employee will have only one chance of doing so. For each subsequent repetition, he/she will be placed at bottom of the waiting list.
- iii. In case the allottee fails to occupy (physically) the house within specified period the allotment orders shall stand cancelled and the house shall be automatically allotted the next candidate. Provided further, if the employee fails for occupation is not justified then his/her seniority will be placed at the bottom.
- iv. An amount equal to three (03) month house rent is to be deposited by the tenant as security before occupancy.
- v. The Director of Works shall hand over possession of the house to the allottee and record the fittings installation etc. and their condition in a statement to be called "Delivery of Possession Report" which shall be signed by the allottee. A copy of the report shall be supplied to the allottee. This will be shared and recorded by store section as well.
- vi. No addition in or alteration to the house shall be affected without prior permission of the house allotment and management committee.

- iv.
- vii. The allottee shall be responsible for the safety of the property of the house and shall make good the losses if any at any time during his/her residence.

12. Allotment for the Resident of Employees.

- i. The house allotted to an employee shall be solely for his/her and his/her dependents/ family residence.
- ii. The allottee shall not allow any other employee to reside with him/her in his/her house.
- iii. An allottee, at the time of allotment, shall submit an undertaking to the Registrar Office that he and his family members shall abstain from all such actions or activities as may cause nuisance or inconvenience to his neighbors in the locality.
- iv. If an allottee or his family members, as the case may be, found involved in any unsocial or immoral or unethical practices or activities, as the case may be, which may be considered as crimes, the residential accommodation, so allotted, and shall be liable to be cancelled such allottee shall be evicted therefrom and shall be disqualified for all such future allotments.

13. Employees on Deputation/Appointment/Study Leave/Training Abroad.

- i. An allottee serving any outside agency on deputation or is in employment etc. shall be required to vacate the house within six months of the transfer of his/her services.
- ii. Family of an allottee can reside in a house till the period of his/her study leave/training provided the University dues are paid regularly and subject to annual verification/progress of his/ her Study/Training by the Dean of Faculty. Maximum duration of such arrangement can be three years.

14. Vacation of House

- i. A retiring employee would be allowed to retain in University accommodation for a period of three months after the payment of pension to him or six months after retirement, whichever is earlier. This amount corresponding to his stay, six/three months' rent will be deducted in advance.
- ii. In the case of death of an allottee his/her dependents may retain the house for twelve months.
- iii. On the expiry of the said period or earlier, if possible, the house shall be vacated in its possession shall be given to the director of Works of the University.

- iv. Upon Vacation of the allotted house the employee shall hand over possession of the house to Directorate of Works and record the fittings installation etc. and their condition in a statement to be called "Delivery of Vacation Report" which shall be duly signed by the allottee and Head of works section. This will be shared and recorded by store section, Pay bill and Treasurer office as well prior to his vacation.

15. Loss or damage of property

- i. While taking possession of the house, as aforesaid, if the Director of Works/Engineer reports loss or damage of any kind of property therein, the loss or damage shall be made well by the allottee or as the case may be, by his/her dependents/ family.

16. Maintenance.

- i. The University employees (residents) shall be responsible for keeping the houses in good condition and perform repairs necessitated due to misuse and damage caused by neglect (if any).
- ii. Any structural repairs will be done by the university.
- iii. Major repairs and white washing shall be carried out by the university after every -five years as needed. Any damage to items due to misuse or missing items is to be charged to residents.
- iv. keeping pets in the university residency shall not permitted without the prior approval of the Vice-Chancellor.

17. Prohibition of Mutual Exchange of Houses.

- (i) Mutual exchange of houses in the same or different category is not permitted without the prior approval of the Vice-Chancellor.
- (ii) Employees desiring re-allotment/shifting in the same category of accommodation will be permitted to do so purely on the basis of seniority.

18. Prohibition of Sub-letting House.

- (i) The residential accommodation shall be used only for residential purposes. No part of the residential accommodation shall be handed over, nor shall it be used for any commercial purposes
- (ii) No allottee shall sublet the house or any part thereof. If any one does so his/her allotment of the house shall stand cancelled and he/she will also be charged such extra rent as may be fixed by the Syndicate for the period during which it was sub-letted.

19. Rates of Rent

- (i) - House rent equal to the house rent allowance will be deducted from the salary of the allottee.
 - Additionally, house maintenance charges at the rate of 5% of basic pay scale 2017 will be deducted from salary of the allottee
 - Employees in Grade 1 to 16 are exempted from paying maintenance charges.
- (ii) If an employee who occupies a house without a valid allotment order or overstays without permission/approval of the Vice-Chancellor, shall be liable to disciplinary action through efficiency and disciplinary committee. Its recommendations are to be approved through relevant competent forum {Vice Chancellor for employees serving in BPS (1-16) / Syndicate for employees serving in BPS (17-21)}.
- (iii) Provided further, the Syndicate shall have the authority to alter these rates as and when deemed necessary, but it shall not be enhanced without prior notice to the allottees.

20. Double House Rent Allowance

- (i) Husband and wife being both employees of the University of Engineering & Technology, Mardan, the house rent shall be deducted from the allottee only.

21. Non Payment of Utility Bills/Utility Theft

- (i) If a resident does not pay utility bills for two consecutive months, the Directorate of Works will issue letter to the allottee, with a copy to Registrar Office, for clearing the outstanding utility bills within one month. Failing which a notice of 30-days shall be given from Registrar Office for clearing the outstanding bills, failing which the accommodation facility shall be withdrawn from the employee and the outstanding amount shall be recovered from his/her salary at source in three equal installments. Provided further, if a utility provider (SNGPL, WAPDA/PESCO etc.) goes for litigation on account of non-payment of utility bills by resident of a house, all charges incurred in this regard shall also be recovered from salary of the employee.
- (ii) Any utility theft or intentional damage to the utility meters will be investigated by house allotment and management committee.
- (iii) In case found guilty of any misconduct by house allotment and management committee, appropriate penalty will be imposed on the resident. Provided that; the severest penalty being eviction from the residence which will be carried out through administrative officer. -

22. Arbitration

- (i) Any dispute arising out of allotment or use of the allotted house or any loss or damage of property of any kind which in the house during the period of its occupation by an allottee shall be referred to house allotment committee along-with a nominee of each of the parties concerned, decision shall be final.